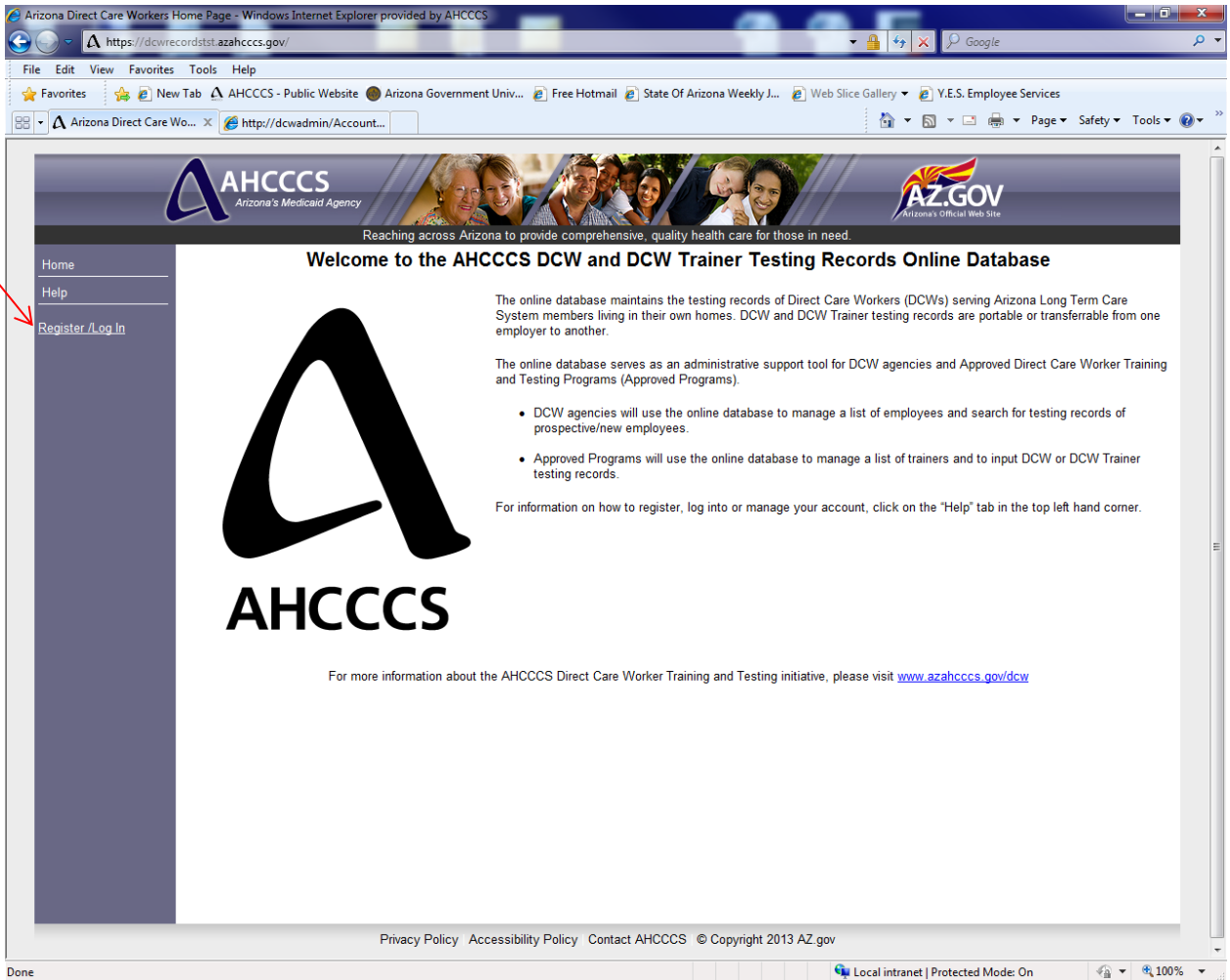


## STEP ONE Account Maintenance: Log In to an Existing Account

Click Here



ENTER: <https://dcwrecords.azahcccs.gov> in the search line of your internet browser

CLICK: Register/Log In

## STEP TWO Account Maintenance: Log In to an Existing Account

Click Here

Register / Log In

Register:

If you are a first-time user and do not have an account, please create an account.

Register

Log In:

If you already have an account, please enter your username and password.

Account Information

Username:  
TestTrainer

Password:  
●●●●●●●●

Log In

[Forgot Username / Password](#)

Help

[Help](#)

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

Done Local intranet | Protected Mode: On 100%

ENTER: Username

ENTER: Password

CLICK: Log In

## STEP THREE Account Maintenance: Log In to an Existing Account

Arizona Direct Care Workers Home Page - Windows Internet Explorer provided by AHCCCS

https://dcwrecordstst.azahcccs.gov/default.aspx

File Edit View Favorites Tools Help

Favorites New Tab AHCCCS - Public Website Arizona Government Univ... Free Hotmail State Of Arizona Weekly J... Web Slice Gallery Y.E.S. Employee Services

Arizona Direct Care Wo... http://dcwadmin/Account...

AHCCCS Arizona's Medicaid Agency

Reaching across Arizona to provide comprehensive, quality health care for those in need.

AZ.GOV Arizona's Official Web Site

Home

Account Information

Trainer Responsibilities

Help

Log Out

### Welcome to the AHCCCS DCW and DCW Trainer Testing Records Online Database

The online database maintains the testing records of Direct Care Workers (DCWs) serving Arizona Long Term Care System members living in their own homes. DCW and DCW Trainer testing records are portable or transferrable from one employer to another.

The online database serves as an administrative support tool for DCW agencies and Approved Direct Care Worker Training and Testing Programs (Approved Programs).

- DCW agencies will use the online database to manage a list of employees and search for testing records of prospective/new employees.
- Approved Programs will use the online database to manage a list of trainers and to input DCW or DCW Trainer testing records.

For information on how to register, log into or manage your account, click on the "Help" tab in the top left hand corner.

**AHCCCS**

For more information about the AHCCCS Direct Care Worker Training and Testing initiative, please visit [www.azahcccs.gov/dcw](http://www.azahcccs.gov/dcw)

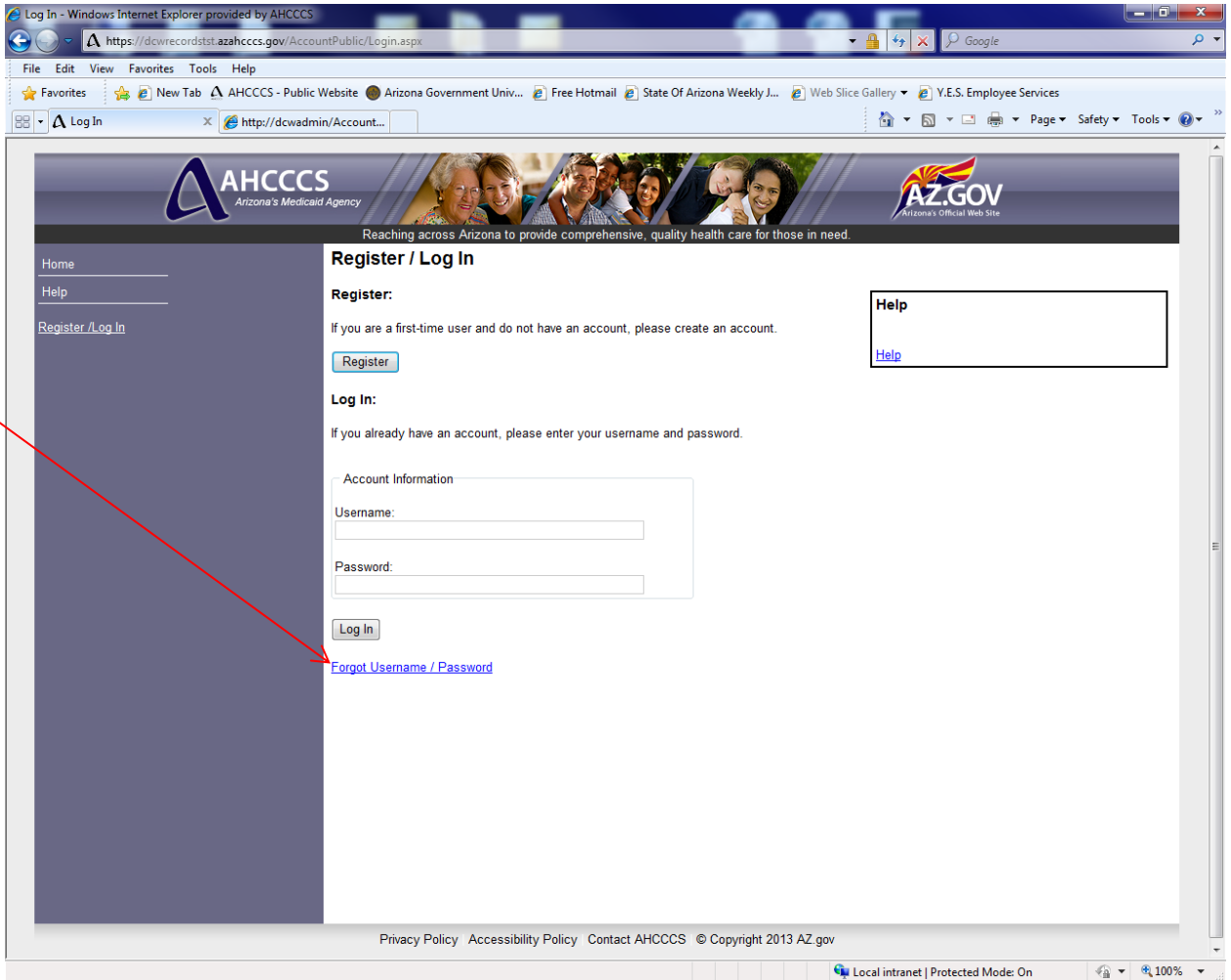
Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

Done Local intranet | Protected Mode: On 100%

**NOTE:** *On the left-hand side of the page, note a tab entitled "Account Information" and a tab reflecting the designated responsibilities(s) of the user within their organization as it pertains to the use of and access to the online database.*

# STEP ONE Account Maintenance: Forgot Username/Password

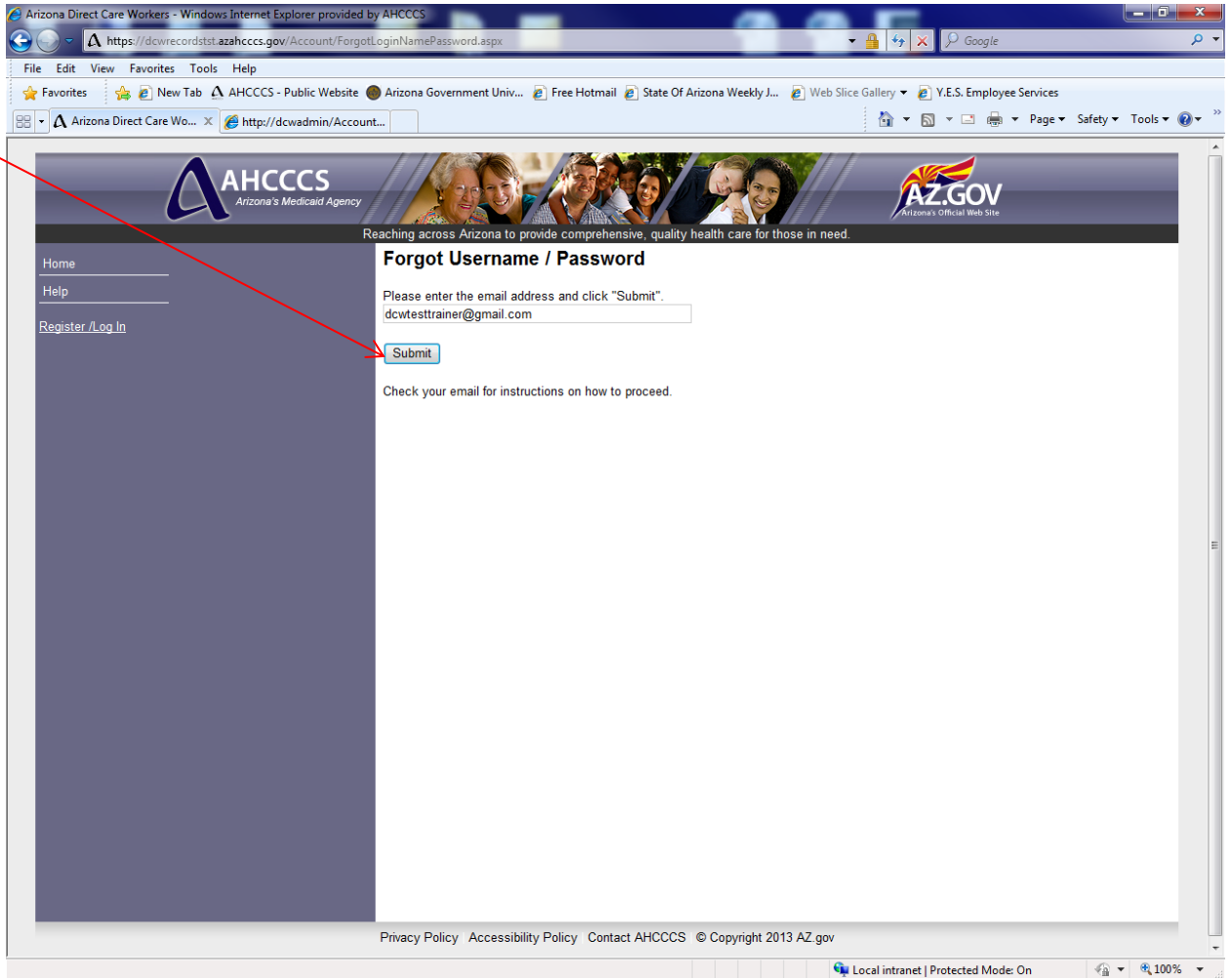
Click Here



CLICK:      Forgot Username/Password

## STEP TWO Account Maintenance: Forgot Username/Password

Click Here



ENTER: E-mail address for the user account

CLICK: Submit

NOTE: *Check your E-mail inbox. If the E-mail was not received from [DCW@azahcccs.gov](mailto:DCW@azahcccs.gov), check your SPAM folder.*

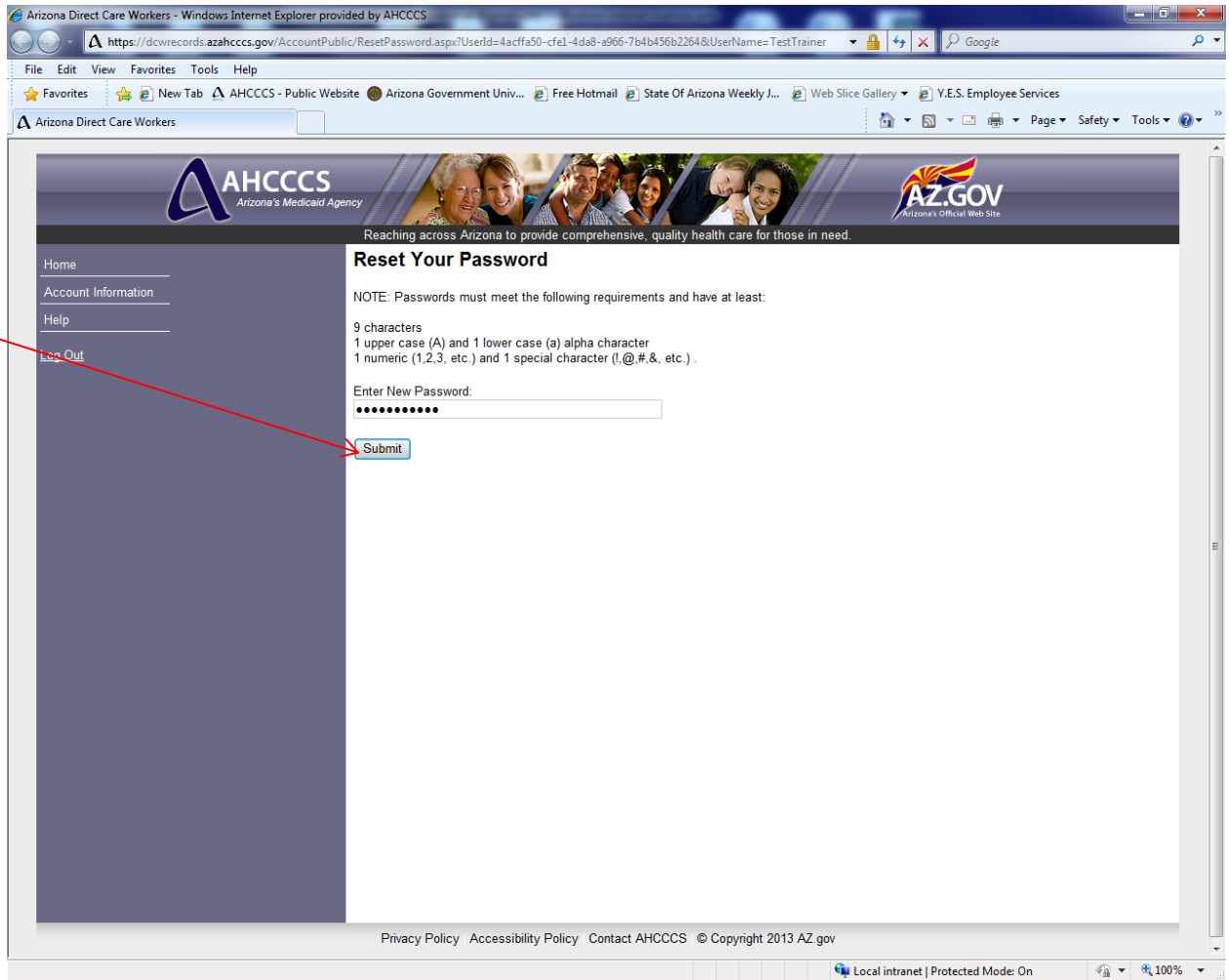
## STEP TWO Account Maintenance: Forgot Username/Password

The screenshot shows a Gmail interface in Internet Explorer. The email subject is "Forgot Username/Password" from "DCW@azahcccs.gov". The email body contains the text "Username: TestTrainer" and a blue link "Click Here to change your password". A red box labeled "Username" has an arrow pointing to the text "TestTrainer". Another red box labeled "Click Here" has an arrow pointing to the link "Click Here to change your password". The email also includes a notice about privileged and confidential information and a "Click here to Reply or Forward" link.

CLICK: Click Here to Change Your Password

### STEP THREE Account Maintenance: Forgot Username/Password

Click Here

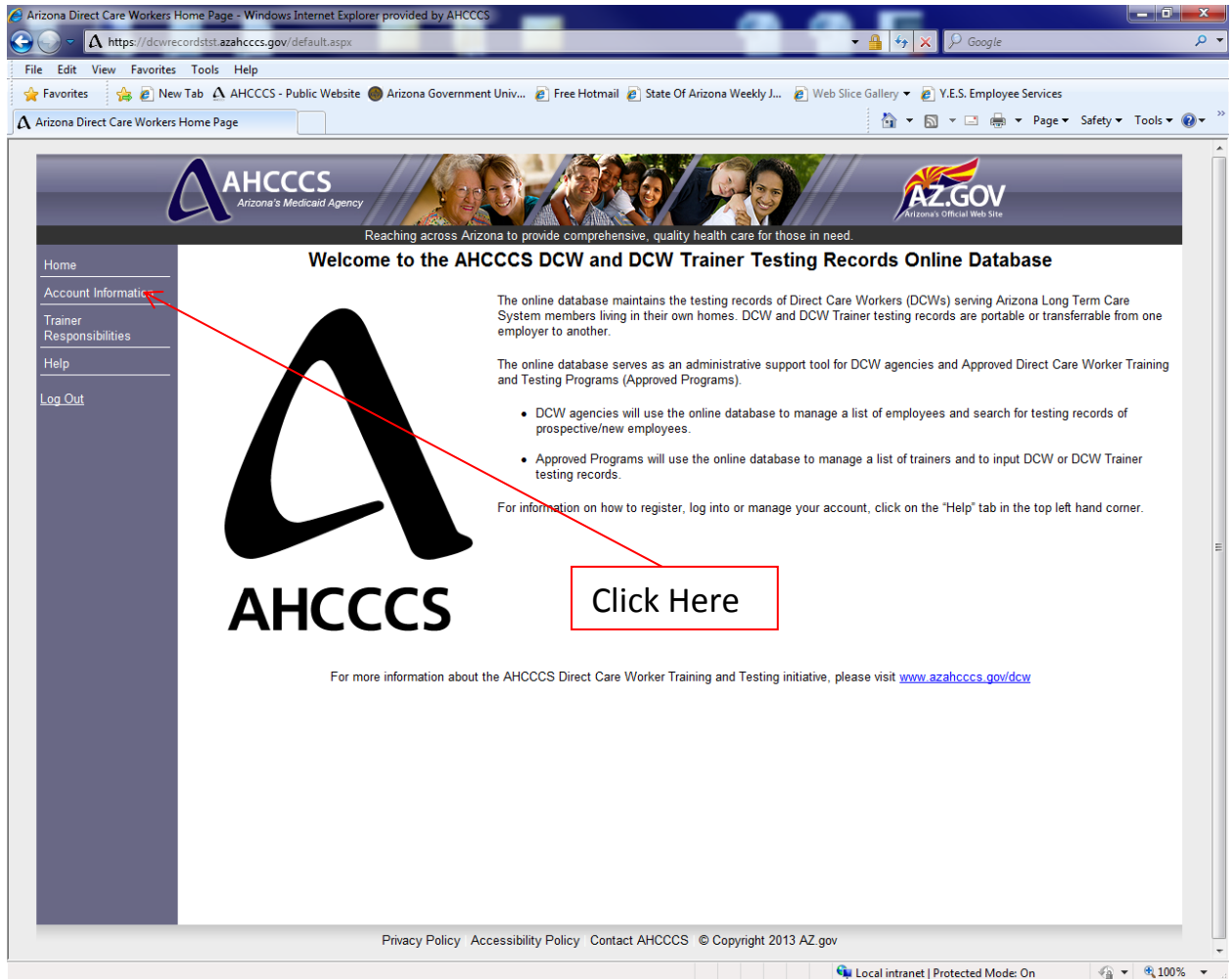


ENTER: New password

CLICK: Submit

CLICK: Ok

## STEP ONE Account Maintenance: Update Account Information

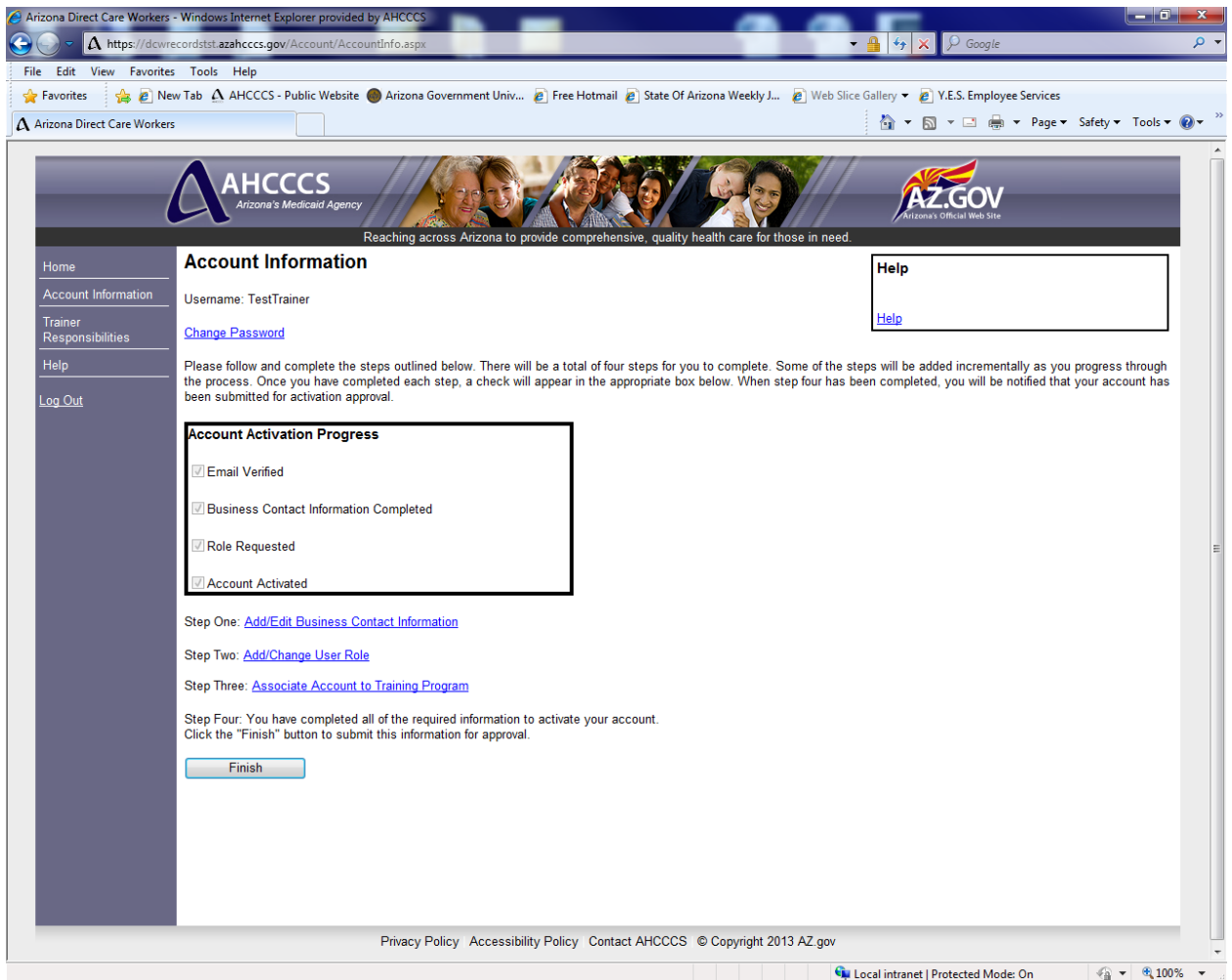


**CLICK:** Account Information

**NOTE:** *All account information including contact information, user role(s) and account associations can be modified/updated.*



## STEP TWO Account Maintenance: Update Account Information



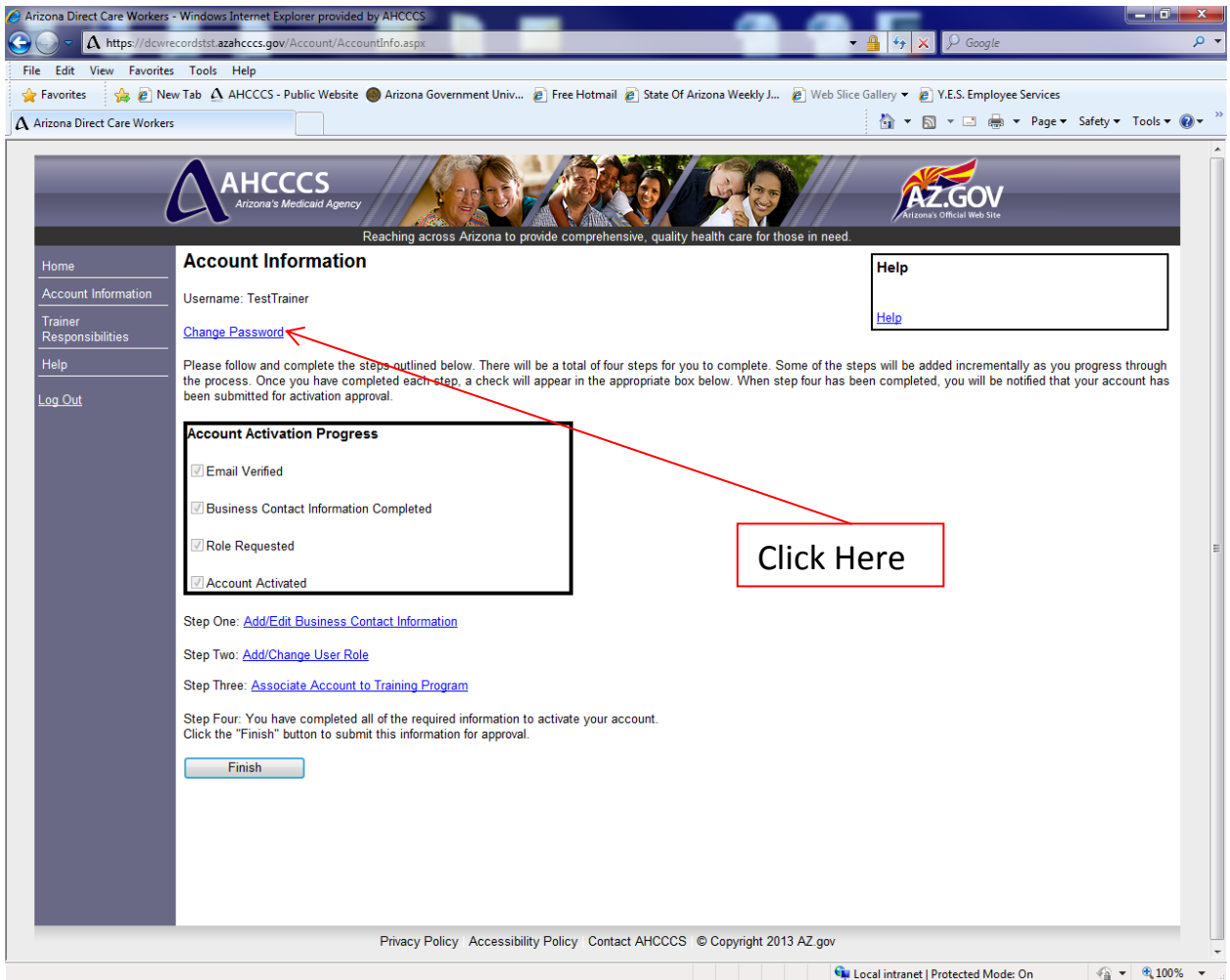
**NOTE:** Reference the “Activate an Account” section of the User Guide for information on how to update/add account information

**CLICK:** “Add/Edit Business Contact Information” to review all information relative to the user account and edit business contact information. *(Note: Users may view this screen to review a summary of all primary account information.)*

**CLICK:** “Add/Change User Role” to modify an existing user role(s) or add a user role.

**CLICK:** “Associate Account to DCW” or “Associate Account to Training Program” to modify an existing association or to add an association to the user account.

# STEP ONE Account Maintenance: Create a New Password

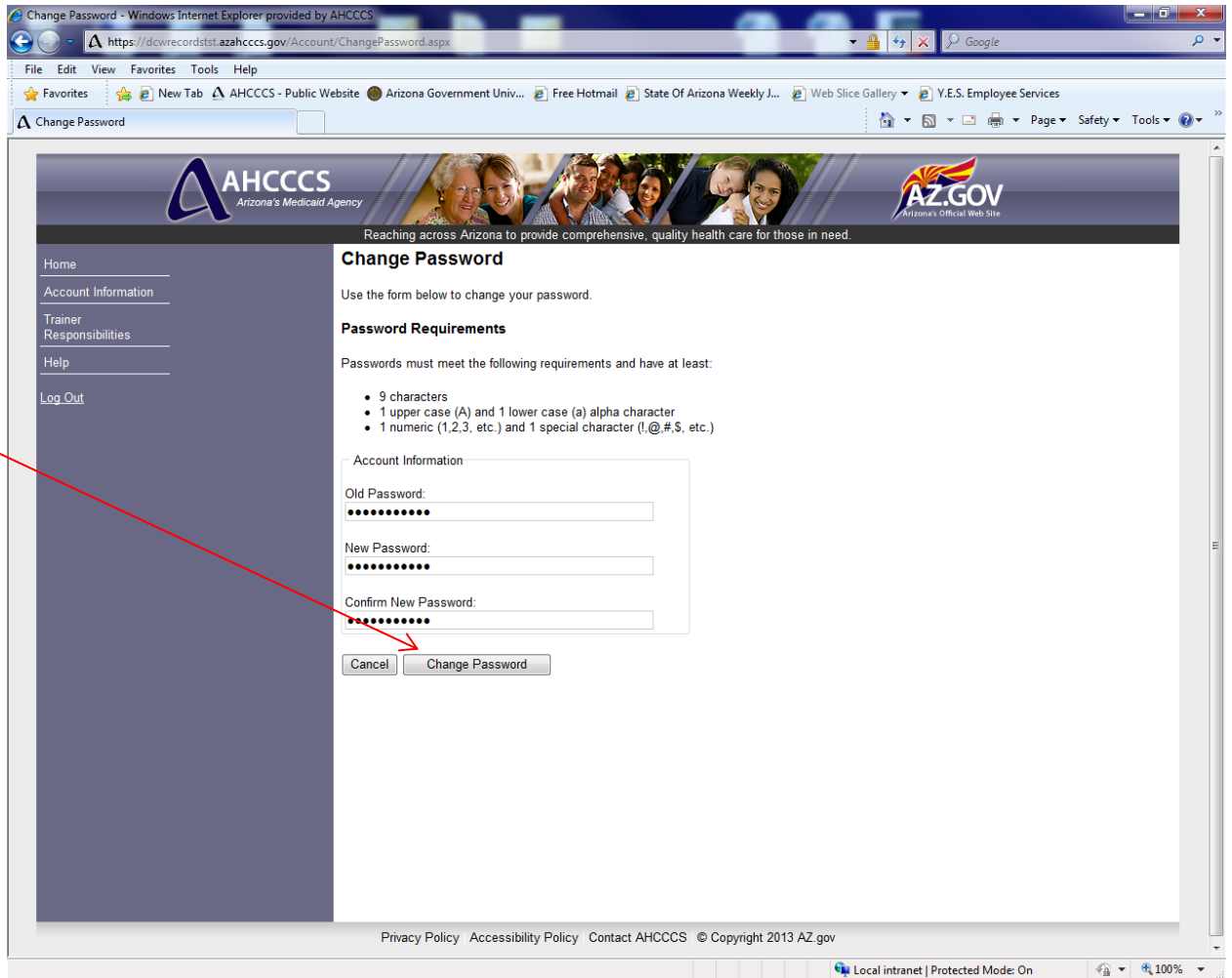


**CLICK:** Change Password

**NOTE:** *Users will need to know the current password in order to change the password. If the current password is unknown, reference the "Account Maintenance: Forgot Username/Password" section of the User Guide.*

## STEP TWO Account Maintenance: Create a New Password

Click Here



ENTER: Old Password

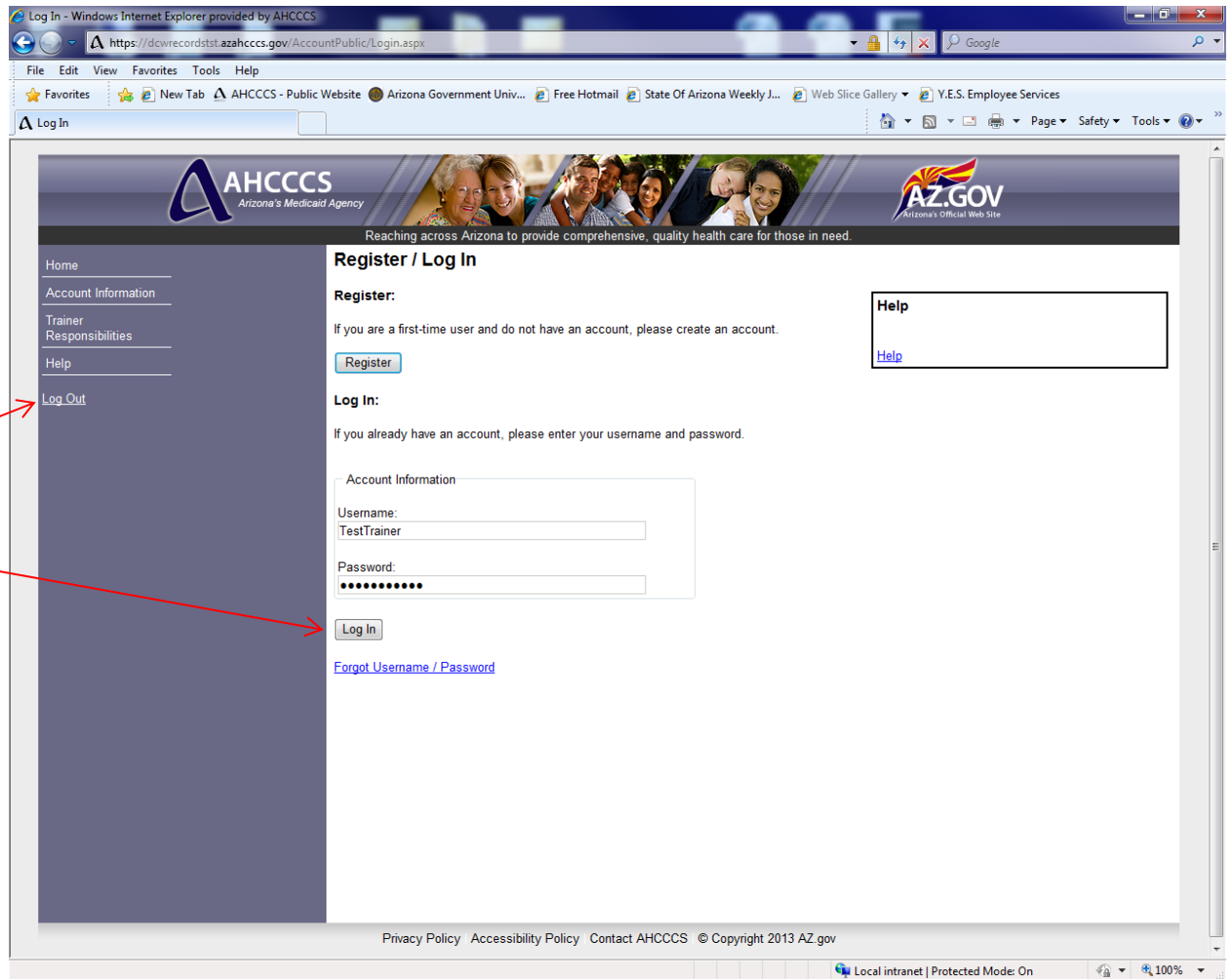
ENTER: New Password twice

Passwords must meet the following requirements and have at least:

- 9 characters
- 1 upper case (A) and 1 lower case (a) alpha character
- 1 numeric (1,2,3, etc.) and 1 special character (!,@,#,&, etc.)

CLICK: Change Password

### STEP THREE Account Maintenance: Create a New Password



**NOTE:** *Users will be referred back to the Log In page. Users may follow procedures to Log In or Log Out of the online database.*