Staff List Needed for OA-SMR Account Set-Up – 9.11.2015

Please complete the attached Staff List CBO Providers Staff Members needed for Objective Arts Service Management Record (OA-SMR) account set-up and return to me ASAP. I took the liberty of adding some of your staff whose info I gathered from our in-person training workshops. Anyhow, below you will find the data elements needed per each column:

a. **Staff ID** Number: *Use InSyst Billing ID#*
b. **First Name**:
c. **Last Name**:
d. *Email: Use work email address*
e. **Job Title**: *Use your Agency's job title*
f. **Suffix**: *Select from drop down menu on each cell. See attached Professional Suffix Help File* Professional Suffix Help File
g. **Role**: *select from drop down menu on Spreadsheet on each cell. See attached OA-SMR Roles and Permissions description chart* OA SMR BHCS Roles and Permissions
h. **Placement**: *Reporting Unit or Organization as allowed by drop down menu*

Once I receive your Staff List, I will review it and send it to be pre-loaded into OA and to the Praed Foundation to update "External ID" field.

Lastly, please let me know who you would like to designate as the Administrator for CANS Training Website. This person will have the ability to run certification reports directly from LearnerNation/ Praed Foundation.

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