

SIMS Provider Account Setup Guide

Be sure you have your Cybersecurity Training Certificate and SIMS Attestation form completed, signed, and scanned before proceeding. If you do not attach your Cybersecurity Training Certificate and completed and signed SIMS Attestation Form at the end of sign-up, you will NOT receive a SIMS username and password.

Click the link to get started: <u>SIMS New User Signup</u>

You will be required to sign in with a Google account. Be sure to use your **business e-mail** account.





If you do not have a Google account, you will need to create one:

 Click "create account": 	Google Sign in to continue to Forms Email or phone Forgot email? Not your computer? Use a private browsing window to sign in. Learn more Create account	
2. Select "Use my current email address instead":	Google Create your Google Account First name Last name Username @gmail.com You can use letters, numbers & periods Use my current email address instead Password Confirm Use 8 or more characters with a mix of letters, numbers & symbols Show password	 3. Complete the required information: First name Last name Business email address Password
	Sign in instead	4. Click "Next"



Google
Verify your email address
Enter the verification code we sent to felderfamilyreunion@la.gov. If you don't see it, check your spam folder.
Enter code
Back Verify

You will receive an email with a verification code. Enter the verification code, and then enter the requested information (date of birth and gender).

Agree to the Google terms, and user will have access to the onboarding form.

Continue to the <u>SIMS New LDH User Signup.</u>

On the screen below,	Statewide Information Management System (SIMS) New User Signup	
	ash-leigh.garcia@la.gov Switch account	
Fator	files and submit this form. Only the email you enter is part of your response.	
email address:	* kequirea	
	Email *	
_	Your email	
Click "NEXT"	Next Page 1 of 11 Cle	ear form



On the next screen, user must provide all personal information requested:

Personal information	
Last Name: *	
Your answer	
First Name: *	
Your answer	
Middle Istatel	
Your answer	
Job Title: *	
Vauranewar	

The last field on this page is employer:	Employer * Choose	
	Back Next Page 2 of 11 Clear form	n
	Choose	
You will choose either Nursing Facility or ICF-IID:	Support Coordination Agency PCS/PCA Agency Nursing Facility	
_	ICF-IID Law Enforcement/AG	

Once all fields with an asterisk and the correct employer type has been selected, click "NEXT".



You will then choose all facility/facilities that you require access to. Choose "NEXT" and answer remaining questions.

Once complete, you will come to the User "Security and Confidentiality Agreement." All users must read, sign, and submit a signed copy of the attestation form to complete the onboarding process.



Click the link in the box (as shown below). A new window will open with the attestation

form: Download the user agreement using this link: <u>http://ldh.la.gov/assets/docs/oaas/sims/attestation.pdf</u> (IMPORTANT: IF YOU ARE REQUESTING SIMS ACCESS FOR MORE THAN ONE AGENCY, COMPLETE ONE FORM FOR EACH AGENCY. Sign the form(s), and either upload the file using the button below or return the form to LDH)



Print the attestation form, and fill all required information (name and signature of new user and manager):

SIGNATURES	
I have read, understand, and agree to adhere to all security and co	onfidentiality agreements.
USER'S NAME AND JOB TITLE/POSITION (PRINTED):	AGENCY/FACILITY/(# if applicable):
USER'S SIGNATURE:	DATE:
I certify that the individual named herein requires access to SIMS	for the purpose of performing his/her curren
job duties. I further certify that I will notify LDH immediately who	en the individual no longer requires access to
SIMS for any reason including changes in duties or employment te	ermination.
MANAGER/SUPERVISOR NAME AND JOB TITLE/POSITION	N (PRINTED):
MANAGER/SUPERVISOR SIGNATURE:	DATE:

Once attestation is complete, scan to computer and save it (PDF file).

Click "ADD FILE":

Upload your sig	ned form here:		

On next screen, either "drag and drop" the signed attestation file, or browse to where file was saved:

nsert fi	le		
Jpload	My Drive	Previously selected	
			Drag files here
			- or -
			Select files from your device
	Cancel		A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.



Verify the correct	Insert file Upload My Drive Previously selected	×
document:	SIMS security agreement and Cybersecurity.pdf 208.25K	<
	Add more files	
Then,		
click "UPLOAD":		
	Upload Cancel A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.	

To complete the sign-up, you must click "SUBMIT" on the next screen:



Users will receive a "Thank You" message, letting them know their form has been submitted.

**As a reminder, users must also complete Cybersecurity Training and email completion certificate to manager. It is available here: <u>https://forms.gle/deZGAo5hUMWeSG4P6</u>.