User Confirmation Process for Local Org Administrators
4/9/24

Beginning in May, Florida SHOTS will introduce the User Confirmation process to improve system security through the review of user access within all organizations. Local Org Administrators must participate in this process to ensure all users are accounted for and appropriate personnel records are maintained. Organizations will be assigned a 90-day period where its Local Org Administrators (LOAs) must confirm current users in their assigned service sites who need access to Florida SHOTS. At the end of this period, any users not confirmed will no longer have access.

The dates for the next User Confirmation period can be located on the Organization Edit page under the Administration section of the menu (Image 1). Once the organization is in its User Confirmation period, this section will be updated (Image 2).

When the organization is within seven days of its confirmation period, LOAs will see a banner with a link to the User Confirmation Guide. During their confirmation period, this link will lead to the User Confirmation page instead. LOAs can also reach this page at any time by choosing "User Confirmation" under the "Administration" tab of their menu.

The banner at the top of the User Confirmation page will show the current, and next, confirmation period of the organization.

Navigation links will bring you to each of the five sections within the page:
- <u>My Sites' Users</u> – Unconfirmed users that match at least one of your Associated Service Sites
- <u>Unclaimed Users</u> – Unconfirmed users that have no Associated Service Sites or LOA
- <u>Other Users</u> – Unconfirmed users that have Associated Service Sites but do not match yours
- <u>Local Or Admin Users</u> – Unconfirmed Local Org Admin users (you cannot confirm yourself)
- <u>Confirmed Users</u> – Users confirmed during the current confirmation period.

On the right, there are three icons to assist you. The search feature pulls up all users, not just those shown in the rows below. Click the refresh button at any time to reorganize the sections once users have been confirmed/unconfirmed. Last, the PDF icon links to the user guide for further assistance.

Navigate through the page sections to confirm users in your associated service site(s).

To view a user's Personnel Maintenance page or User Profile, click on the appropriate icon to the right of that person's row. If they are a current user within your service site who should have system access, click "Confirm User." After this, the button's text will become "Unconfirm User," should their status change.

Once the confirmation period for the organization has ended, users who have not been confirmed will no longer have access to Florida SHOTS.