

Guide to re-activate an old User

Only available for CPMT Chair and CSA Coordinator

If a User is not seen on the CSA Contact / Roster then that User was deactivated, either by the locality or by system (if the User has NOT logged in to the system for a year).

To re-activate the existing Users who are no longer seen on the CSA Roster

1. Login to Account Management System under Applications on the CSA website's home page.
2. If you don't remember your password. Click on the Reset / Forgot Password link below the Create New Account Button. Then follow instructions on screen and email.
3. After successful Login. Click on Edit/Update Users tab (This tab is only active for Local Approver's i.e. CPMT Chair and CSA Coordinator)
4. Local Approver's have the Edit/Update User tab. This tab will display list of all active Users in the locality.

Account Management System - OCS State Office (200) Logout

My Approvals Register User Edit Profile Edit/Update Users Activate Users Approver Toolkit SFD Admin

Edit / Update Existing Users

Agency/Locality /System: Albemarle - 3 Role: -- Select Role --

Name: [Text Field]

Address: [Text Field] City: [Text Field]

ZipCode: [Text Field] Email: [Text Field]

Show deleted/deactivated users

Export Search Reset

Agency/Locality/Provider	Name	Phone	Email	1	2	3
Albemarle (003)	Jennifer Wells	434-972-4011 X 3836	jwells2@albemarle.org	Q	✎	🗑️
Albemarle (003)	Kevin Wasilewski	434-872-4522	kwasilewski@albemarle.org	Q	✎	🗑️
Albemarle (003)	Neta Davis	434-972-1800	NETA.DAVIS@regionten.org	Q	✎	🗑️
Albemarle (003)	Tammy Critzer	434-872-4531	tcritzer@albemarle.org	Q	✎	🗑️

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5. Click on the check box "Show deleted/deactivated users" and click on the Search button. The screen will display a list of deleted/deactivated Users for locality

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My Approvals Register User Edit Profile Edit/Update Users Activate Users Approver ToolKit SFD Admin

Edit / Update Existing Users

Agency/Locality /System:* Albemarle - 3 Role: -- Select Role --

Name:

Address:

City:

ZipCode:

Email:

Show deleted/deactivated users

[Export](#) [Search](#) [Reset](#)

Agency/Locality/Provider	Name	Phone	Email		
Albemarle (003)	Ann Murray	434-970-3200	MurrayA@charlottesville.org		
Albemarle (003)	Beatrice Segal	434-970-3207	segalb@charlottesville.org		
Albemarle (003)	Betty Burrell	434-296-5855	bburrell@albemarle.org		
Albemarle (003)	Cecilia Baber	434-296-5853 X 3132	cbaber4@albemarle.org		
Albemarle (003)	Cheryl Lewis	434-872-4533	clewis@albemarle.org		
Albemarle (003)	Cheryl Lewis	434-872-4533	clewis@albemarle.org		

6. The Edit (Pencil icon) is used to Edit the details of a User. The follow screen is displayed

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OCS Office of Children's Services

Home About Parents & Families Local Government Resources Statistics and Publications Contacts

Address Line 1:*

Address Line 2:

P.O.Box#: 911

City:* Charlottesville

State:* Virginia

Zip Code:* 22902

Zip Ext:

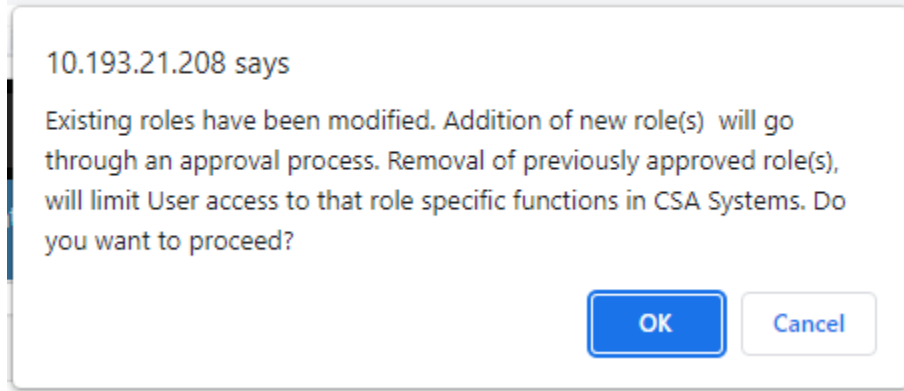
Role:* None selected

- DSU/RA
- CPMT Chair
- CSA Coordinator
- Report Preparer
- T4E - File Uploader
- Fiscal Agent
- CBDRS CSA - Preparer
- CBDRS T4E - Preparer

Agency/Locality/Provider	Name	Phone	Email		
Albemarle (003)	Ann Murray	434-970-3200	MurrayA@charlottesville.org		
Albemarle (003)	Beatrice Segal	434-970-3207	segalb@charlottesville.org		
Albemarle (003)	Betty Burrell	434-296-5855	bburrell@albemarle.org		
Albemarle (003)	Cecilia Baber	434-296-5853 X 3132	cbaber4@albemarle.org		
Albemarle (003)	Cheryl Lewis	434-872-4533	clewis@albemarle.org		
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- a. Scroll down and add User roles by clicking on the check box beside the Role name.
- b. Check mark all roles needed

- c. Click outside the Role Box
- d. Click on the Update button
- e. The following pop-up box is displayed



- f. Click on OK button
- 7. Approval notification email is sent to Locality's CSA Coordinator or CPMT Chair depending on the Role.
- 8. The CSA Coordinator or CPMT Chair now Click on My Approvals tab
- 9. Click on the Review (Notes icon)
- 10. On the pop-up screen click on the Approve Button

