

New User Registration Quick Start

February 2, 2016

1. Click the **UAC (User Administration Console)** hyperlink. The **"Who Are You?"** screen appears.
2. Click **I do NOT have a User ID and need to initiate or complete registration to become a Delegated Administrator** and then click **Continue**.
3. Click the **Request PIN** tab. Enter your name and phone number, then click **Continue**.
4. On the next screen under the **Request PIN** tab, select an **Organization Type (Org Type)**, a **State**, and an **Organization ID Type (Org ID Type)**, enter the **Organization ID (Org ID)** and click **Validate Org ID**.

Continue entering and validating as many Organization IDs as necessary, then click **Submit**. A letter with a PIN number will be sent to each of the Organizations you submitted.



- **Please note which Org ID Type is used for the PIN request.** You will need to use the same Org ID Type and Org ID when you complete the process by registering with your PIN.

5. When the PIN letter is received, return to this application, and from the **"Who Are You?"** screen, click **"I do NOT have a User ID and need to initiate or complete registration to become a Delegated Administrator"** and click **Continue**.
6. Click the **Register w/PIN** tab, enter the required information, and then click **Continue**.
7. Select an **Organization Type (Org Type)**, a **State**, and an **Organization ID Type (Org ID Type)**, enter the **Organization ID (Org ID)** and **PIN number**, then click **Validate Org ID**.

Continue entering and validating as many Organization IDs and PIN numbers as necessary, then click **Submit**.

8. An e-mail containing an activation link will be sent to the e-mail address entered in *Step 4*. After you click the activation link, a confirmation screen appears in your browser window, letting you know that you have been successfully added to our directory.

9. The confirmation screen also contains a link that directs you to the full-featured User Administration Console (UAC) application. Here you will be able to set up Local Administrators and/or users, as well as assign roles and providers to them. You will also need to assign your own access privileges to the Magellan Rx Management business application(s) available to you as a result of your registration.

To assign your own access privileges, please use the following steps:

1. Log in to the User Administration Console. This is typically accessed through the User Administration link on the Home page of the Magellan Rx Management Website for your state/program — ex: <https://client.magellanmedicaid.com>, <https://client.magellanhealth.com>, or <https://client.magellanpharmacysolutions.com>.
2. After logging in, click your User ID in the upper-right corner of the screen.
3. On the second-level row of tabs, click the **Roles** tab.
4. Select the appropriate application from the **Application** list and if applicable, select a provider (organization) from the **Organization ID** list. Click **Get Roles**.
5. Select the check box next to the appropriate **Role**.
6. Click **Save** to save your changes.
7. Repeat *Steps 3–5* for each application and provider.



- No changes should be made to your role assignments for the Magellan Rx Management User Administration Console application.

8. You should now be able to access the appropriate application from the appropriate link on the Magellan Rx Management Website or portal for your state/program.