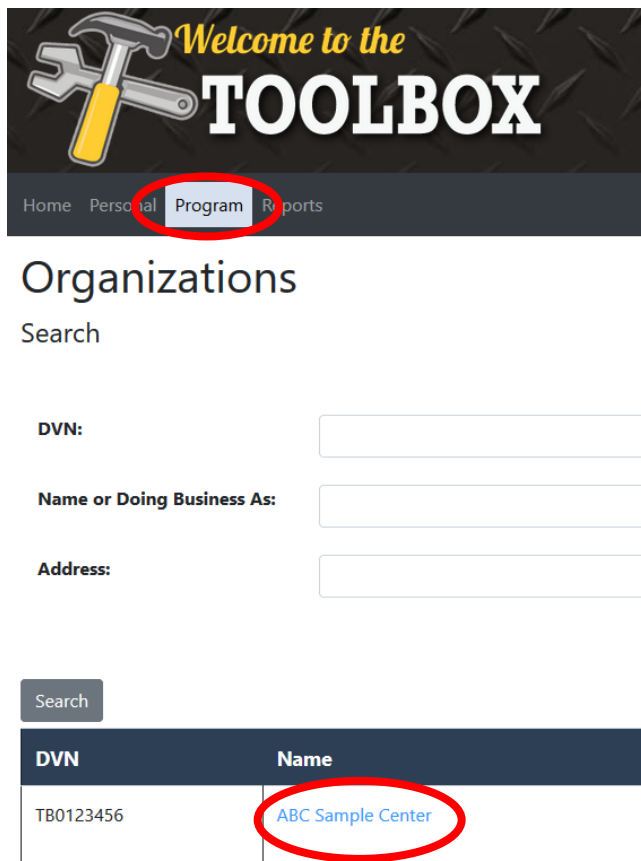


How to create a MOPDID for new staff once you have a Toolbox Account and Program Level Access

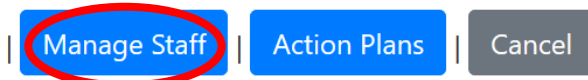
- 1) Create a personal Toolbox account if you do not already have one. Instructions titled *How to Create a Toolbox Account* may be found at www.OPENInitiative.org/MOPDID.htm
 - 2) Request program level access if you do not already have it. Instructions titled *Request Program Level Access Guide* may be found at www.OPENInitiative.org/ProgramLevelAccess.htm.
-
- 3) Log in to your personal Toolbox account using the username and password you created.
<https://www.openinitiative.org/toolbox/Account/Login>
 - 4) After you are logged in, click the **Program** tab between your Personal and Reports tabs. Clicking on the name of the organization in the Program tab will take you to the program's information. *If you do not have a Program tab, you do NOT have Program Level Access and you will need to complete Step 2.*



The screenshot shows the 'Welcome to the TOOLBOX' header with navigation tabs: Home, Personal, Program (circled in red), and Reports. Below the tabs is a search bar and three input fields labeled 'DVN:', 'Name or Doing Business As:', and 'Address:'. At the bottom, there is a table with a 'Search' button above it.

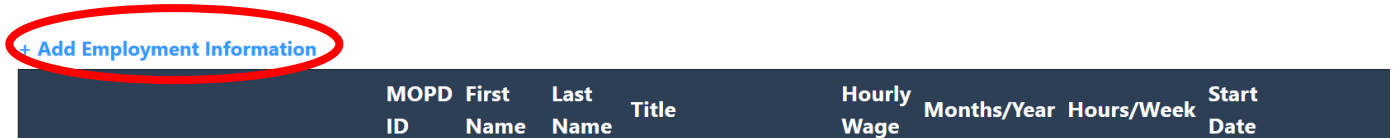
DVN	Name
TB0123456	ABC Sample Center (circled in red)

5) Click the **Manage Staff** link at the bottom of that screen.



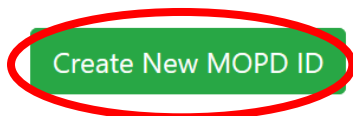
6) Regardless if the new employee has an existing MOPDID or needs a MOPDID, click **+ Add Employment Information**

Employment Information for Organization: ABC Sample Center



7) If an individual does not already have a MOPD ID number, you can create one at this step. Search for the individual using their information. Select the “Create New MOPD ID” button. Once you have created a new MOPD ID number, continue with #8.

No matching results found.



Note: If the individual already has a MOPDID, you can add employment information using the MOPD ID number of the person **OR** the information used to create their MOPD ID. Enter that person’s information and click **Search**.

Employment Information for Organization: ABC Sample Center

MOPD ID:

Or

Legal First Name:

Legal Last Name:

Date of Birth:

Last 5 SSN:

Search

- 8) After you have created the new MOPDID or located the individual's MOPDID, their information will display. Click **Add**.

MOPD ID	First Name	Middle Name	Last Name	Date Of Birth	
829944	Abby		Sample	01/01/1960	Add

- 9) Repeat as needed for additional staff.

Please do not hesitate to contact OPEN if you have any questions or if you need any assistance with managing staff in the Toolbox.

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