



User Administration Console (UAC) Quick Start Guide

September 17, 2020; Rev: May 27, 2021

1.0 How to Begin the Registration Process

1. Click the **User Administration Console** (UAC) hyperlink on the [Medi-Cal Rx Web Portal](#) or go directly to the UAC site by entering <https://uac.magellanrx.com> in the address bar of your web browser. The UAC Home screen appears.
2. Click the **Register** option.
3. Complete the required fields on the *New User Information Form*. The required fields are marked with a red asterisk (*).
4. After the required fields are entered, click the **Validate Org** button.
5. Continue entering and validating as many Organization IDs as necessary (you will need to complete the process for each one individually); then click **Submit**. A letter with a PIN number will be sent to the address on file for each Organization ID you requested.



- Please note which Org ID Type is used for the PIN request. You will need to use the same Org ID Type and Org ID when you complete the process by registering with your PIN.
- If you need to have the letters sent to a different address, select the option in the Alt Address column (instructions are available by selecting the hyperlink in the column). You will need to select this option for each organization requested.

6. When the PIN letter(s) is received, return to this application from the Home screen and click the **Complete Registration** option.
7. Complete the required fields on the *New User Information Form*. The required fields are marked with a red asterisk (*).
8. Click the **Validate Org** button.
9. Continue entering and validating as many Organization IDs and PIN numbers as necessary; then click **Submit**.

10. An email containing an activation link will be sent to the email address entered on the *New User Information Form* in Step 3. After you click the activation link, a Confirmation screen appears in your browser window, indicating that you have been successfully added to Medi-Cal Rx directory.
11. The Confirmation screen also contains a link that directs you to the full-featured UAC application. Here you will be able to create accounts for Non-Administrative Users within your pharmacy or prescriber's office. Application access is granted by selecting the pharmacy or prescriber the user will work on behalf of and assigning the applicable application role.
12. You will also need to assign your own access privileges to the application(s) available to you as a result of your registration. If you do not complete this step, you will not be able to access applications with your user ID.

2.0 Assigning Your Access Privileges/Roles

To assign your own access privileges, please use the following steps:

1. Log in to the **UAC**.



- The first time you log in to the UAC, you will be asked to set up Multifactor Authentication.
 - Options include Okta Verify, Google Authenticator, SMS Authentication, Voice Call Authentication, and Email Authentication.
 - You may choose one or more options for Multifactor Authentication.
- Each time you log in to the secure Medi-Cal Rx Web Portal and/or applications, you will be asked to enter the Multifactor Authentication information to confirm your identity.
 - There is an option to bypass Multifactor Authentication for the next two hours that can be selected once you successfully complete the verification process.

2. After logging in, click your **User ID** in the upper-left corner of the screen.
3. Click the **Orgs and Roles** tab.
4. Select a **pharmacy** or **prescriber** (organization) from the Organizations list.
5. Click the **Role Assignments Applications** drop-down menu to see the available access roles.

6. Select the desired **Application** from the drop-down menu.
7. The window will refresh with the role options for that application.
8. Check the **box** next to the desired role.
9. Click **Save** to save your changes.
10. Repeat steps 4–9 for each application and provider.

You will now be able to access the application(s) from the appropriate link on the secured Medi-Cal Rx Web Portal.

3.0 Adding Organizations to Your Access

To add organizations to your existing user ID, please use the following steps:

1. Log in to the **UAC**.
2. After logging in, click the **Organization Management** tab.
3. Click the **Add Org ID** button.
4. Complete the required fields on the form. Required fields are marked with a red asterisk (*).
5. After the required fields are entered, click the **Validate Org** button.
6. Continue entering and validating as many Organization IDs as necessary; then click **Submit**. A letter with a PIN number will be sent to the address on file for each of the organizations you added.



- Please note which Org ID Type is used for the PIN request. You will need to use the same Org ID Type and Org ID when you complete the process by registering with your PIN.
- If you need to have the letters sent to a different address, select the option in the Alt Address column (instructions are available by selecting the hyperlink in the column). You will need to select this option for each organization requested.

7. When the PIN letter is received, return to this application and log in to the **UAC** using your existing User ID.
8. Click the **Organization Management** tab and select the **Register w/PIN** button.
9. Complete the required fields on the form, which are marked with a red asterisk (*).

10. Click the **Validate Org** button. Continue entering and validating as many Organization IDs as necessary; then click **Submit**.

The additional Organization IDs will be added to your lists and become available for assignment. Note that you will need to assign yourself access privileges for all added Organization IDs before you will be able to access those within applications.

4.0 Adding Users to your Organization/Provider

To add users to your Organization ID, please use the following steps:

1. Log in to the **UAC**.
2. After logging in, click the **Add New User** button in the upper-right corner of the screen.
3. Complete the required fields and select **Submit**. You will automatically advance to the Orgs and Roles screen.
4. Select a **provider** or **prescriber** (organization) from the Organizations list.
5. Click the **Role Assignments Applications** drop-down menu to see the available access roles.
6. Select the desired **Application** from the drop-down menu.
7. The window will refresh with the role options for that application.
8. Check the **box** next to the desired role.
9. Click **Save** to save your changes.
10. Repeat steps 4-9 for each application and provider you wish to assign to the user.



- If you require additional users with delegated administrative authority for your organization(s), they will need to enroll and complete the Registration process.

The user will now be able to access the application(s) from the appropriate link on the secured Medi-Cal Rx Web Portal.