APPENDIX B: DESIGNATION OF *OREGON COMPASS* USER PERMISSIONS

Access to the *Oregon Compass* data portal will be offered for two users from each program delivery organization. Please refer to Appendix C, user permissions, to identify the appropriate level(s) of access. In most cases, the primary user will be a program coordinator. On a case by case basis, additional users may be added based on availability of spots. Please fill out the form below to request additional users for Compass or to update the status of existing users.

Date: _____

Program Delivery Organization Name: _____

Primary User Name: _____

Position / Job Title: _____

Primary User Email: _____

Primary User Phone: _____

Primary User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

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Additional User Request: Please fill out the information below if you would like to request an additional user for the *Oregon Compass* data portal.

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Primary User Email: _____

Primary User Phone: _____

Primary User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator ☐ Sub-Coordinator ☐ Peer Leader ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator ☐ Sub-Coordinator ☐ Peer Leader ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator ☐ Sub-Coordinator ☐ Peer Leader ☐ Master Trainer

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

---

Additional User Name: _____

Position / Job Title: _____

Additional User Email: _____

Additional User Phone: _____

Additional User Type (please refer to Appendix C):

☐ Program Coordinator   ☐ Sub-Coordinator   ☐ Peer Leader   ☐ Master Trainer

User Type	User Type Description	Permission Level
Program Coordinator	Usually an employee of a Partner Organization, responsible for coordinating delivery of programs, workshop delivery personnel (leaders, lifestyle coaches) and program delivery (implementation) sites. This person has reporting responsibilities to *Oregon Compass*.	Highest level of permission at a Program Delivery Organization. For their organization, this person can: • view/generate reports • view/enter/edit workshops • view/enter/edit/export delivery personnel • view/enter/edit/export participants • view/enter/edit/export implementation sites • view host & implementation site staff • print data packets • enter attendance and participant information
Sub-Coordinator	This person works closely with the Program Coordinator, and is also possibly an employee who assists in managing programs. This person may be employed at the facility or location where a program is delivered.	Similar level of permission as Program Coordinator but a little less. • view/enter/edit workshops • view delivery personnel • view/enter/edit participants • view/enter/edit/export implementation sites • view implementation site staff • print data packets • enter attendance and participant information
Master Trainer	This person leads trainings for Diabetes Prevention Program (DPP) lifestyle coaches and/or Stanford program leaders. Some are program coordinators but some are also "free-lancers" who do not oversee program leaders or have program data reporting responsibility.	A higher level of permissions compared to the peer leader, which includes: • view/enter/edit trainings • enter attendance/satisfaction survey results for Peer Leader Trainings • view/enter/edit workshops • view/enter/edit participants • view delivery personnel • view implementation sites • print data packets (forms) • enter attendance and participant information
Peer Leader (called "Lifestyle Coach" for DPP only)	Program workshop delivery personnel; an employee or volunteer who delivers workshops/programs to the community. Works under and with Program Coordinator.	Similar level of permission as Master Trainers but a little less: • view/enter/edit workshops • view/enter/edit participants • view delivery personnel • view implementation sites • print data packets (forms) • enter attendance and participant information