

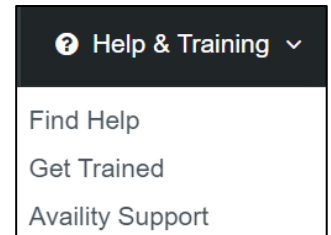
# Availity Essentials Administrator Overview for Magellan Healthcare of Idaho – 2024

## Help & Training

From the Availity Essentials home page, select **Help & Training**.

Select **Find Help** to locate help articles and step by step guides.

- Select the topic: **Administrators**
- Select the topic: **My Account | Manage My Team(s)**
- Select the topic: **My provider(s) | Enrollments**
- Select the topic: **My provider(s) | Manage My Organization – Providers**
- Select the topic: **Reporting**



Select **Get Trained** to access the Availity Learning Center (ALC). Here you can find courses, sign-up for live webinars, or read forum posts.

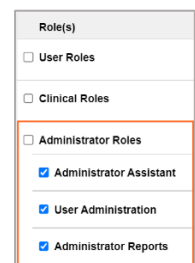
- Course: **Manage My Organization – Add Provider – Training Demo**
- Course: **New Administrators on Availity Essentials – Training Demo**
- Course: **Resources and Tips for New Administrators – Recorded Webinar**
- Forum: **Administrators: 7 Tips for Manage My Team(s) and User Maintenance**

Contact **Availity Support** to access online support tickets and online chat. Or call 1.800.AVAILITY (282.4548).

## Roles & permissions needed:

**i** Only one person in an organization can have the *primary* Administrator role. However, there is no limit to the amount of backup administrators an organization can have.

- **Administrator Assistant** - Allows a designated assistant to maintain demographic information for your organization and to enroll for or set up additional features.
- **User Administration** - Allows a designated assistant to add and maintain Availity user accounts.
- **Administrator Reports** - Allows a designated assistant to generate various organization and user-level reports.



## Sign up for Availity Essentials Webinars

Be sure to visit the Availity Learning Center and register for upcoming free webinars. Can't make the session? No problem! Search by keyword "recorded" or select the category "Webinar – Recorded" to watch the recording.

To view the recording of this webinar, sign on to Availity Essentials and [select this link](#).

