

How can I obtain a login and Password Privileges?

Instructions: Click on the question or use the scrollbar to "see all questions."

1. **My agency needs privileges to use this application.**
 2. **My agency has privileges to use this application, however we need to update our user information.**
 3. **I forgot my password and/or user login.**
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1. **My agency needs privileges to use this application.**

Welcome! You have requested login privileges.

- If you are employed by a nursing home or hospital in Nebraska, your supervisor may set you up as a user. Your facility's supervisor can register as a provider supervisor by accessing the Supervisor Registration. [Click here](#) to access Supervisor Registration. Supervisors must be designated to maintain their agency user information.
- If you are employed by another type of Nebraska-based provider, we will need information about you, the agency where you are employed, and the employees from your agency that will be permitted access to this application. Contact your supervisor and direct them to the Supervisor Registration or send the requested information to help@dd-management.com.
- DDM will forward an email within 2 business days to each proposed user. The email will include an approval or denial and a link to the online system. If approved, the new user may access the link provided in the email and reset his/her password.
- User ID and password information should not be shared with anyone. Each staff that will need to access the web-based system needs his/her own unique user ID and password.

2. **My agency has privileges to use this application, however we need to update our user information. (applies for new employees and users who are no longer employed by your agency).**

The supervisor must enter the system through their unique user name and password. On the Nebraska Web Based System home page, locate the link labeled "Supervisor Login" under the Supervisor Tools heading. The supervisor can add or edit agency users.

- When changes are submitted, DDM will change the status to active or inactive. After a user is added, the user will receive an email with a link to set up a password and login.
- The user sets up a unique password and can access the Web Based Online System.
- When a user is deleted from the supervisor page, the deletion will alert DDM to change privileges for that user.
- User ID and password information should not be shared with anyone. Each staff that will need to access the web-based system needs his/her own unique user ID and password.

3. **I forgot my password and/or user login.**

There are two ways to obtain password information or user sign-ons.

- First, a designated supervisor from your facility maintains login information for your agency. Contact your supervisor for more information.
- Secondly, DDM can also send information on registered users to you once you enter your name and email address. DDM will send an automatic email to your electronic address listed on the supervisor registration.