

This Computes!



Department of Health Services Children's Medical Services Network (CMS Net) - Information Bulletin #396

Profile Change Instructions for CMS Net

The recent User Security change in CMS Net added phone number and email address fields. Please check your profile in CMS Net and add your contact information if it is missing or incorrect.

Contact information is helpful in case the CMS Net Help Desk or County Administrators need to contact a user on an issue the user is having. Contact information is also helpful if the CMS Net Help Desk identifies an issue and wants to send a broadcast message to all users.

Instructions

Go to Administration > My Profile

A screenshot of the CMS Net web application interface. The page has a blue header with navigation links: "California Home", "DHCS Home", "DHCS Organization", and the date "Thursday, May 3, 2012 8:13:17 A.M.". Below the header is a "Acceptance Test" banner with the tagline "Caring for Children with Special Medical Needs...". A navigation bar includes "Home Page", "Program Modules", "Reports", "Administration", and "My Web Messages (0)". The "Administration" dropdown menu is open, showing options: "Change Password", "My Profile" (circled in red), "User Management", and "Caseload". Below the menu, a blue bar indicates the user is logged in as "Brenda Washington". A message states "You last signed on today at 08:07." The main content area lists several categories with counts: "My Web Messages" (0 New), "Correspondence" (0 Incomplete letters, 0 Waiting for approval, 0 Ready to send, 0 Letters waiting for my approval), "Case Notes" (0 Draft case notes), and "Appointments" (0 Appointments Booked, 0 Appointments Due). On the left side of the main content area, there is a small photograph of a woman sitting on a bed with a child.

Enter your Work Phone and Email, then click the "Save" button.

California Home | DHCS Home | DHCS Organization Thursday, May 3, 2012 8:12:55 A.M.

Acceptance Test

Caring for Children with Special Medical Needs...

[Contact Us](#) | [Help](#) | [Logout](#)

Current Logged in User : **Brenda Washington**

[Home Page](#) | [Program Modules](#) | [Reports](#) | [Administration](#) My Web Messages (0)

Update Information For: Brenda Washington

Last Name	Washington	Middle Name	
First Name	Brenda	Nick Name *	<input type="text" value="Brenda"/>
Login as	bwashin	Security Template	INDEPENDENT COUNTY
Unique Id	BL81	Gender	Female
Appellation	Select	Work Phone *	(916) 327-2378 Ext. <input type="text"/>
Credentials	Select CFNP CMA CRNA DDS	Email *	brenda.washington@dhcs.ca.gov

List of counties user is associated with

County	Job Title
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