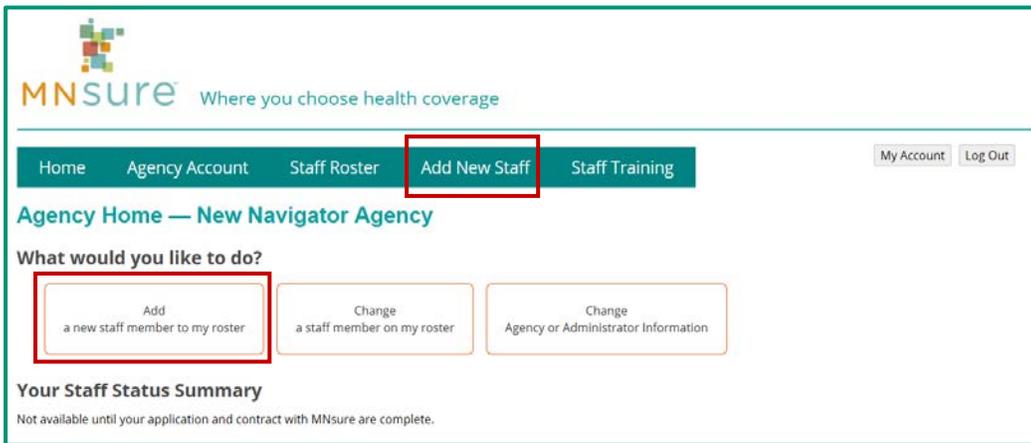


Adding Staff to Agency Roster

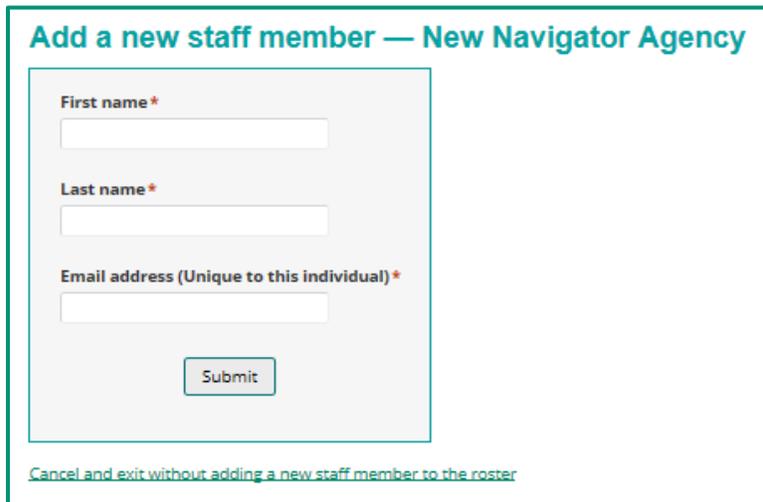
Step 1: Create a New Staff Member

After logging in to AMP, from the Agency Home screen, click on “Add a new staff member to my roster” or “Add New Staff” link.



The screenshot shows the MNSure Agency Home interface. At the top, the MNSure logo and tagline are visible. Below the logo is a navigation bar with links for Home, Agency Account, Staff Roster, Add New Staff (highlighted with a red box), and Staff Training. To the right of the navigation bar are links for My Account and Log Out. Below the navigation bar, the page title is "Agency Home — New Navigator Agency". Underneath, there is a section titled "What would you like to do?" with three buttons: "Add a new staff member to my roster" (highlighted with a red box), "Change a staff member on my roster", and "Change Agency or Administrator Information". Below this section is a "Your Staff Status Summary" section with a note: "Not available until your application and contract with MNSure are complete."

Enter the new staff member’s first name, last name and email address.



The screenshot shows the "Add a new staff member — New Navigator Agency" form. It contains three input fields: "First name *", "Last name *", and "Email address (Unique to this individual) *". Below the input fields is a "Submit" button. At the bottom of the form, there is a link: "Cancel and exit without adding a new staff member to the roster".

The email address must be unique to this individual. AMP will give you an error if the individual’s email address is already in the system associated with another staff member.

Add a new staff member — New Navigator Agency

Values in one or more fields are invalid.

First name *
Jane

Last name *
Doe

Email address (Unique to this individual) *
jane.doe@newnavigator.org ✖ Value already present

[Cancel and exit without adding a new staff member to the roster](#)

Step 2: Add Certification Information

After you click “submit” to create a new staff member, you be taken to the “View staff member” screen where you can edit this individual’s information. MNSure will not begin setting up training access for a staff member until the Certification Information section has been completed.

Click on “Edit Certification information.”

View staff member — New Navigator Agency

Certification Information

[Edit Certification Information](#)

Employment Status

First name	MI	Last name
John		Doe

Business Address

You will need to complete all the required fields with an asterisk (*).

Notes:

- Indicate whether the staff member is “active” or “inactive.” If the individual is not listed as “active,” MNSure will not set up training access or evaluate this individual for certification.
- Make sure all the information entered in the Certification Information section is the information MNSure can use to contact the individual assister. The address may be the same as the organization’s main address. If the individual is based at another location, enter that address here.

Click “Update” when you have completed the section.

If you leave any required fields incomplete, you will get an error message.

Certification Information

Values in one or more fields are invalid.

Current Employment Status *

- Select Employment Status -

✖ Required

Step 3: Add Public-Facing Information

If the assister will be listed on the assister directory and/or will request an assister portal account, the public-facing information section must be completed.

Click on “Edit Public-Facing Information.”

Public-Facing Information (Assister Directory/Assister Portal)

Enter the contact information here that you would like to be visible to the public. This may include an AKA (also known as) name for your agency, a central phone number, and/or a central email.

Agency Name*

MNsure Role

Navigator

Assister Portal Access?*

Yes No

List on Assister Directory (Public)? *

Yes

No - Supervisor

No - Support staff

No - County, Tribe

First Name **Last Name**

Address Street 1

Address Street 2

State **County** **City**

Zip

You will need to complete all the required fields with an asterisk (*).

Notes:

- The phone number and email entered here are what will appear to members of the general public in the assister directory. You may choose to enter a central phone number and/or email for the staff member.
- When selecting counties served by the staff member, only select counties where the staff member is able to provide in-person assistance if requested by a consumer.

Click “Update” when you have completed the section.

Step 4: Wait for Training ID to be Activated

When you add a new staff member to your roster, they will be assigned a randomly generated Training ID. If their “Certification Status” shows as “New,” the Training ID has **not** been activated.

Staff Roster — New Navigator Agency							
	Last Name ▲	First Name	Assister ID	Training ID	Employment Status	Certification Status	Assis
View	Doe	Jane		M02284813	Active	New	

Once the Assister Resource Center (ARC) has set up the individual’s account in the MNsure Learning Center, the individual’s “Certification Status” will change from “New” to “Not Certified.” An email notifying the individual that they can begin completing certification training will automatically sent.

If a staff member’s “Certification Status” is “Not Certified,” they can use their Training ID to log in to the MNsure Learning Center.

Home Agency Account Staff Roster Add New Staff Staff Training							
Staff Roster — New Navigator Agency							
	Last Name ▲	First Name	Assister ID	Training ID	Employment Status	Certification Status	Assister Portal Access?
View	Doe	Jane		M02284813	Active	Not Certified	