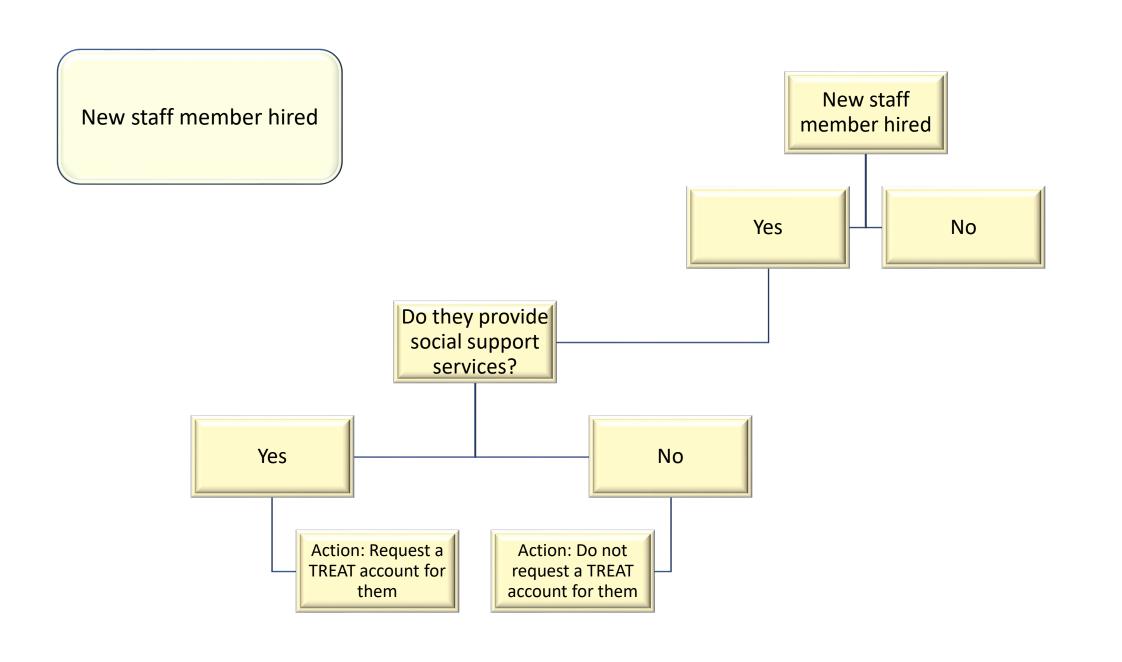
TREAT USER ACCOUNTS

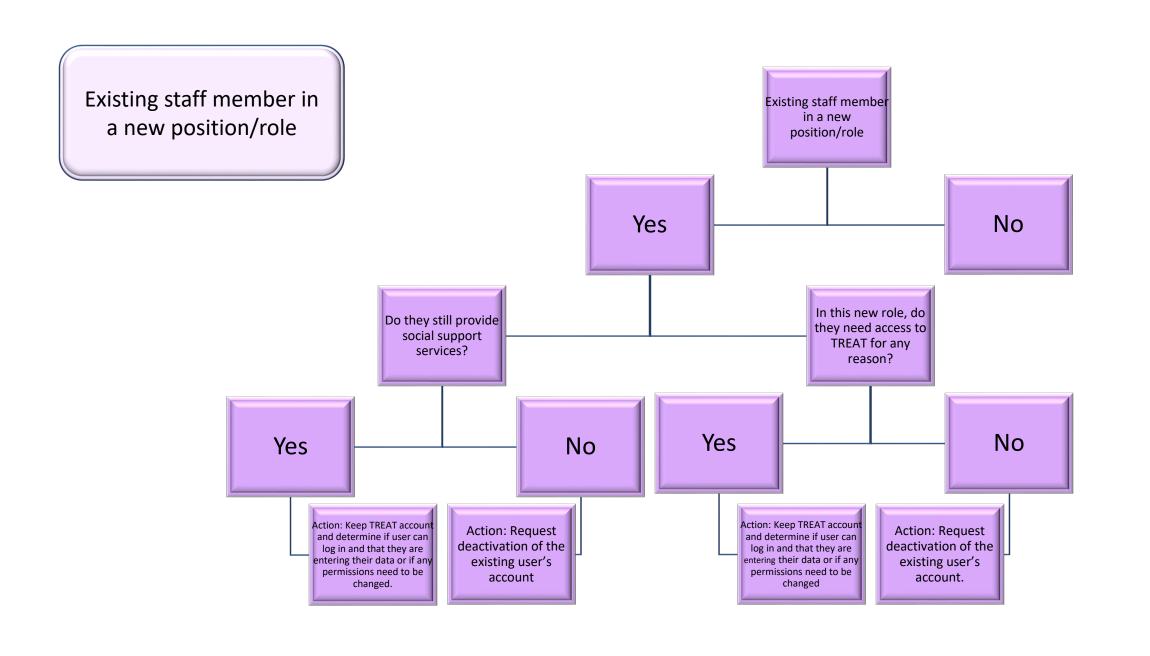
Decision Tree

- 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

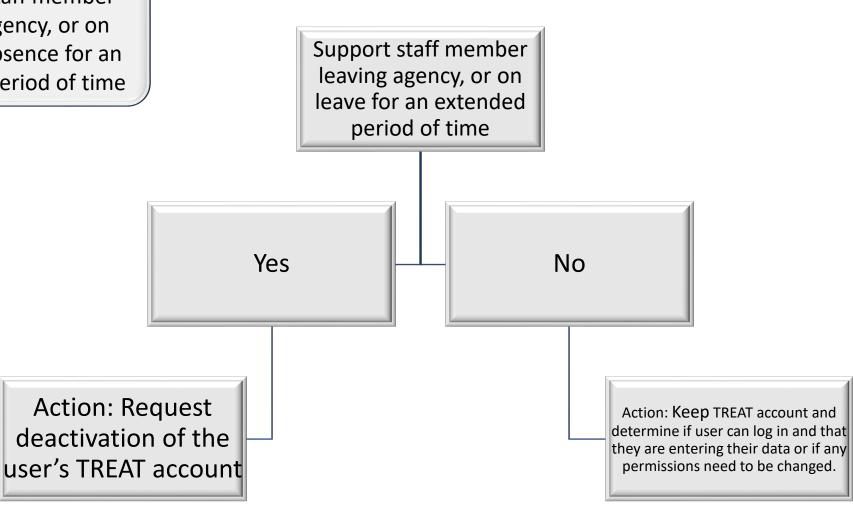
The OCASE Team

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





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



Manager/Director – do they have access to log Manager/Director – into TREAT? do they have access to log into TREAT? Do they need access Yes to TREAT? Do they still or No use TREAT Action: Do not Yes No request a TREAT account for them 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 Action: Request deactivation of the user's accounts changed.

Volunteers, peers, Volunteers, peers, community mobilizers, community mobilizers, placement students & relief workers placement students & relief workers Yes No Action: request Action: Do not request Do they provide social deactivation of the any individualized TREAT support services? departing (extra) user's accounts accounts Yes Can they share a Action: Do not request a generic TREAT user TREAT account for them account(s)? Action: Request Yes deactivation of the extra user accounts A TREAT user account Action: Introduce a can have only one active regular inventory and session analysis of the use of every user account. Manage the account(s) using the Forgot Action: Request Password? Reset deactivation of the extra feature. user accounts