

# Guide to create a new User, using the Create New Account button

1. On CSA website's home page under Applications section click on Account Management System

**OCS**  
Office of Children's Services  
*empowering communities to thrive*

Home About Parents & Families

**What's New:**  
Administrative Memo #22-06 & #22-07 are available [here](#).

**Applications**

- Local Government Reporting
- OCS Helpdesk
- CANVaS 2.0
- Policy Public Comments Form
- Virginia Learning Center (CSA)
- Service Fee Directory
- Training Calendar
- CANS Training
- Account Management System
- Virginia Systems of Care Website

**Welcome to**

Welcome to... one part of o... government... a wealth of n... In the 2021... With a comb... in Virginia. V... and families

Scott Reiner, Executive Direc

2. Click on Create New Account button

Office of Children's Services  
Empowering communities to serve youth

Account Management System

Please Sign In

Email

Password

Remember Me  Show password

Login

Create New Account

3. On following screen, the User can register a new User from their locality.
- The new User details are keyed in
  - Click on the Register button at the bottom of the screen.

Create New User

Name:\*

Locality:\*

Accomack - 1

Agency:\*

Position:

Phone:\*

Ext:

Fax:

Email:\*

Address Line 1:\*

Address Line 2:

P.O.Box#:

City:\*

State:\*

Virginia

Zip Code:\*

Zip Ext:

Role:\*

None selected

DSU/RA  
 CPMT Chair  
 CSA Coordinator  
 Report Preparer  
 T4E - File Uploader  
 Fiscal Agent  
 CBDRS CSA - Preparer  
 CBDRS T4E - Preparer

Refresh  
Input symbols

Register

Check all Roles that the User needs access to:

After selecting click outside the box so that you can Register the User.

4. Depending on role Approval notification is sent to either Locality's CSA Coordinator or CPMT Chair
  - a. The notified CSA Coordinator or CPMT Chair needs to Login to Account Management System
  - b. Click on My Approvals tab
  - c. Click on the Review (Notes icon)
  - d. On the popup screen click on the Approve Button

The screenshot shows the OCS Account Management System interface. A modal window titled "User Details" is open, displaying information for a user named Amy Ford. The modal includes a "Close" button at the bottom right. At the bottom of the modal, there are two buttons: "Approve" (green) and "Reject" (orange). A red arrow points to the "Approve" button. The background shows a table of "My Approvals" with columns for "Locality/Agency" and "Name".

Locality/Agency	Name
Accomack (001)	Amy Ford
Accomack (001)	1373

**User Details:**  
Name: Amy Ford Agency: County of Accomack  
Locality/Agency: Accomack (001)  
Phone: 757-787-5737 Ext:  
Fax: 757-787-2468  
Email: aford@co.accomack.va.us  
Address: 23296 Courthouse Ave Accomack VA 23301  
Approval Request Date: 7/20/2022 1:13:22 AM  
Active Roles: Fiscal Agent  
Roles Pending Approval: DSU/RA  
Rejection Reason: --Select Reject Reason--

5. Then Approval notification is sent to OCS for approval.