

Supervisors responsible for oversight of facility staff who will submit screening information are designated to manage sign-on privileges for all subordinate staff at the facility that will use WEBSTARS™, Ascend's proprietary web-based Level I/LOC screening site at [www.pasrr.com](http://www.pasrr.com).

***Supervisors must be designated to maintain their agency user information.***

**Call Ascend if you need to register as a supervisor: 877-431-1388 ext 3281.  
A user name and password will be provided.**

**Step 1:** Log onto [www.pasrr.com](http://www.pasrr.com).

**Step 2:** Locate the link on the right labeled **Connecticut WEBSTARS™** and click the link to enter.

**Step 3:** Click the **Supervisor Login** icon under the **Supervisor Tools** section.

**Step 4:** Enter the user name and password provided by Ascend. If you have not previously been registered as a user for Connecticut WEB-STARSTM, you will be prompted to create your password after logging in with your temporary password.

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## Updating or Removing Users or Passwords

The agency supervisor is responsible for maintaining user updates, including adding and deleting users. Supervisors may assist users under their supervision with user passwords/user names by logging in under the supervisor login at Connecticut WEBSTARS™. All **new users** will have a temporary password consisting of their email address, which will be used the first time they log into the system. Once they log in with their user name and their temporary password, the system will prompt the users to create their own passwords.

**Step 1:** At [www.pasrr.com](http://www.pasrr.com), the supervisor must locate the link labeled **Supervisor Login**. Sign on using your unique user name and password.

**Step 2:** The supervisor will have the ability to update users or reset passwords using the **User Management** link.

To **add a new user**, click the link labeled **Add User**, and complete the form. Press **Save** when complete. WEBSTARS™ will send an email to the user's email address that you provided. The email will provide instructions on how to reset a password. Once the password is reset, the user will begin to submit reviews to Ascend using WEBSTARS™.

To **remove log in privileges for a user**, locate the user in the table of users. Click on the link labeled **edit**. WEBSTARS™ will take you into the form for that user. Change the status to **terminated**.

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**Web Supervisors may  
ONLY enroll facility/  
agency  
users they supervise and  
are responsible for  
updating their  
facility/agency  
users as needed.**

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*If you need assistance with log-in issues or updating users, contact Ascend: 877-431-1388 x3281*