PASRR

(Pre-Admission Screening Resident Review)

LOG-IN REGISTRATION
CREATING YOUR UMD
(Utah Master Directory aka Utah ID)

To access the secure web-based PASRR system:
https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do

To access the revised Level I:
https://pasrr.dhs.utah.gov/dhspasrr/public/PublicLevelOneAction.do

195 N. 1950 W. Salt Lake City, Utah 84116
Telephone (801) 538-3918
Business hours are Monday through Friday 8:00 a.m.–5:00 p.m.

pasrradmin@utah.gov

Updated 10/20/19 by: Geri Jardine DSAMH
GO TO WEBSITE: https://login.utah.gov/user/portal

1. Click Create Account.

   Note: You may need to log out first, which means also closing your browser and starting with a fresh browser.
2. Choose a Utah-ID
   This will be your log-in ID. Choose something easy for you to remember. Do not share your ID with anyone.

3. Enter your name.
   Your name must match what is listed on the Facility Update Form.

NOTE: DO NOT fill out the Alternate Email Address or the Mobile Phone information!!!
4. E-mail Address.*

This is the e-mail address we will respond to when you click the help button. This email address must match the email address listed by your name on the Update Form.

*NOTE: Do not use a Yahoo e-mail address!!! We have found it is not as secure as gmail or your facility’s/agency’s e-mail. ALSO if it says that you have entered an e-mail address that is already associated with an account then stop right here and call the PASRR office at 801-538-3918.
5. Repeat E-mail Address.  
   Retype the E-mail Address you just entered.

6. **Alternate E-mail**.--DO NOT FILL THIS OUT!

7. **New Password**
   Your password needs to be at least 8 characters and must include at least 3 of these 4:  
   - A Capital Letter,  
   - A Lower Case Letter,  
   - a Number,  
   - a Special Character.  
   This will be your password for PASRR. Make it secure and easy to remember.

8. **Verify Password**
   Retype the password you just created.
9. Mobile--DO NOT FILL THIS OUT!

10. Once all information has been entered, click Create Account… **and wait.**
11. Fill out your security questions. (HINT! Do not use any “Favorite” questions as our favorites change over time.)
12. Click Submit
13. Open a new window and check your e-mail for your verification code.
14. Enter your verification code. **Do not click Bypass Activation!**
15. Click Activate this will Redirect you to the Utah ID Home Page.
16. STOP!!!! Logoff!!!
17. Call the State PASRR Office at 801-538-3918 and let them know you are ready to sync your PASRR account.
18. After you have called the PASRR Office you must go back to www.login.utah.gov. Log in and click the button “My Account”.

![Utah ID Portal](image_url)
19. Click the “Security Settings” button. To avoid future log in problems/complications you need to change the Password Expiration Interval Days.
20. Change the Password Expiration Interval from Never to 90 Days. **DO NOT choose any other length of time.**
22. Go to the PASRR Training Page (save this page in your browser's favorites):
   https://dsamh.utah.gov/providers/pasrr

23. Scroll down to “System Access”. Click the first link “Log in to the PASRR System” which will take you to the PASRR site.
24. If you have not called the State PASRR Office to have your UMD ID synced to the PASRR system you will receive this notification.

25. If you have already called the State PASRR Office and have waited until the time given by the State Office, you should now have access to the PASRR system. You should see a Welcome (your name). Just as you see in this example with my name.

**Congratulations and welcome to PASRR. Please visit our web page and review the training materials that apply to you.**