

Instructions MSS Training Environment

General:

- To access the MSS Training environment enter the following URL in your browser:
<https://trnportal.dodd.ohio.gov>
- User ID will be dependent on the original user numbers assigned to your county board/COG/Provider that were assigned when MSS trainings were conducted back in 2010 and these can be found on the USER ID Assignment document. (i.e. Delaware CB user numbers 756-772, so the User IDs would be mssuser756-mssuser772 and for those ID's that have 4 digit number the user id is mssusr1234).
- User password is the same for all Users. The password for the training environment is m\$\$pa\$\$w0rd (the "o" is a zero)

Guidelines:

- Because all mssuser IDs have an Administrative Role in the training environment, any User will be able to see all CPT sites that have been created in the training environment. Due to this situation, we are asking that no unredacted/real individuals' names and/or personal is used in naming CPT sites or any other details that you add to a site. Everyone must comply with HIPAA regulations. This will help the training environment to remain in compliance.
- After completing the training exercises, please remember to delete the Cost Projection Tool (CPT) sites that you completed as part of the exercise so that the next User will be able to use those user numbers in the creation of their own site(s).