

The WIC Coordinator has a Clinic Administrative role in Cascades. Only a person with the Clinic Administrator role can view User Accounts in Cascades. Please contact the Cascades Support if you need assistance with adding, changing, or inactivating staff in Cascades.

Steps	Screen
<p>1. Begin by changing or confirming the text size is 100%. This allows full functionality in Cascades.</p> <ul style="list-style-type: none"> • Right click anywhere on the desktop. • Go to Display (left side of screen). • Go to Change the size of text, apps and other items. • Click on the bar, move to the left till at 100%. • Select apply. 	
<p>2. The Coordinator needs a SAW account. To establish an account and have access to Cascades, complete Handout B; Steps 1-25.</p> <p>If you have an account and have access to Cascades, go to Step 3.</p>	

3. Click on Cascades, “C” icon on your desktop.



4. Before a new staff person can get access to Cascades, the Coordinator must:

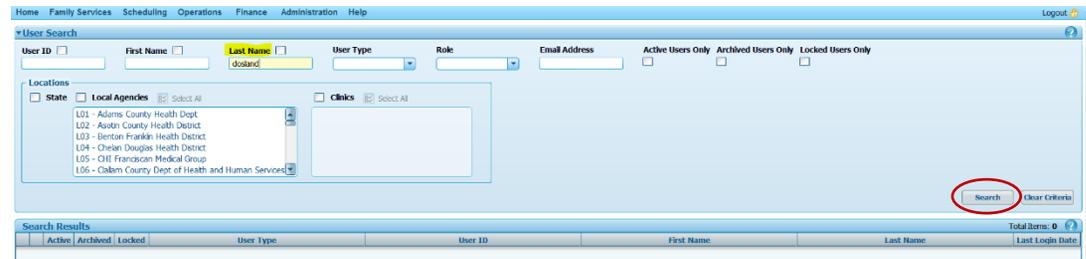
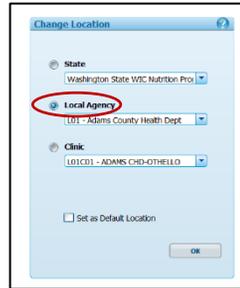
- add the staff person’s User Account or
- give the staff person access to the agency, if their User Account already exists.

If you’re a coordinator and aren’t able to log into Cascades, call Cascades Support.

- Log into Cascades at the Agency level (not clinic).
- On the Menu bar, go to:
 - Administration.
 - Security.
 - Search Users.
- Enter the staff person’s last name in the User Search area.
- Select Search.

NOTE: If the user doesn’t exist, follow the instructions found in Step 6 “Create a New Cascades User Account”.
- Click on the pencil (left) to open the staff person’s file.
- Capture each staff person’s name and User ID to provide to the staff person. He or she will need it for completing Handout B when linking the SAW account to his or her Cascades account.

Only a person with Clinic Administrator role can verify the accounts.



<p>This is the format:</p> <ul style="list-style-type: none"> • First initial. • Middle initial (staff that migrated from CIMS will have an “x”; don’t change the initial). • Last name. <p>Example: mxsmith for Mary Smith</p>	
<p>5. Once a Cascades User Account is assigned to the agency,</p> <ul style="list-style-type: none"> • The staff person can sign up for a Secure Access Washington (SAW) Account. 	<p>Clinic staff use Handout B: Set-up Secure Access Washington (SAW) User Account.</p> <p>The staff person needs a Cascades User ID (Step 6) and the Service Code (Obtain the Service Code from Cascades Support) to link his or her SAW account to Cascades.</p>
<p>6. Create a New Cascades User Account</p> <ol style="list-style-type: none"> Select the Add User button. Enter the following: <ul style="list-style-type: none"> • User Type: WIC Staff. • User ID (must be unique). <p>Required to use this format:</p> <ul style="list-style-type: none"> ○ First initial. ○ Middle initial. ○ Last name. <p>Example: mjsmith for Mary Jane Smith</p> <p>NOTE: Add a number at the end of the User ID <i>only</i> if Cascades notifies you a duplicate User ID exists.</p>	<p>The screenshot shows the 'User Search' window in the Cascades system. It includes search filters for User ID, First Name, Last Name, User Type, Role, and Email Address. There are also checkboxes for 'Active Users Only', 'Archived Users Only', and 'Locked Users Only'. A 'Locations' section allows selection from a list of agencies like 'Adams County Health Dept' and 'Clatsop County Health District'. At the bottom, there is a table with columns for 'Active', 'Archived', 'Locked', 'User Type', 'User ID', 'First Name', 'Last Name', and 'Last Login Date'. The 'Add User' button is circled in red.</p>

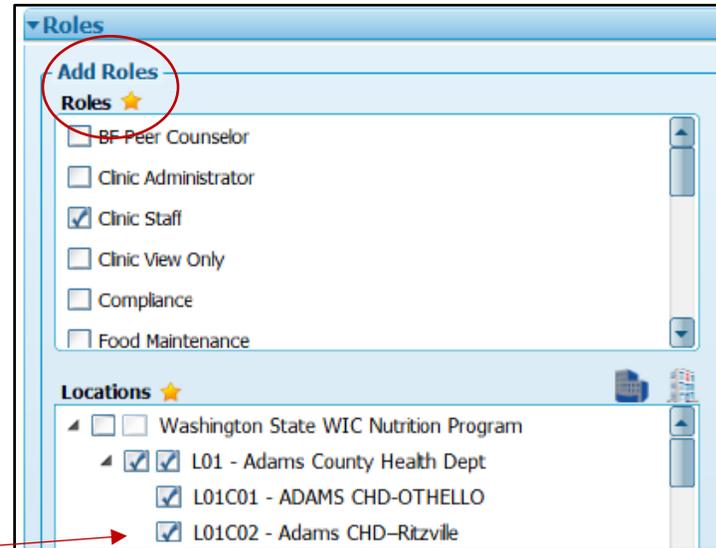
- c. Leave GUID field empty.
 - Once the new User Account gets linked with the user's SAW account, a number populates in this field; **NEVER make a change.**
- d. Start Date auto-populates to current date; adjust if needed.
- e. End Date: leave blank until the person leaves the agency.
- f. Enter the Last and First name.
- g. E-mail address.

NOTE: This is the address where the user receives the code to allow Cascades access.

NOTE: When the person works for two WA WIC agencies:

- **Only one email address can be used;** not both agency email addresses.
- The coordinator from each agency adds the clinic "Locations" to the staff person's user account in Cascades or contact Cascades Support.

- h. Add Role(s) under Add Roles.
- i. Clinic locations.
 - a. Open the tree (triangle) to open the different agency locations.
Check/uncheck boxes identifying the location to allow access.
- j. **Save** at the bottom right corner of the screen.



Inactivate a User Account

- Log into Cascades at the Agency level (not the clinic).
- On the Menu bar, go to:
 - Administration.
 - Security.
 - Search Users.
- Enter the staff person's last name in the Last Name field.
- Select Search.
- Click on the pencil (left) to open the staff person's name.
- Uncheck "Active".
 - If the staff person obtains a job at another WIC agency or comes back to your agency, check the Active box to make the account Active again.
 - The "Start Date" is the original date the person began working for WIC initially. Add a new "Start Date" and leave the "Inactive Date" blank.
- Select Save.

Do not select the Archive box. You can't reverse this action to the User Account.

ONLY select the Archive box to archive the user profile due to:

- Death.
- Fraud/Corruption.

Do not select the Archive box; there are only a few circumstances you'd select this box.

<ul style="list-style-type: none"> • Other. <p>The user shows as Archived versus Active in the Search Results.</p>	
<p>Cascades Inactivity After 20 minutes of inactivity in Cascades, the user receives a message that the session will time out in 5 minutes.</p> <p>Select “OK” within five minutes or select the Cascades Icon “C” and log into SAW.</p>	

If you need support, please call Cascades Support at 1-800-841-1410 and choose option 3, then choose option 2.

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To request this document in another format, call 1-800-841-1410. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email WIC@doh.wa.gov