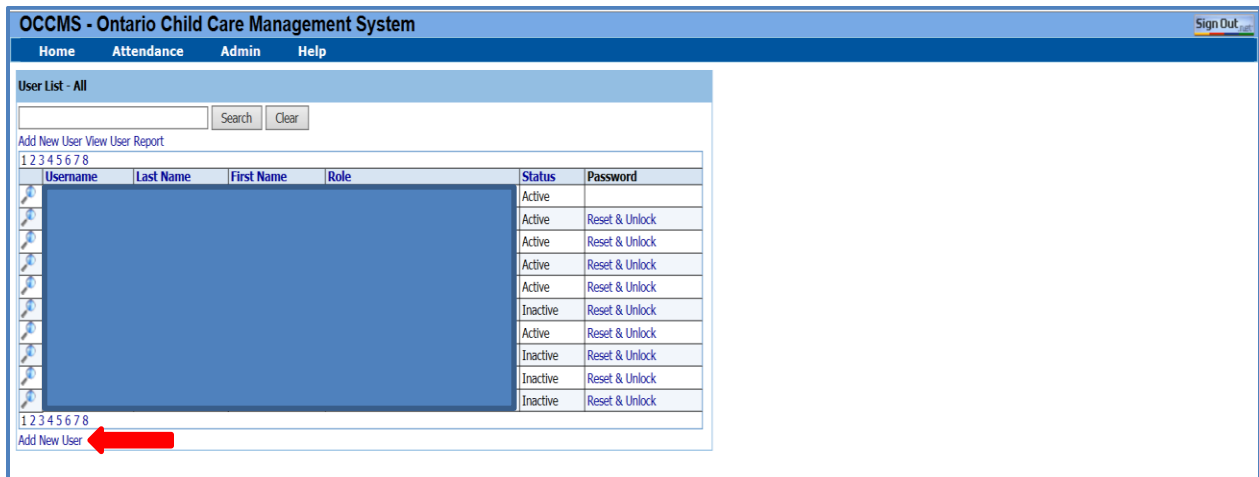


OCCMS – ADD / DEACTIVATE USER

The **Head Office Administrator** can **add** new Head Office Administrators, Head Office Users and Site Users.

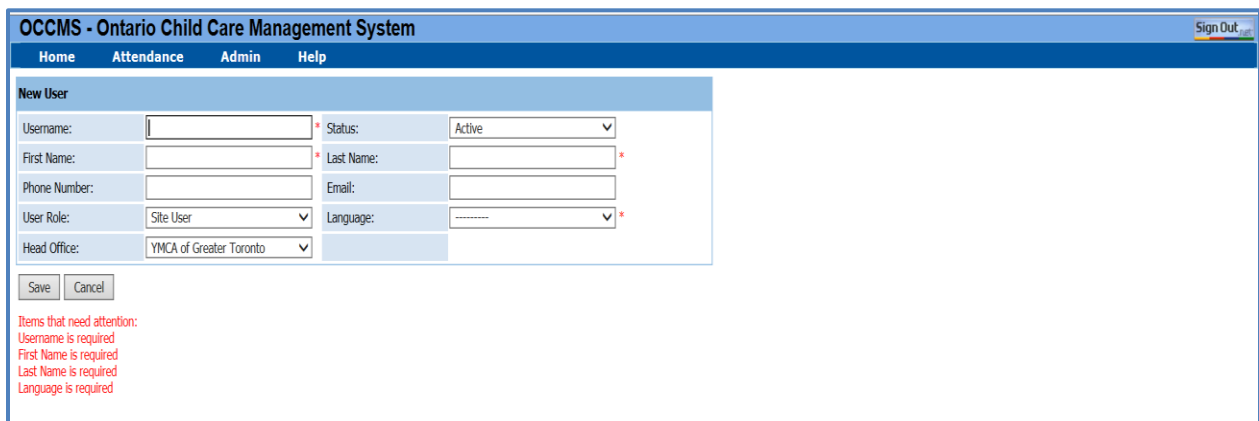


- Sign into OCCMS – Ontario Child Care Management System
- Click on Admin, then select Users



Add New User View User Report Window

- Click on Add New User



OCCMS – ADD / DEACTIVATE USER

Add New User window

- Required fields (*) are Username, First Name, Last Name, Language & Email
- Naming convention of Username: last name plus first letter of user's first name (eg. DonaldD)
 - Two or more users with same name: add 01, 02 and so forth until system accepts the username (eg. DonaldD01, DonaldD02, DonaldD03)
- **Note:** The Site User role does not have access to view & print the operator's finance information regarding "Centre Payment Details Summary" report. The Head Officer Administrator will need to determine whom to assign a Site User role.

OCCMS - Ontario Child Care Management System

Home Attendance Admin Help

Sign Out

New User

Username: DuckD Status: Active

First Name: Donald Last Name: Duck

Phone Number: Email:

User Role: Site User Language: English

Head Office: YMCA of Greater Toronto

Save Cancel

Click on Save button

The Web Attendance system will generate a new temporary password & the following Password Reset window will pop up

Password has been reset for Duck,
Donald

Password HH720WJy Copy

[Send Email](#)

From the above Password Reset window, "HH720WJy" is a temporary password generated by the system.

- From the Password Reset window, there are TWO clicking options:
 - **Copy** option: copy the system generated password to a windows clipboard & paste it in an email to be sent to the user

OCCMS – ADD / DEACTIVATE USER

- “Send Email” option: automate the following email to the user



Send To: [Redacted]
Cc: [Redacted]
Subject: Reset Password

Hello Donald,
The password to your OCCMS Operators account has been reset. Please sign into OCCMS Operators using the password below. You will be required to create a new password.
HH720WJy

Note:

- Due to security, the system generated password will usually expire in **48** hours. The user must change the system generated password within this time window.
- A new password requires a minimum of 6 characters long, and it is case-sensitive.

Deactivate User

Head Office Administrators can deactivate a user who is no longer working at their site.

OCCMS - Ontario Child Care Management System

Home Attendance Admin Help

User List - All

Search Clear

Add New User View User Report

Username	Last Name	First Name	Role	Status	Password
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
duckd	Duck	Donald	Site User	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Active	Reset & Unlock

1 2 3 4 5 6 7 8 9

Add New User



Click on  beside the user's name & the window below will pop up

OCCMS - Ontario Child Care Management System

Home Attendance Admin Help

Edit User - Duck, Donald

Username: donaldd Status: Active

First Name: Donald Last Name: Duck

Phone Number: Email:

User Role: Site User Language: English

Head Office: YMCA of Greater Toronto

Save Cancel



Switch the Status from Active to Inactivate & click on Save