This **FAQ** will review the different user roles available to the Local Implementing Agencies (LIAs).

Q1: WHAT ARE THE DIFFERENT USER ROLES?

There are three types of user roles.

1) **LIA User:** Capabilities include: data entry, viewing, and editing access for *one* LIA.

2) **LIA Admin:** Capabilities include: data entry, viewing, and editing access for *one* LIA. Only one LIA Admin per agency. This role will have enhanced editing access for their LIA. *(for more information see LIA Admin Role User Guide-coming soon)*

3) **Reviewer:** This is a read-only role for one or more agencies—Will not have data entry or editing access.
   a. If you are a LIA User or LIA Admin, you may also add the Reviewer role for another agency or other group of LIAs. – You will need to provide justification for this access.
   *Please note, if you work with only one agency, you will have access to view all the information within your agency and will not need `to add the reviewer role.
   **Adding the Reviewer role to your current role is only for those who need read-only access to a different LIA.

Q2: HOW DO I KNOW WHAT USER ROLE I CURRENTLY HAVE?

At this time all users have been given the LIA User Role.

LIA Admin role will be implemented with Phase 2.2 Release in late January 2018.

We will work with each of the LIAs to determine who will be given the LIA Admin role within their agency. A separate training/guidance will be provided for LIA Admins.

Reviewer Roles have not been activated and will be implemented with the Phase 2.2 Release in late January 2018. If you would like to add a Reviewer role to your account, please follow the steps below.

Q3: HOW DO I CHANGE OR ADD TO MY USER ROLE?

If you would like to change your user role or get Reviewer access added to your account for another LIA, please email AZHealthZone@azdhs.gov and give:

1) Your first and last name
2) Your current Local Implementing Agency
3) User Roles you would like to have and provide a justification.
   If adding a reviewer role for another LIA(s) please indicate the name of the LIA(s).