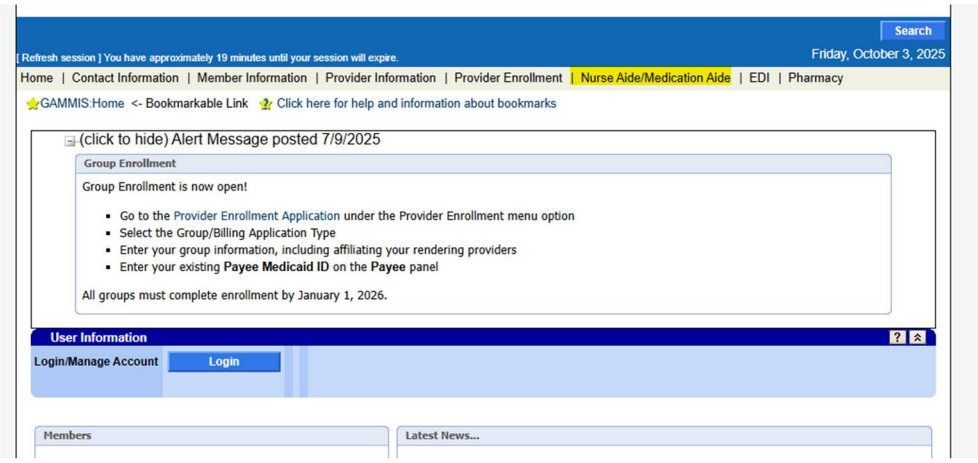
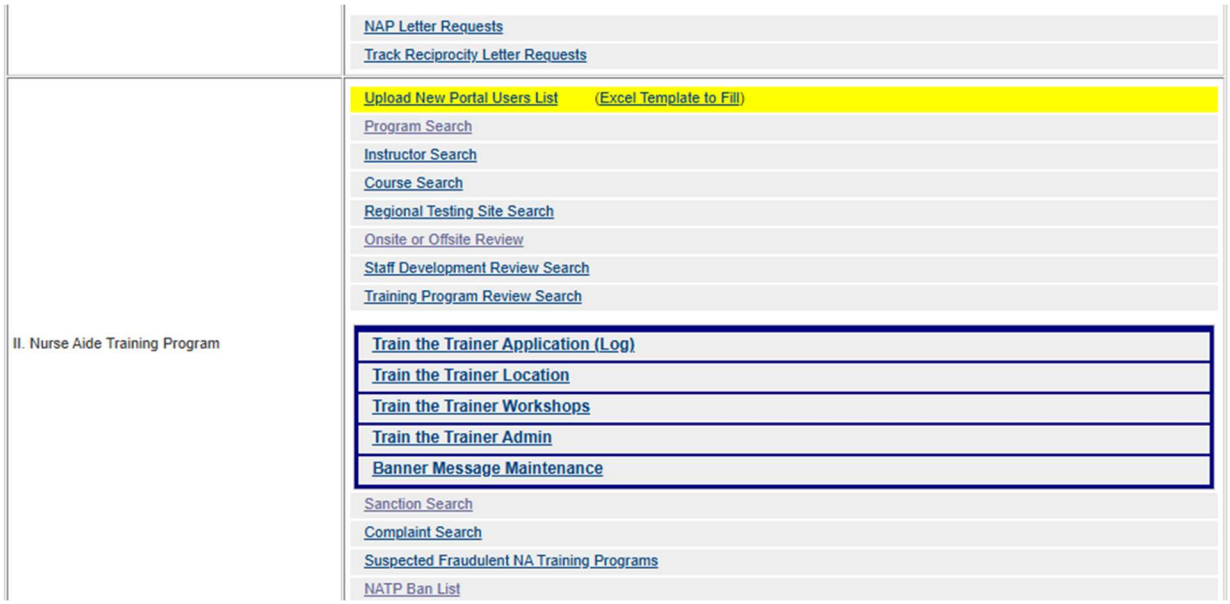
Instructions to Upload Care Connect Portal Users for Nurse Aide Training Programs and Staff Development Facilities

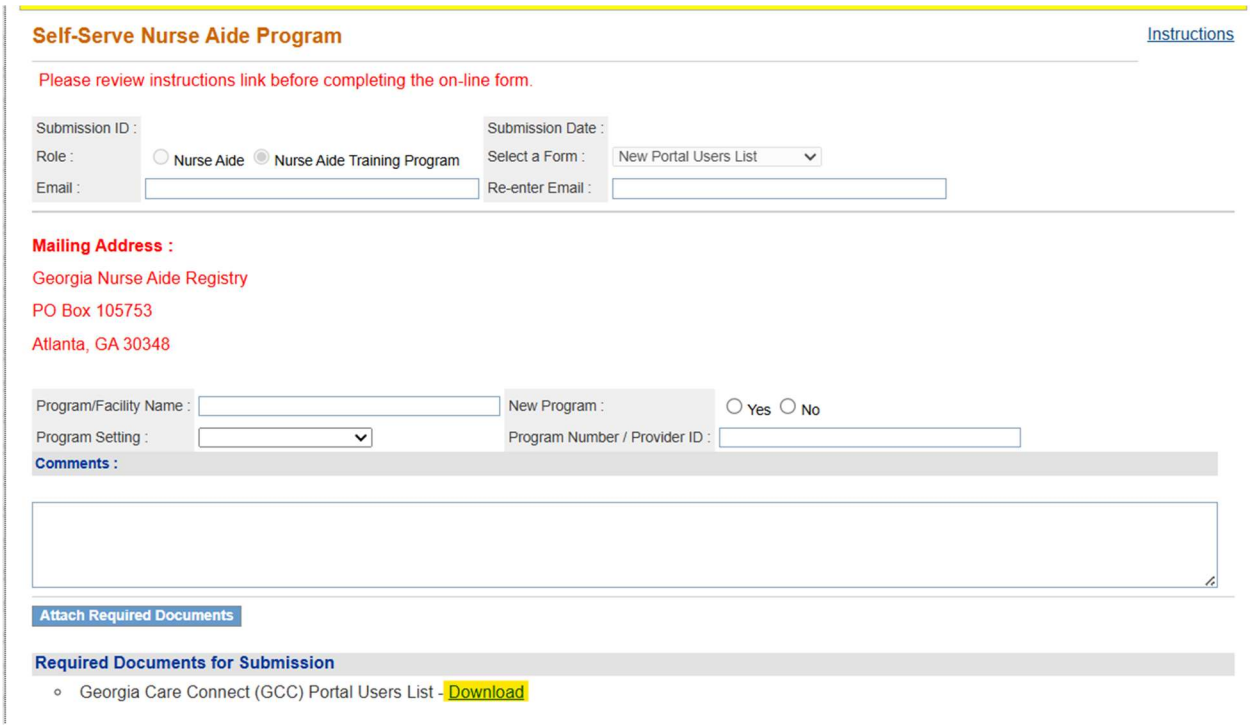
1. Navigate to mmis.georgia.gov. Click on Nurse Aide/Medication Aide tab



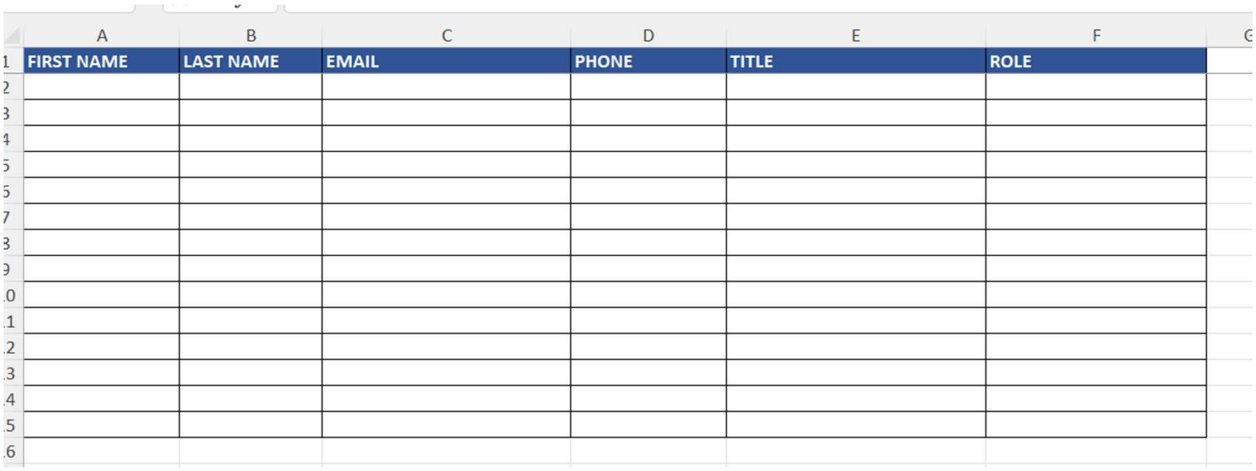
2. Under Part II: Nurse Aide Training Program click Upload New Portal Users List



3. Enter email, Program Name, Program Setting, and Program Number/Provider ID
4. Click Download next to Georgia Care Connect (GCC) Portal User List

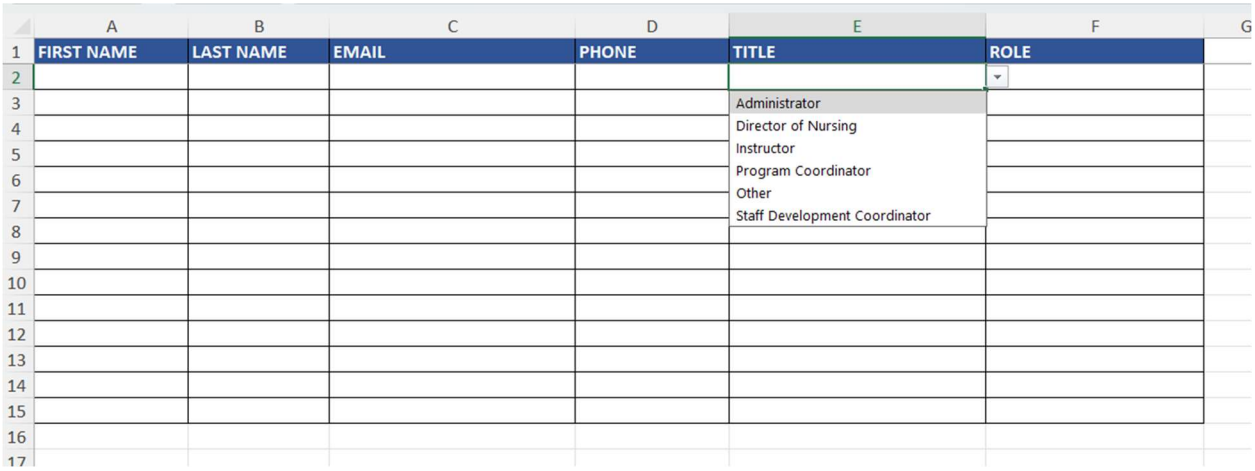


5. Open Excel Spreadsheet and fill out the following fields: First Name, Last Name, Email, Phone, Title, and Role. One entry needs to be completed for each user that will need to log into the new Georgia Care Connect Portal. All required information must be provided in full for Alliant to generate individual login credentials for each user.



	A	B	C	D	E	F
1	FIRST NAME	LAST NAME	EMAIL	PHONE	TITLE	ROLE
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

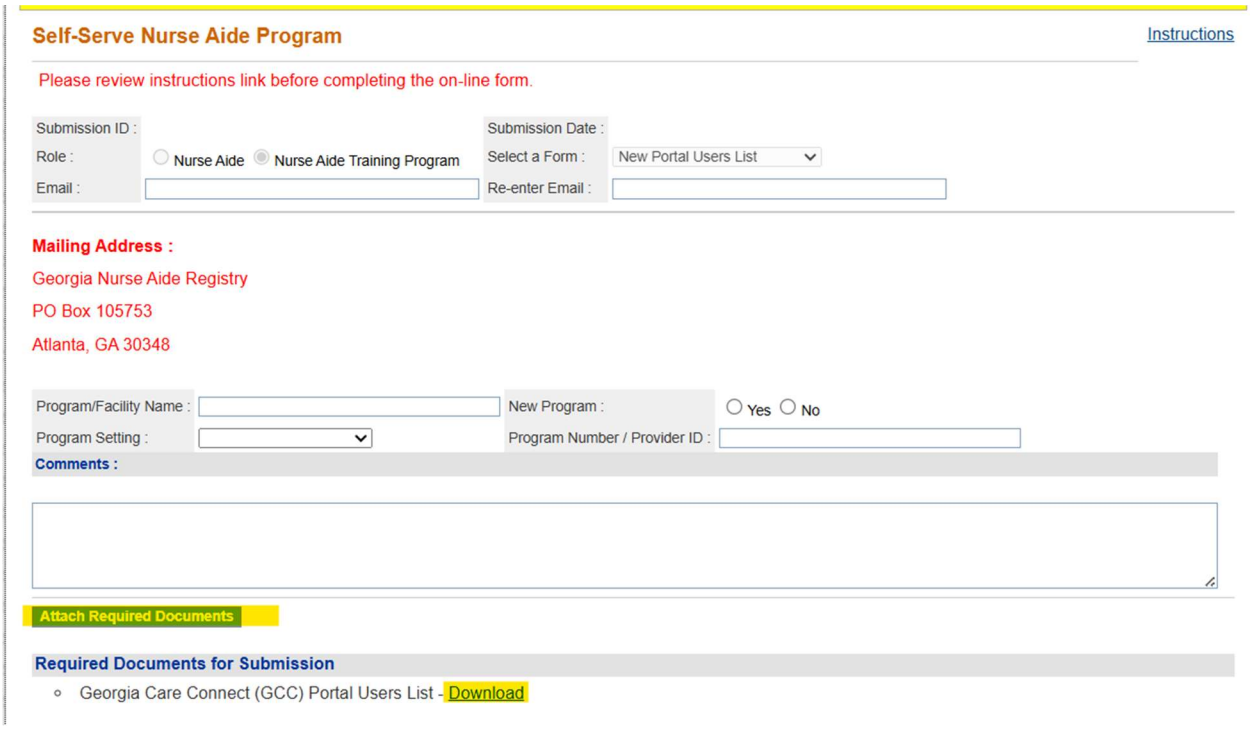
6. For columns Title and Role, there is a drop-down menu with selections to choose from. For Title, select the best choice that describes the user's role in the facility.



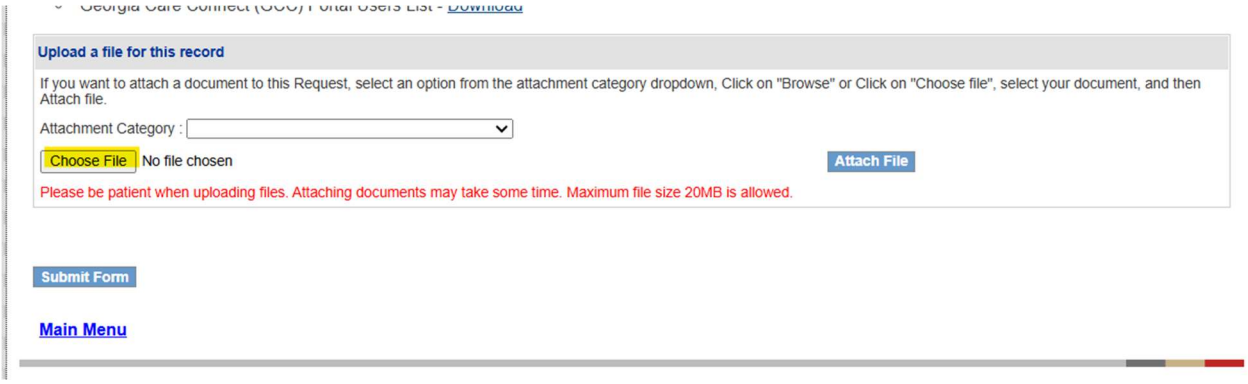
	A	B	C	D	E	F
1	FIRST NAME	LAST NAME	EMAIL	PHONE	TITLE	ROLE
2						
3					Administrator	
4					Director of Nursing	
5					Instructor	
6					Program Coordinator	
7					Other	
8					Staff Development Coordinator	
9						
10						
11						
12						
13						
14						
15						
16						

7. For Role, select if the user will have administrative functions to change and add users for log on purposes or if they will be a user with no ability to make changes on the Georgia Care Connect Portal.

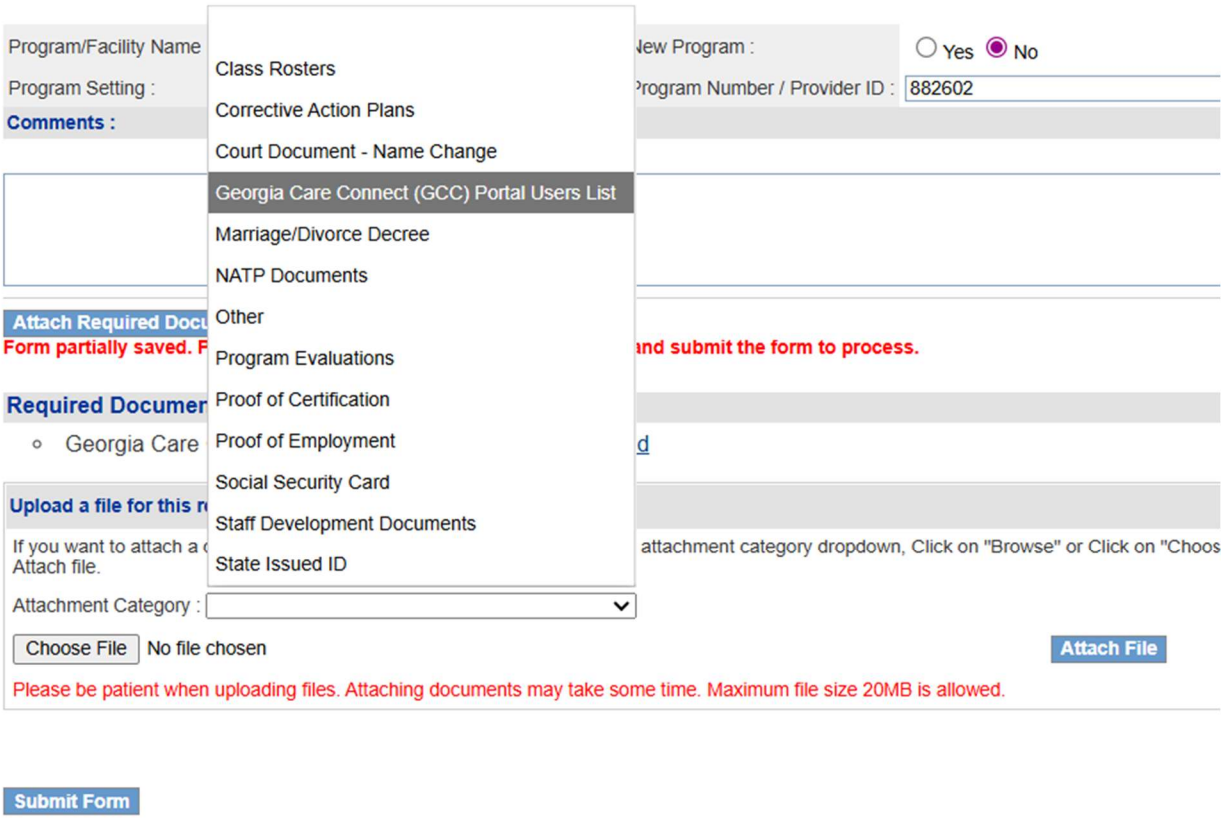
8. Save Excel to device.
9. Click Attach Required Documents



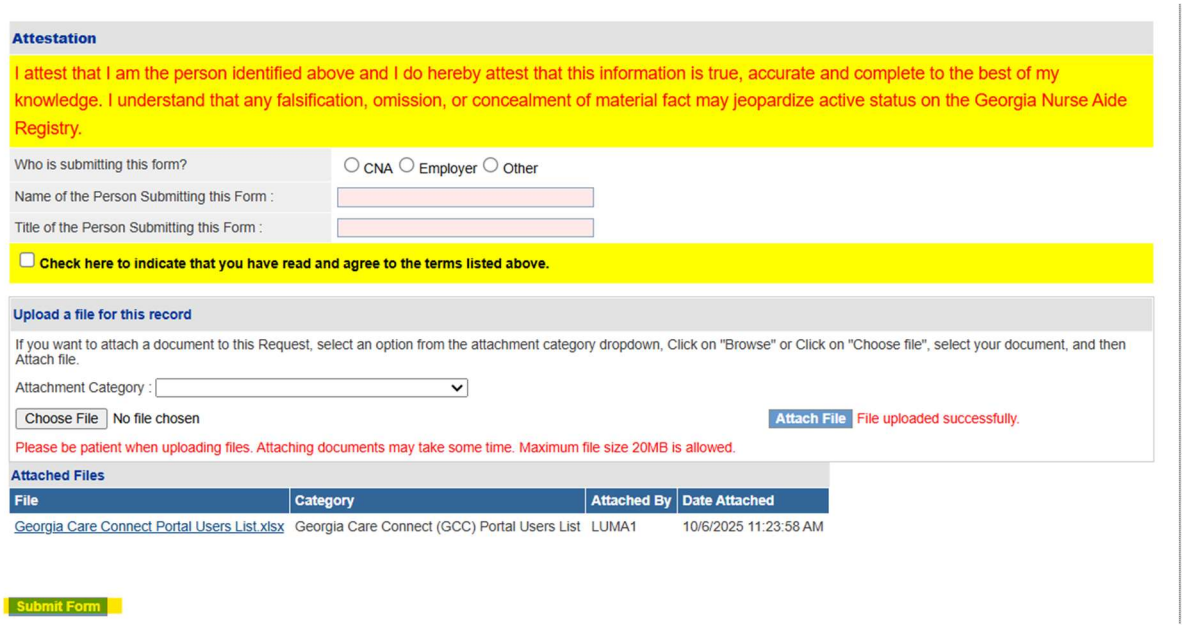
10. Click Choose File. Select Excel with user list and click Open



11. Chose Georgia Care Connect (GCC) Portal Users List then click Attach File.



12. When file is successfully attached to request, the attestation will populate. Fill out accordingly and click Submit Form



13. If submitted correctly, user will see message "**Form submitted successfully**" at the bottom of the page. Users will receive a no-reply email with an F number. There is nothing else that needs to be done at this point.