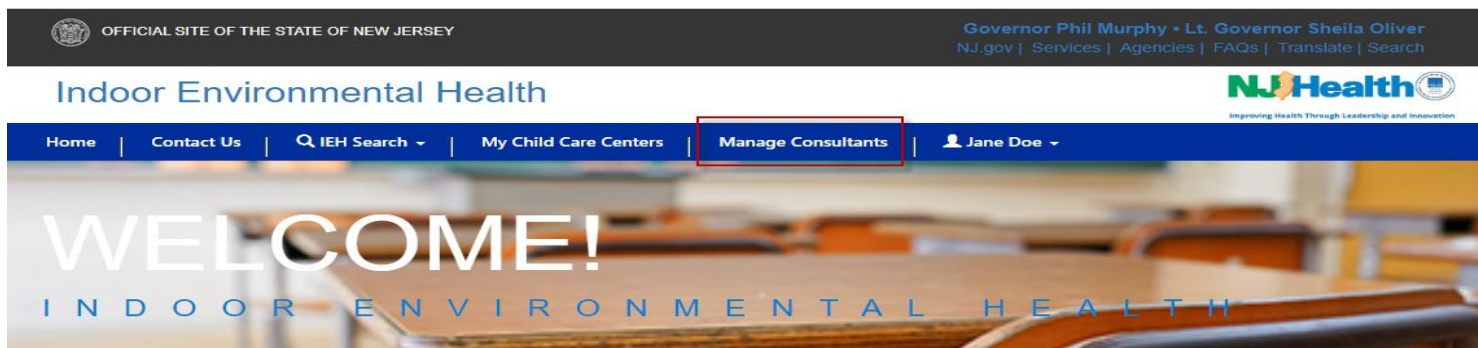
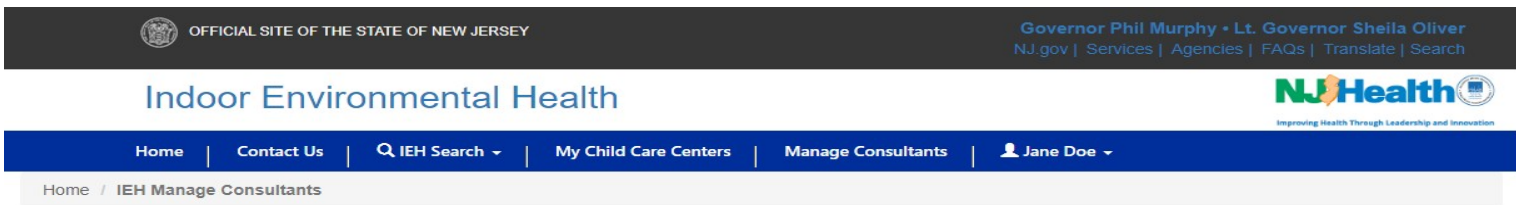


How to manage roles & permissions for Consulting Firm staff

Visit the portal (<https://iehprogram.nj.gov/>) and navigate to top of the homepage. If you are a Consultant admin, then you will see “Manage Consultant” in navigation and can handle IEH application and Child Care Center permission for all staff members in your consulting firm.



Please click on “Manage consultant” link. You can see your Consulting Firm listed on this page.



Manage Consultants

Consulting Company	Street	City	Zip Code	State	Consultant Company License Number	Created On
ATLANTIC ENVIRONMENTAL SOLUTIONS, INC	5 MARINE VIEW PLAZA SUITE 303	HOBOKEN	07030-	NJ	1062	9/26/2019

You can see your Consulting Firm listed on this page.

Please click the Consulting Firm Name, you will see all the Consulting staff belongs to consulting firm.

Consulting Firm Information

Consulting Firm Name *	Consulting Firm License Number
ATLANTIC ENVIRONMENTAL SOLUTIONS, INC	1062

Consulting Staff

Full Name ↑	First Name	Middle Initial	Last Name	Email	Created On
ARTHUR RASTELLI	ARTHUR		RASTELLI		9/26/2019 11:17 AM
CHRISTINE LEZETTE	CHRISTINE		LEZETTE		9/26/2019 11:16 AM
CHRISTOPHER MEEHAN	CHRISTOPHER	W	MEEHAN		9/26/2019 11:17 AM
EWA GUT	EWA	S	GUT		9/26/2019 11:16 AM
Jane Doe	Jane		Doe		6/17/2020 11:14 AM
JEFFREY ANDERSON	JEFFREY	W	ANDERSON		9/26/2019 11:16 AM

< 1 2 > Click on page 2 for other Consulting staff names.

Consulting Firm Information

Consulting Firm Name *
ATLANTIC ENVIRONMENTAL SOLUTIONS, INC

Consulting Firm License Number
1062

Consulting Staff

Full Name ↑	First Name	Middle Initial	Last Name	Email	Created On	
ARTHUR RASTELLI	ARTHUR		RASTELLI		9/26/2019 11:17 AM	▼
CHRISTINE LEZETTE	CHRISTINE		LEZETTE		9/26/2019 11:16 AM	▼
CHRISTOPHER MEEHAN	CHRISTOPHER	W	MEEHAN		9/26/2019 11:17 AM	▼
EWA GUT	EWA	S	GUT		9/26/2019 11:16 AM	▼
Jane Doe	Jane		Doe		6/17/2020 11:14 AM	▼
JEFFREY ANDERSON	JEFFREY	W	ANDERSON			Manage Permissions

Please click Manage Permissions.

< 1 2 >

Please click down arrow next to the name of the person and click “Manage Permissions”.

That will open following page where you can assign Enter & upload or submit role to the individual.

1. Please check the check box for role
2. click “Add Role” button.

The screenshot shows the 'IEH Consultant Add CCC' form. At the top, it displays the user's name as 'Jane Doe'. The form fields are as follows:

- First Name:** John
- Last Name *:** Doe
- E-mail:** abc@gmail.com
- Roles:**
 - Submit IEHA to DOH
 - IEHA Enter and Upload
- Select Child Care Center:** A Learning Adventure
- Permissions:**
 - Initial Child Care Center Write
 - Initial Child Care Center Read
 - None

Annotations include:

- A red arrow pointing to the 'IEHA Enter and Upload' checkbox with the text: "1. You can assign one or both of these roles by checking the checkbox."
- A red arrow pointing to the 'Add Role' button with the text: "2. Then click this button."

Buttons at the bottom include 'Close' and 'Add Permission'.

Then you will see that the enter & upload role is assigned.

The screenshot shows the 'IEH Consultant Add CCC' form. The 'Role' dropdown menu is highlighted in yellow and set to 'IEHA Enter and Upload'. A red arrow points to the dropdown arrow. A tooltip box next to the dropdown contains the text: 'As a Consultant Admin, I have assigned this individual "IEHA Enter and Upload Role.' Below the role selection, there are checkboxes for 'Submit IEHA to DOH' and 'IEHA Enter and Upload'. The 'Select Child Care Center' dropdown is set to 'A Learning Adventure'. At the bottom, there are radio buttons for permissions: 'Initial Child Care Center Write', 'Initial Child Care Center Read', and 'None' (which is selected).

Consultant Admin can also delete the assigned role. Please click the down arrow next to the role and Click Delete to delete "IEHA Enter and upload" role.

This close-up shows the 'Role' dropdown menu with 'IEHA Enter and Upload' selected. A red arrow points to the dropdown arrow, which has opened a menu with a 'Delete' option (represented by a trash can icon). A tooltip box next to the dropdown arrow contains the text: 'Click the Down arrow next to role and then click Delete to remove the role.'

If role is assigned as "Enter & upload" then that person have same access to all the child care centers belongs to that Consulting firm.

If you need to assign write permission to any Child Care Center, you can do that under permissions section. Please select Child Care Center and select "initial Child Care Center Write". Then Click "Add Permission" button.

First Name	Last Name *	E-mail
CHRISTINE	LEZETTE	—

Roles

Submit IEHA to DOH IEHA Enter and Upload

Add Role

Select Child Care Center

Bergen-Lafayette Montessori School Select Child Care Center.

Permissions

Initial Child Care Center Write Initial Child Care Center Read None

Click "Add Permission"

Select the permission.

Close

Add Permission

Then you will see on the screen that Write permission is assigned for Bergen-Lafayette Montessori School.

First Name	Last Name *	E-mail
CHRISTINE	LEZETTE	—

Roles

Submit IEHA to DOH IEHA Enter and Upload

Add Role

Child Care Center Name	Permissions
Bergen-Lafayette Montessori School	Initial Child Care Center Write;

Select Child Care Center

A Learning Adventure

Permissions

Initial Child Care Center Write Initial Child Care Center Read None

Close

Add Permission

Consultant Admin can also delete the assigned permission. Please click the down arrow next to the permission and Click Delete to delete write permission.

Child Care Center Name	Permissions
Bergen-Lafayette Montessori School	Initial Child Care Center Write;
Select Child Care Center	Click this down arrow next to permission and click Delete to delete.



You can add more than one child care center permission for one individual.