




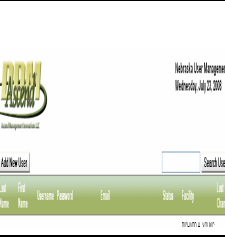


Welcome to the Nebraska Web Based PASRR System.

Please read the following information to begin using the Web Based System. If you have any questions, please contact help@ascendami.com or 877-431-1388 ext 3341.

Step 1	Go to www.pasrr.com .	
Step 2	Locate the link on the right label “Nebraska Web Based System” and click the link to enter.	<i>Nebraska Web Based System</i>
Step 3	Once on the Nebraska Home Page, print and review the following documents to better understand how to use the Web Based System: <ul style="list-style-type: none"> • <i>Getting Started for Agency Staff</i> • <i>Web Based Level I PASRR Tutorial</i> 	
Step 4	Read through the Nebraska <i>Web Based Level I PASRR Tutorial</i> and follow steps to setup <u>trusted sites</u> .	
Step 5	Register as a supervisor by going to www.pasrr.com and click the link for “Nebraska Web Based System”. Once on the Nebraska Home Page: <ul style="list-style-type: none"> • Locate the Supervisor registration link. • Enter the requested information • Press submit 	
Step 6	Once you press submit, Ascend will receive your request for Supervisor privileges. <ul style="list-style-type: none"> • Ascend will review the information and grant or deny privileges. • Ascend will send the determination to your email address listed on the form within 2 business days of your request. You may receive a call from Ascend if there are questions on your request. 	<i>Check your email for status of your request.</i>
Step 7	Once you have received email with approval from Ascend, go to supervisor login and enter the user name and password on your registration form. A screen will appear with options to change your password or access user information. Click “User Management” to add new users.	
Step 8	The Supervisor screen will allow you to enter or update staff which you supervise. <ul style="list-style-type: none"> • To add a user, click on the “Add New User” icon. • Enter the user’s information. • Click “submit”. • To update existing users, locate the user and click his/her information. The user form will appear. Edit necessary information and click “save user details”. 	
Step 9	Once you have added a user, Ascend will send the agency user a link directly to the email you indicated on the user form within 1 business day. The agency user will click on the link to set up their password.	<i>User needs to check their email address.</i>
Step 10	Provide the agency user with the handouts you printed in Step 3 . The user is now ready to submit Nebraska Level I PASRR requests through the Nebraska Web Based PASRR System.	<i>Ready to submit a Web Based Level I</i>

Ascend welcomes your feedback on the Web Based PASRR System. Please send comments and suggestions to help@ascendami.com or fax them to 877-431-9568.