

Chronicle Setup Steps

Step 1) Business Associate Addendum: The ERP Business Associate Addendum (BAA) must be accepted prior to accessing Chronicle Diabetes. The BAA can be found within the **Chronicle Diabetes tab** of the ERP Portal. **Please Note:** You may still access the [Chronicle Demo Site](#) prior to accepting the BAA.

Step 2) Activating Chronicle: Once the BAA has been accepted, click on the “Click here to turn on Chronicle Diabetes” link within Chronicle Diabetes tab of the ERP Portal.

Step 3) Setting up Program and Staff:

1. Log into the ERP Portal (<https://erp.diabetes.org/>) and click on the Staff Information tab on the left navigation menu
2. Click on the show details link next to the staff members name (If the staff member is not listed, click on the Add New Staff Member link at the top of the page and complete their profile before proceeding)
3. Click on the Assign Staff Member to Site link towards the bottom of the staff members profile
4. Choose the site you are assigning the staff member to, check the Grant access to Chronicle box and click save changes.
5. If the staff member is already assigned to a site, click on the grant access link to the right of each site name activate their access.

Once you’ve set up an educator, assigned him/her to a site, and granted him/her access to Chronicle, you can provide them with the credentials (username and password) that they will need to log in.

1. You can find the staff members username and password within their profile under the Login section. When you create each staff member, Chronicle automatically creates a username and password, where the password is initially the same as the username. For example, if the username is JaneSmith12 then the password will also be JaneSmith12. The first time the staff member logs in they will be required to create a new password. **(For record keeping purposes you may want to keep a log of the staff member’s usernames).**

Note: The **Program Coordinator** will need to follow the steps above to assign themselves access to Chronicle.