

TREAT USER ACCOUNTS

Decision Tree

- We are committed to making needed accounts available. There are a limited number of TREAT accounts/licenses which are available and there is a cost associated with having them. We are asking for your help to reduce the number that are currently enabled but may not be needed any longer:
 - Please use this tool to determine if an account holder really needs to have an account/license
 - Please use this tool to determine if an account holder actively uses their account/license
 - Please let us know that we can deactivate the account and free up that space (account/license) for other users
 - Please note that we can always reactivate an account/license without too much delay

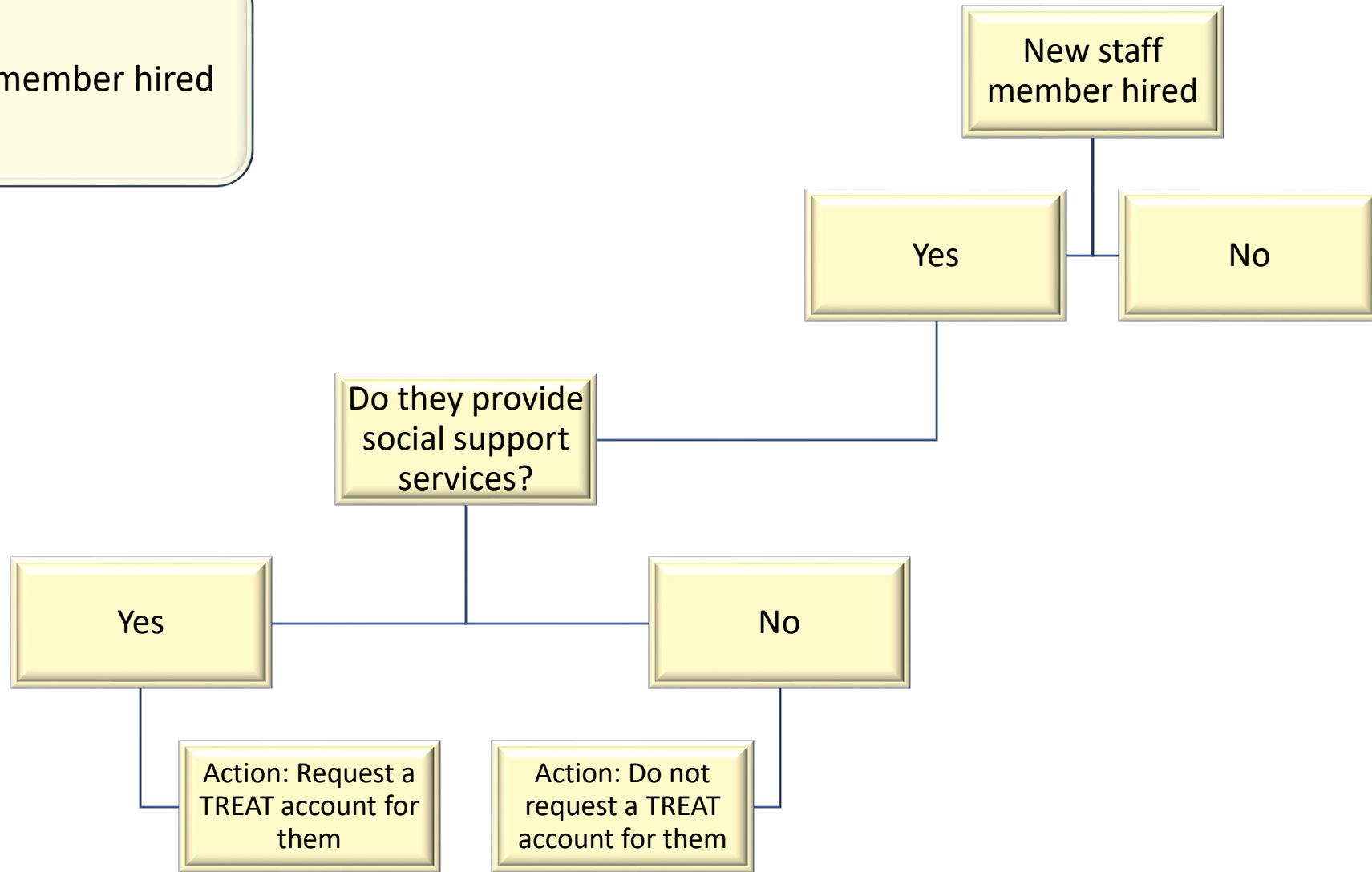
The OCASE Team

Ontario Community-Based AIDS Services and Evaluations (OCASE) | ASO and Community Initiatives (ACI)

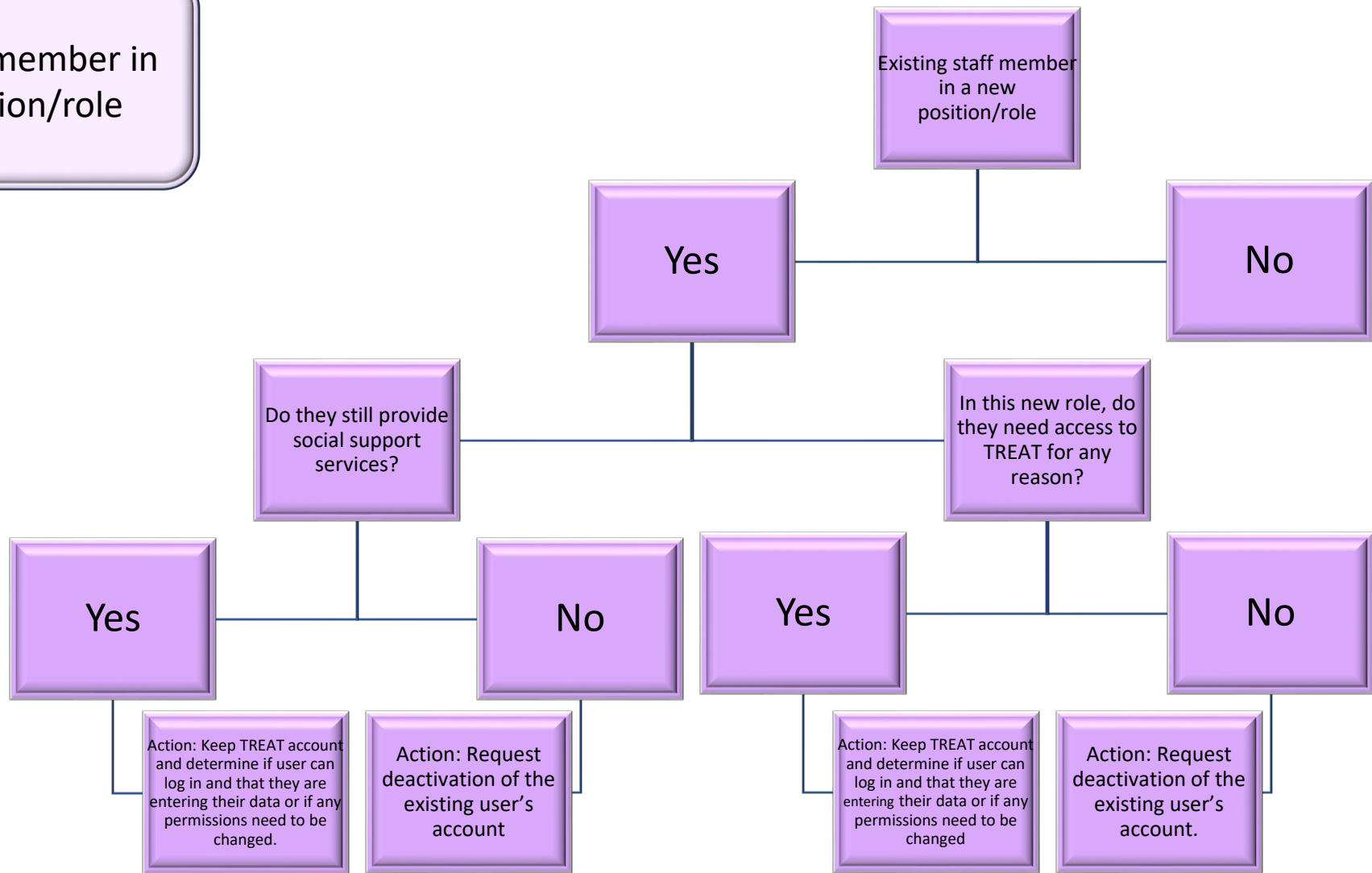
OHTN | 1300 Yonge St., 6th Floor, Toronto ON M4T 1X3, 1-877-743-6486; x2235

Send all communication to: ocase@ohtn.on.ca

New staff member hired



Existing staff member in
a new position/role



Support staff member
leaving agency, or on
leave/of absence for an
extended period of time

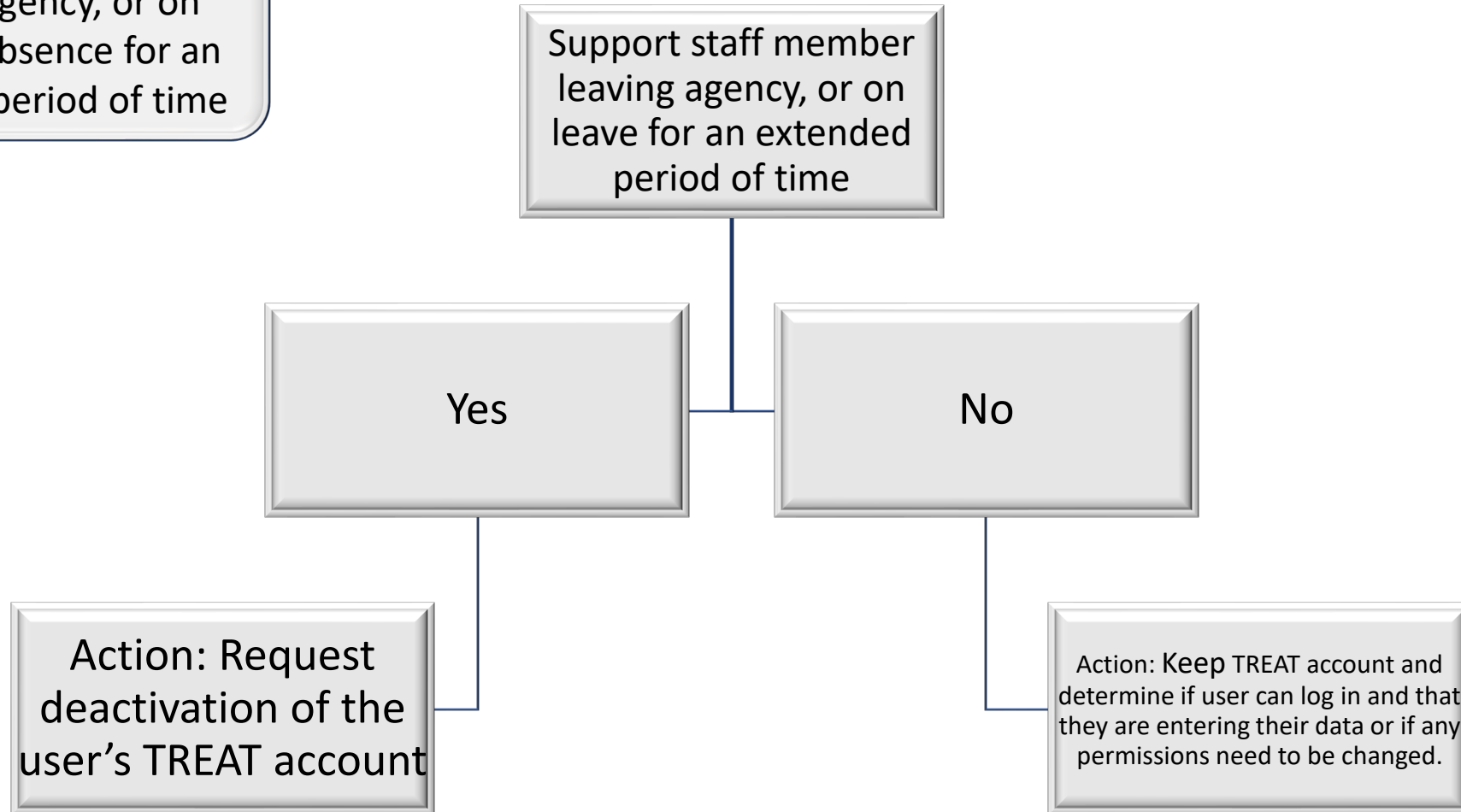
Support staff member
leaving agency, or on
leave for an extended
period of time

Yes

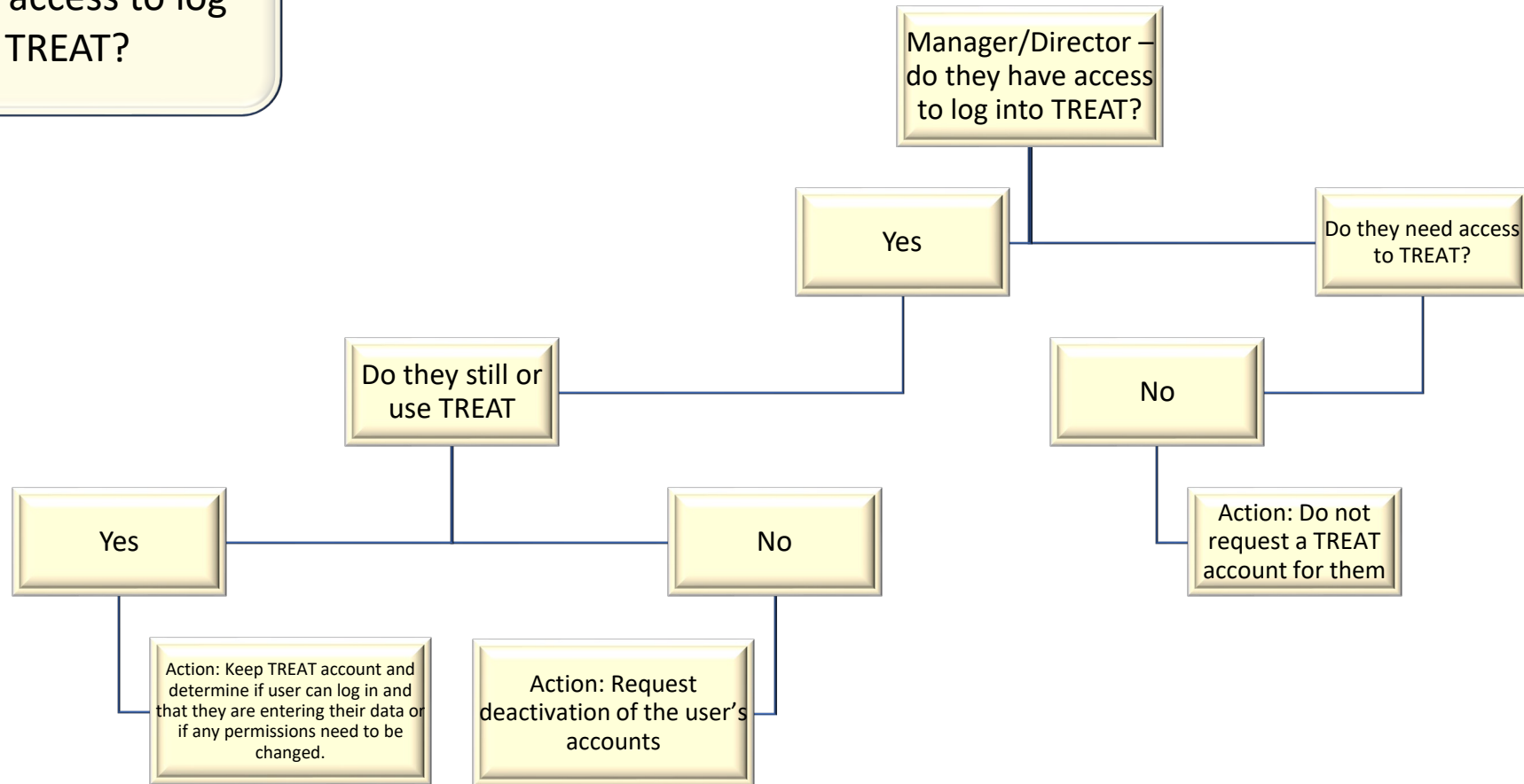
No

Action: Request
deactivation of the
user's TREAT account

Action: Keep TREAT account and
determine if user can log in and that
they are entering their data or if any
permissions need to be changed.



Manager/Director – do they have access to log into TREAT?



Volunteers, peers,
community mobilizers,
placement students &
relief workers

