

User Administration Console (UAC)

Acquiring Users

Several situations may arise where you, as a Delegated Administrator, need to add existing user profiles to your pool of managed users. A few examples are:

- An existing Delegated Administrator leaves or has an extended absence
- You accidentally or intentionally discard a user from your pool of managed users
- You have been migrated from a previous version of the Magellan Medicaid Administration User Provisioning application to UAC.

The process for adding existing user accounts to your pool of managed users is referred to as Acquiring Users. To Acquire Users, follow these simple steps:

1. Click on the main **Users** tab.
2. Click on the **Acquire Users** button.
3. You can acquire users in three ways:
 - ❖ By Organization ID (acquire all users assigned to an organization for which you are registered)
 - A drop-down list containing all organizations you are registered for will be displayed
 - Select an organization from the drop-down list
 - Click the **Get Users** button
 - A list of all users assigned to the selected organization is displayed
 - Click the checkbox next to each user you wish to acquire, or click the “**select all**” checkboxes at the top and bottom rows to select all users for this organization
 - Click the **Submit** button
 - The selected users will now appear in your list of managed users
 - ❖ By Delegated Admin ID (acquire all users assigned to another Delegated Administrator)
 - Enter the Delegated Administrators User ID
 - Enter the Delegated Administrators Area Code and Phone Number
 - Click the **Get Users** button
 - A list of all users assigned to the selected organization is displayed
 - Click the checkbox next to each user you wish to acquire, or click the “**select all**” checkboxes at the top and bottom rows to select all users for this organization
 - Click the **Submit** button
 - The selected users will now appear in your list of managed users
 - ❖ By User ID (acquire a specific user)
 - Enter the user’s User ID
 - Enter the user’s Area Code and Phone Number

- Click the **Get Users** button
- A list of all users assigned to the selected organization is displayed
- Click the checkbox next to each user you wish to acquire, or click the “**select all**” checkboxes at the top and bottom rows to select all users for this organization
- Click the **Submit** button
- The selected users will now appear in your list of managed users

Complete documentation for creating and managing users through the User Administration Console is provided online within the application. Screen-specific help is available by clicking on the  icon at the top of any page. Context-sensitive help is available by holding the mouse cursor over any menu, button, or field label. The complete Training Guide can be accessed by clicking on the Help button in the banner at the top-right of your screen.

Please contact the Magellan Medicaid Administration Web Support Call Center at (800) 241-8726 if you have any questions or problems.