

# Initial Registration and Login to Online PASRR.

Your facility provided your name to DHCS as a new user of the Online PASRR System. In order to receive your password to enter the system for the first time, DHCS sends you an encrypted email. First you must request and enter a passcode for the email and it will provide you with a temporary password.

You use the temporary password to create a NEW password for yourself in order to enter Online PASRR. You will need the NEW password the first time you log in to Online PASRR.

DHCS will send you an email similar to this one. Of course, it will be to you, not RAdoni.

## PASRR Web Admin Utility Notification [secure]

 [simmi.singh@dhcs.ca.gov](mailto:simmi.singh@dhcs.ca.gov)

Sent: Wed 1/14/2015 12:15 PM

To:  Rajesh Adoni

 Message |  message.html (83 KB)

You've received an encrypted message from [simmi.singh@dhcs.ca.gov](mailto:simmi.singh@dhcs.ca.gov)

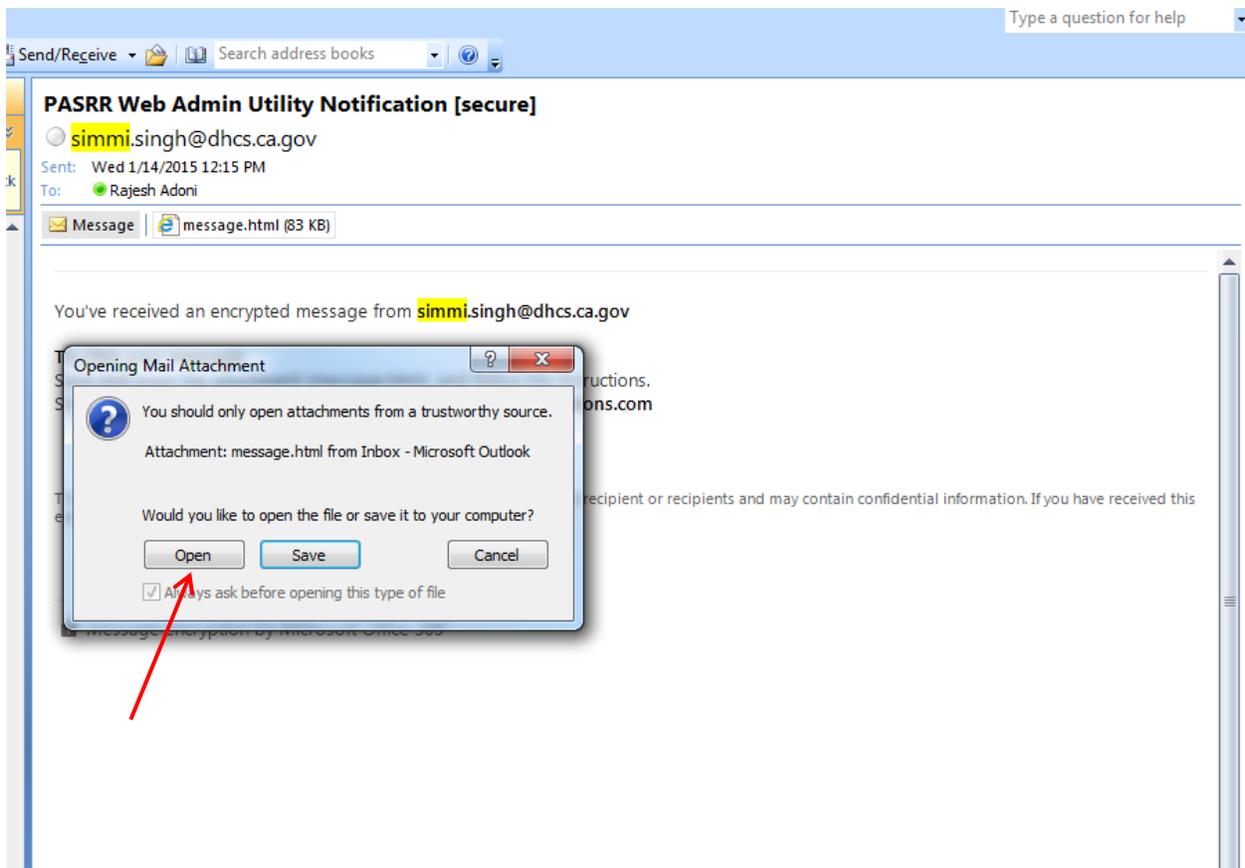
### To view your message

Save and open the attachment (message.html), and follow the instructions.  
Sign in using the following email address: [RAdoni@cambrasolutions.com](mailto:RAdoni@cambrasolutions.com)

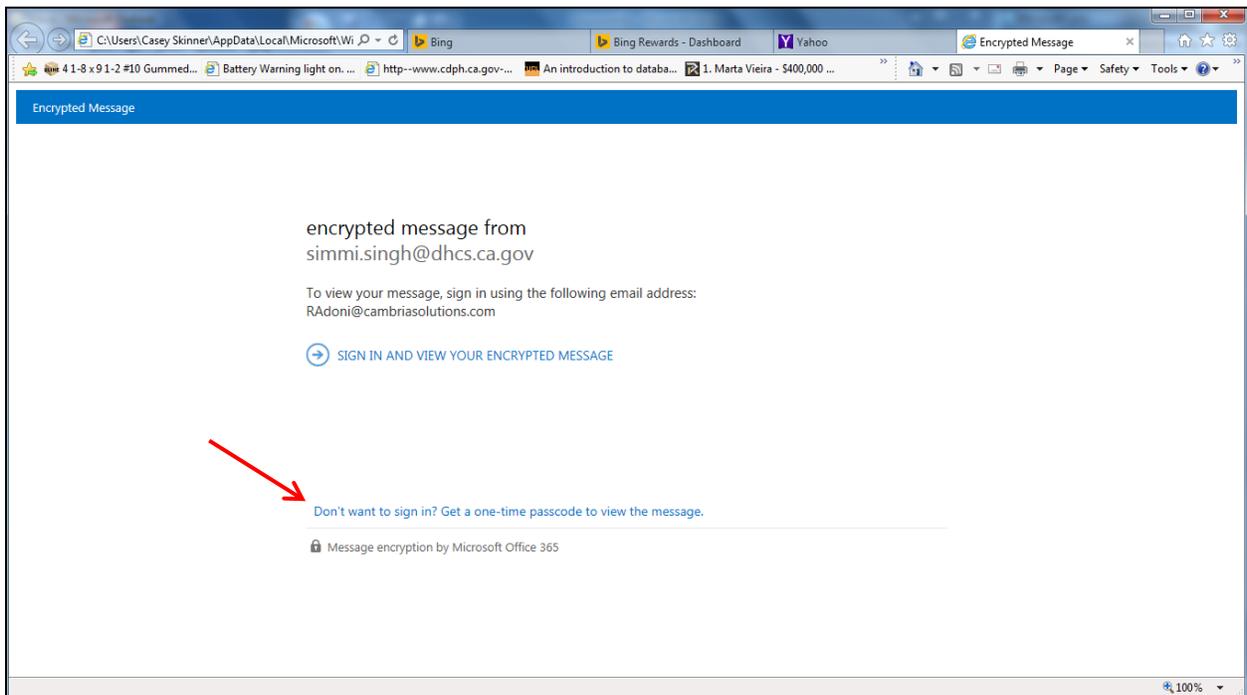
This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

 Message encryption by Microsoft Office 365

Click on the message and follow the instructions.



Click Open. A screen opens up on your web browser.



Click Get a one time passcode to view the message.

We sent a passcode to RAdoni@cambriasolutions.com.

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 4431

Passcode

This is a private computer. Keep me signed in for 12 hours.

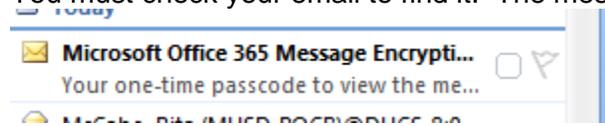
 CONTINUE

[Didn't receive the passcode? Click here to get another one.](#)

 Message Encryption by Microsoft Office 365

A message appears to let you know the passcode has been sent.

You must check your email to find it. The message in your email looks like this:



Go to your email inbox and retrieve the pass code. Do not close the browser at this time.

**Your one-time passcode to view the message**

Microsoft Office 365 Message Encryption [MicrosoftOffice365@messaging.microsoft.com]

Sent: Fri 1/16/2015 8:30 AM

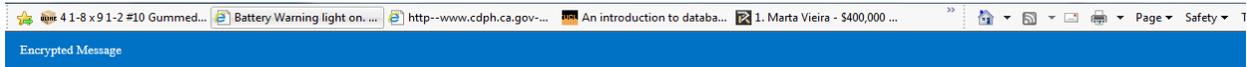
To: Rajesh Adoni

Here is the passcode you requested to view your encrypted message. It matches reference code 4431.

Passcode: 57601265

This passcode will expire within 15 minutes of the request. Type this passcode in the webpage where you requested it from to view your message.

The message displays your passcode. Copy it or write it down so you can enter it on the webpage.



We sent a passcode to RAdoni@cambriasolutions.com.

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 4431

Passcode

This is a private computer. Keep me signed in for 12 hours.

[CONTINUE](#)

[Didn't receive the passcode? Click here to get another one.](#)

Enter your pass code and click Continue.

PASRR Web Admin Utility Notification [secure]



Singh, Simmi (ITSD)@DHCS <simmi.singh@dhcs.ca.gov>  
Wed 1/14/2015 12:14 PM

To: RAdoni@cambriasolutions.com;

**Here is your User Name and new temporary password for your PASRR Extranet Account.**

1

Your User name is: dhsextra\radoni

2

Your New Temporary Password is: 7Ck\$X{3z}5

3

Please click the link below to update your account information and to create your permanent password.  
<https://www.ext.dhs.ca.gov/iisadmpwd>

If the above link is not clickable then copy and paste it into your web browsers address bar.

**Note: Please change your password within four (4) days from today's date or your account may become inactive and your password will need to be reset.**

Message Encryption by Microsoft Office 365

1. Your user name is displayed. Note that it is "dhsextra\*yourlogin*"
2. Your temporary password is displayed.  
Please write down both your user name and temporary password.

3. Click on the link to update your account information and to create your permanent password for Online PASRR

# DHCS Internet Service Manager

Passwords must be 9 characters or more and contain at least:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

**NOTE:** Do not use a space or a number as the first character of your password.

Domain	<input type="text" value="dhsextra"/>
User name	<input type="text"/>
Old/Temporary password	<input type="password" value="●●●●●●●●"/>
New password	<input type="password" value="●●●●●●● "/>
Confirm new password	<input type="password" value="●●●●●●●"/>

The link opens this screen.

**Domain** must be **dhsextra**.

**User name** must have the “dhsextra\” prefix. You would enter “dhsextra\yourlogin”

**Old/Temporary password** is the password you wrote down from the previous screen.

**New password** is a password you create for yourself that you will use the first time you access Online PASRR.

**Confirm new password** asks you to type your password again.

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## DHCS Internet Service Manager

Passwords must be 9 characters or more and contain at least:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

NOTE: Do not use a space or a number as the first character of your password.

## Password Successfully Changed

You may now close this window or browse to another web page

You receive confirmation that your password has been saved.

Now you are ready to login to Online PASRR.

To open Online PASRR, click this link or copy and paste it into your browser:

<https://pasrr.dhcs.ca.gov/>

A window opens for you to enter the User name and Password that you just created. Don't forget to use "**dhsextra**\yourlogin".

**Note:** If you make three failed attempts to login, you will be locked out of Online PASRR. You must phone or email DHCS to request your password to be reset. The PASRR Section email is [mhpasrr@dhcs.ca.gov](mailto:mhpasrr@dhcs.ca.gov) and the dedicated phone line is 916-650-6945. Within 24 hours you will receive another encrypted email. For instructions, start at the beginning of this document and go through each step of user registration again.

Select any 5 security questions from the drop down list and enter answers that you can remember. The answers are case sensitive. Select 5 different questions.

**Security Questions**

Security Question #1:  
Please select a security question  

Security Question #2:  
Please select a security question

Security Question #3:  
Please select a security question

Security Question #4:  
Please select a security question

Security Question #5:  
Please select a security question

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Click **SAVE**.

Online PASRR opens to your home page, the dashboard.

Dashboard | Level | Welcome, Nancy

Dashboard > My Dashboard

Quick Links

Level I Screening in progress

PASRR CID	Resident Name	DOB	Start Date	Action
200-001-883	Irving, Julius	01/01/1923	11/24/2014	
200-000-920	Regina, Small	10/31/1994	10/31/2014	
200-000-174	New, Review	10/04/1948	10/21/2014	
200-000-086	Washington, George	07/14/1922	10/08/2014	
200-000-085	Jefferson, Thomas	07/22/1924	10/08/2014	

Recently Completed Level I Screenings

PASRR CID	Resident Name	Level I Date	Action
200-001-936	Botoroff, Roseann	12/06/2014	<input type="checkbox"/>
200-001-882	Me, Rescue	11/24/2014	<input type="checkbox"/>
200-000-164	Day, Dreamer	10/21/2014	<input type="checkbox"/>
200-000-055	Densmore, Chuckles	10/07/2014	<input type="checkbox"/>

When you first enter your dashboard, there will be no cases listed on the right. The Level I Screening in Progress and Recently Completed Level I Screenings will be filled in as you perform and save screenings.

Select New Screening in the purple box to perform a new Level I screen.

**Note:** When you log in, you are allowed three attempts to answer your security question. If you do not answer correctly, you will be locked out of PASRR. To unlock PASRR, you must phone or email DHCS to request that your security questions are reset. The PASRR Section email is [mhpasrr@dhcs.ca.gov](mailto:mhpasrr@dhcs.ca.gov) and the PASRR phone line is 916-650-6945. Please provide your email in your message. The PASRR Section will email you within 24 hours to let you know that your access to Online PASRR is open. When you go into PASRR you will need to select your security questions again.

DHCS provides number of methods for supporting users including online help and a phone number.

**Online PASRR** - The URL is: <https://pasrr.dhcs.ca.gov>

**DHCS Website** - DHCS maintains a PASRR website. It has a link to Online PASRR, background information about PASRR, and latest information about Online PASRR.

<http://www.dhcs.ca.gov/services/MH/Pages/PASRR.aspx>

The website has a number of helpful documents, including:

- Frequently Asked Questions
- PASRR System Basics Training Manual
- PASRR Level I Training Manual

**PASRR Section Email** - [mhpasrr@dhcs.ca.gov](mailto:mhpasrr@dhcs.ca.gov)

**DHCS Dedicated Phone Line** - 916-650-6945 (Your questions will be answered within 24 hours)