STEPS FOR SECRETARIAL SECURITY AFFIDAVIT FOR MAIS

Having secretarial (data entry) access to MAIS is a two-step process:

1st - the secretarial personnel must obtain DODD security clearance (with user name and password to Login and have access to the MAIS app).

2nd - an RN Trainer must “associate” with that secretarial personnel in the MAIS app. By creating the association, the RN Trainer is authorizing access to MAIS.

Start by going to the DODD Home Page at dodd.ohio.gov

From site links choose Forms

This will take you to the Forms page –

Choose On-Line Security Request (Security Affidavit)

This will start the form Wizard. The form Wizard will ask for specific information and then create a form that must be printed and signed by the applicant and an agency authority. The form is then returned by email to DODD security at itscallcenter@dodd.ohio.gov.
Choose **Medication Administration Nurse or Secretary** for Account Type

Complete all sections including check box – then select **Next** to move to the Information page.
Enter Address, Agency Name and Director’s Name and choose **Next** to move to the Systems page.
The System/Environment to choose is MAIS – Secretary/Production then click Add and then Add Request. The system will populate the information.

Choose Next to move to Review page.
Please review the information below to make sure all fields that you have entered are correct.

**Information**

Account Type: Medication Administration Nurse or Secretary
Request Type: New Account

First Name: Jane
Middle Initial: M
Last Name: Smith
Phone Number: 204-579-8297
E-mail Address: jsmith@abc.com

Address: 1 Cool Highrise
City: Big City
State: OH
Zip Code: 43215

Agency Name: ABC Agency
Director's Name: Jane Fonda

**Selected Systems**

<table>
<thead>
<tr>
<th>System</th>
<th>Environment</th>
<th>Role</th>
<th>Add</th>
<th>Report</th>
<th>Remove</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIS - Secretary</td>
<td>Production</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Access to DODD systems will expire on their own annually

Confirm the data entered is correct. Choose **Previous** to return to previous page(s) and change any incorrect information. Choose **Next** to move to the Finish page.
Review DODD Data Security and Confidentiality Agreement – check that you agree to the terms; you are legally responsible to adhere to these terms including not sharing User Name and Password with anyone – EVER. Select Finish.
Choose Print Form to View and Print the Completed Form (see sample form below). The form will then need to have hand written signatures and dates by the Secretarial Requestor and Agency Authority. The completed 2-page form is then submitted via email to the Ohio Department of Developmental Disabilities Information Technology Services Call Center at itscallcenter@dodd.ohio.gov.
Ohio Department of Developmental Disabilities

DATA SECURITY/CONFIDENTIALITY FORM
INDIVIDUAL APPLICATION

Account Type: Medication Administration Nurse or Secretary  Request Type: New Account

Last Name: Smith  First Name: Jane  MI: M

Phone Number: 204-579-8227  E-Mail Address: jsmith@abc.com

I certify that the listed e-mail address is my personal e-mail address, not a group or shared e-mail account.

Address: 1 Cool Highrise  City: Big City  State: OH  Zip Code: 43215

Agency Name: ABC Agency  Director’s Name: Jane Fonda

<table>
<thead>
<tr>
<th>Systems</th>
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<th>Add</th>
<th>Reports</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MAU - Secretary</td>
<td>Production</td>
<td>Add</td>
<td>Add</td>
<td>Add</td>
<td>Add</td>
</tr>
</tbody>
</table>

Instructions: Complete this form and submit to the Ohio Dept. of Developmental Disabilities Information Technology Services Call Center at itacallcenter@dodd.ohio.gov
After the form has been received and processed by security, the secretarial applicant will receive a password set-up e-mail from agencyIDService@dodd.ohio.gov. After setting up password the secretarial applicant will receive a User ID.

If the secretarial applicant already has access to other DODD applications, there will be no new password/user name process as described above. The user will log in to DODD applications and will find MAIS as one of the drop-down app menu options.

The secretary must then attempt to log in to MAIS. The attempt will be rejected noting there is not permission to be in the system. This establishes the secretary in MAIS as “waiting to be associated with an RN Trainer.”

The secretary then notifies the RN Trainer that they are registered in MAIS.

At least one RN Trainer must go into the MAIS system and associate the secretary with an RN Trainer. The secretary will then have access to all MAIS Secretarial functions.
access will remain available only if the secretary has current security authorization and is associated with an RN Trainer.

- An RN Trainer may disassociate with a secretary that has been associated with that RN Trainer. That secretary will then no longer have access to MAIS.
- If only one RN is associated with the secretarial personnel, and that RN breaks the association with the secretary, another RN will have to associate with the secretary for access to be available.
- Secretarial security will need to be updated annually as per the DODD Security access process.