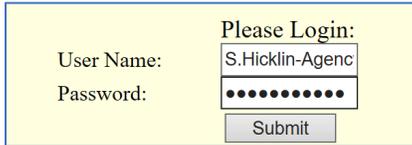


Designating Service Providers as Therapy Assistants, Fellows, or Interns in BRIDGES

1. Log in to BRIDGES as an Agency Administrator (typically, your F.Last-Agency username).

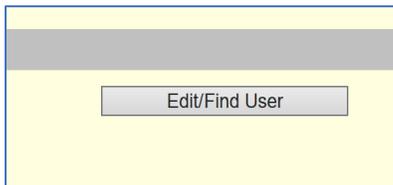


Please Login:

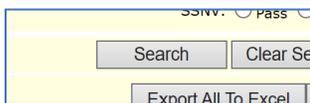
User Name:

Password:

2. Click Edit/Find User.



3. Click Search.



4. Locate the User who needs to be designated as an Assistant, Fellow or Intern.

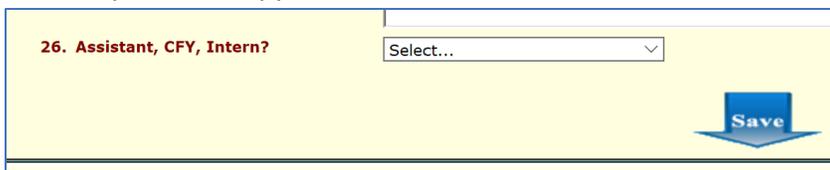
5. Click Update.

<input type="button" value="Update"/>	SERVICEPROVIDER	Provider	Service		Service Provider
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6. Scroll to the bottom of the page to item #26.

7. Select the correct designation from the drop-down menu:

- a. CFY
- b. Intern
- c. Occupational Therapy Assistant
- d. Physical Therapy Assistant
- e. Speech Therapy Assistant



26. Assistant, CFY, Intern?

8. Click Save.

9. Repeat this process for additional staff who need to be updated.