STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

SPECIAL PROVIDER ALERT

April 5, 2012

We have recently encountered some issues regarding the use of short cuts for DDaP. It is critical that you add to favorites or create your short cuts on the **Provider Suite of Applications**, <u>not the Log in screen</u>. *Please delete your favorites and short cuts for DDaP and then do as follows to replace them:*
For Favorites:

1. Boot-up the pc to the Windows desktop screen.

2. Non-VPN users (Ex. State workers), go to step 4.

3. For VPN users, once VPN or Nortel has run, enter password and Token number. Launch Internet Explorer; an icon will display.

4. Launch Internet Explorer.

5. Enter the DDaP IP address.

6. The Log In screen will be displayed:

7. Enter the following information in the Log In window:

User Name:	Enter your user name.
Password:	Enter your password.

The Provider Suite of Applications will display.
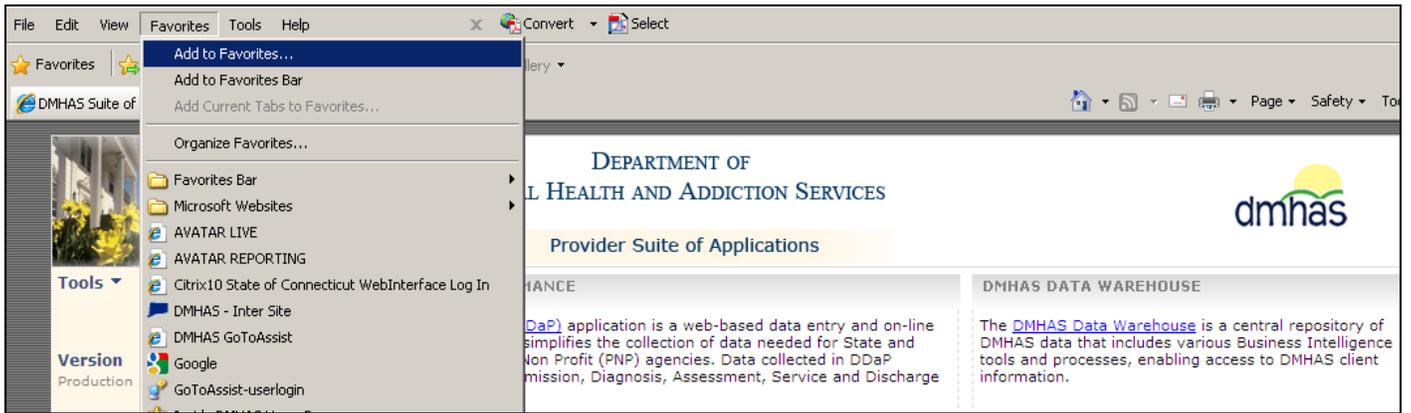
8. Select **Favorites** and then **Add to Favorites**

9. A box will display to add your favorite. Enter the name you desire or leave whatever displays.

10. Select the Add button.

11. Your favorite is now created.

If you choose to add your short cut in another manner, please be sure to do so while on the Provider Suite of Applications.

Please contact Jane Geason if you have questions regarding DDaP training at (860) 418-6627 or email: Jane.Geason@po.state.ct.us

Still have Questions? Please contact Mark McAndrew at Mark.McAndrew@po.state.ct.us or (860) 418-6843.