CREATING A NEW WORKER ACCOUNT FOR CASE MANAGERS

1.   CREATING A NEW ACCOUNT REQUEST

Click **New Account Request** on the lefthand menu of the CAMS window.

2. FILLING OUT THE NEW ACCOUNT REQUEST FORM

1. Enter the case manager's first name, last name, **work email** address, and start date (date they started work for the program).

2. Select **Yes** for *Waitlist Manager*.

3. Select the applicable "program" (i.e. your JHS location) and move it to the "Selected" box.

4. Select **YES** for *Add to current WAIT cases*.

5. The next two fields should be **No** as default (*Member of a worker team* and *Add to (ALL) current open cases*).

6. Select **No** for *Worker Supervisor*.

7. **Submit the request.**

NOTE: Select « Yes » as picutred and not "No" as per my instructions during the training!

NOTE: With a **Supervisor account**, Supervisors are able to see Open and Waitlisted cases for all of their workers *in addition* to their own cases. See the **"Managing Assigned Cases"** work instructions for instructions on how to do this, and how to re-assign cases to a different Case Manager.