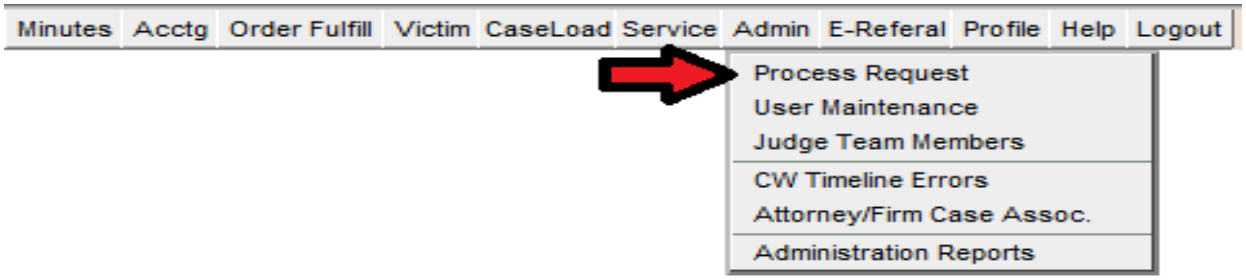
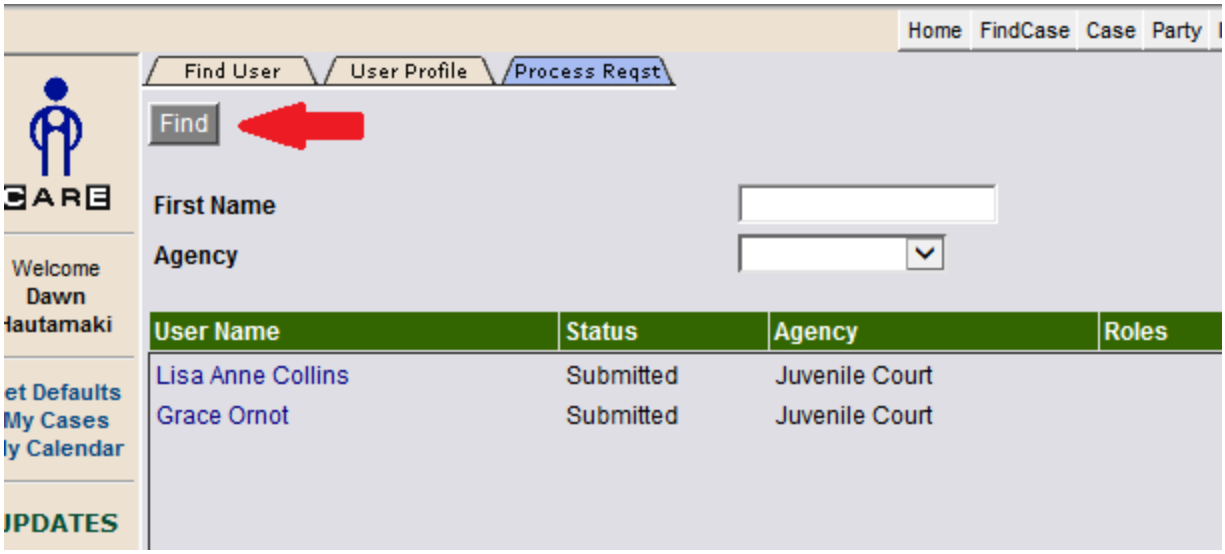
Granting Access/Rights in CARE

TCE's and Clerks of Court will receive an email when CARE access is requested. To process this request, Select Admin, Process Request.

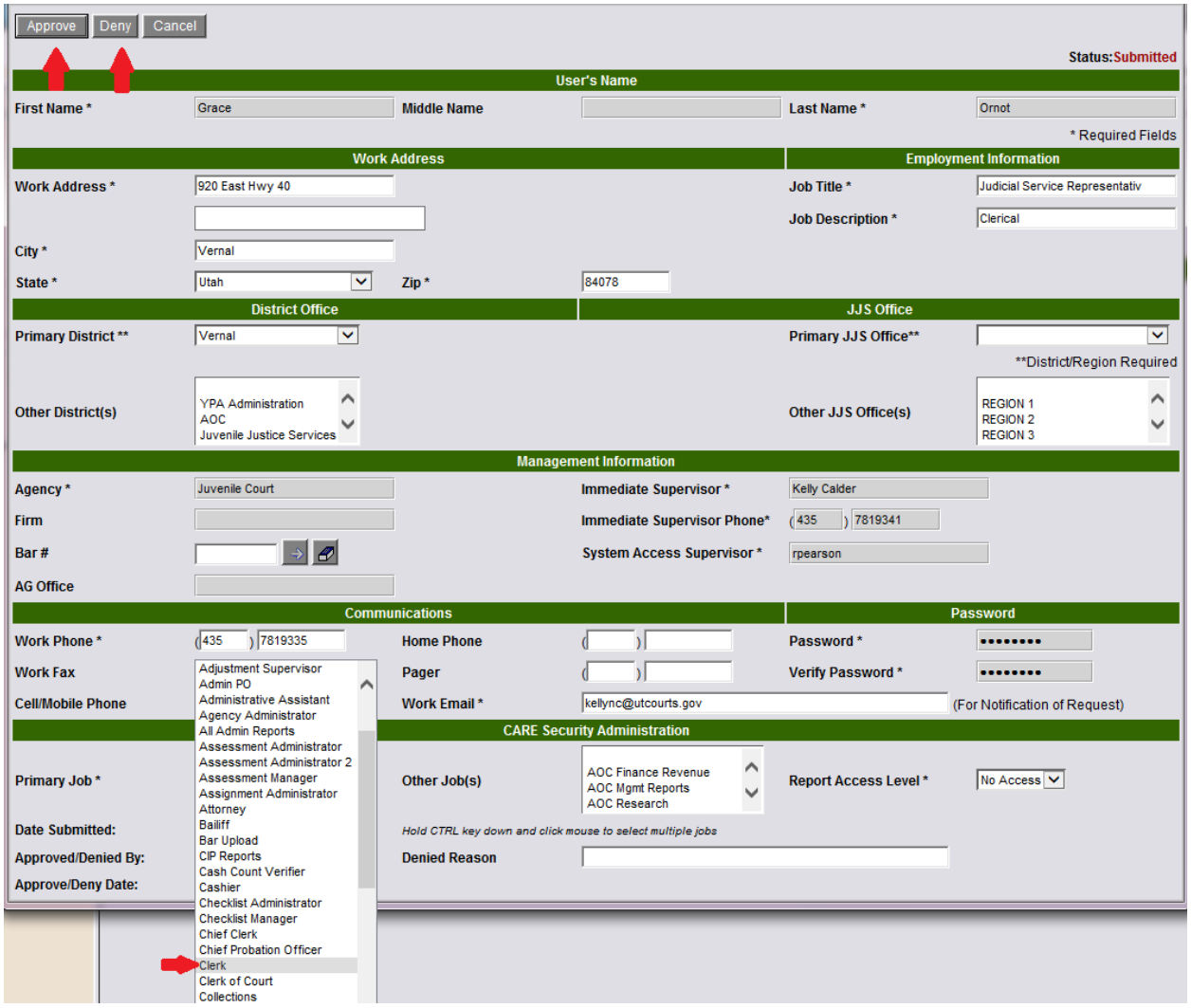


Select Find. Any pending requests that need attention will appear.



Click on the User Name and the submitted request will open up for review.

You will need to enter the requestor's Primary Job by selecting the appropriate role from the drop down box.
If the request is going to be denied, a denial reason should be entered. Once reviewed, the request can be approved or denied by clicking the appropriate button.



See CARE Access Table and CARE Access for Social and Legal Docs for specific role related information.