REQUESTING AN ACCOUNT IN WEBBGAS

In order to have a new user account created within WebBGAS, please e-mail the following information to your State Project Officer requesting that they forward the information to the WebBGAS Help Desk Team (BGAS.HelpDesk@feisystems.com) indicating their approval of the account creation.

The information that needs to be provided in the e-mail is given below:

- User's full name
- User's valid e-mail address
- To which areas of WebBGAS is access being requested (i.e. SABG, MHBG, PATH, PAIMI or O-STR)
- To which role the individual is to be assigned (i.e. State User or State Supervisor)
- To which state(s) does the user need access to

A state level user can be assigned the following roles:

State User

- <u>Cannot</u> create the application

- Can enter data into the application

- Can submit the application to the State Supervisor for review

- <u>Cannot</u> submit the application to SAMHSA for PO review

Revision request notifications are received by the State User in the following applications: MH, PAIMI, and PATH

State Supervisor

- Can create the application

- Can enter data into the application

- Can submit the application to the State Supervisor for review

- Can submit the application to SAMHSA for PO Review

REQUESTING AN ACCOUNT IN WEBBGAS

Revision request notifications are received by the State Supervisor for any application that access is granted to.

Users having access to Synar Reporting are automatically assigned the State Supervisor role in Synar Reporting.