

Requesting an account in WebBGAS

In order to have a new user account created within WebBGAS, please e-mail the following information to your State Project Officer requesting that they forward the information to the WebBGAS Help Desk Team (BGASHelpDesk@samhsa.hhs.gov) indicating their approval of the account creation.

The information that needs to be provided in the e-mail is given below:

- User's full name
- User's valid e-mail address
- To which areas of WebBGAS is access being requested
- To which role is the individual to be assigned

A state level user can be assigned the following roles:

“State User” - allows for the entry of data and the submission of the application to the State Supervisor for review, but does not allow for the submission of the application to the State Project Officer nor does this role receive revision request notification e-mails.

“State Supervisor” - allows for the entry of data, the submission of the application to the State Supervisor for review, the submission of the application to the SPO for review, and receipt of revision request notification e-mails.

Users having access to Synar Reporting are automatically assigned the State Supervisor role in Synar Reporting.

If you have forgotten your username, please use the “Forgot Username?” link on the main WebBGAS page, enter your e-mail address, and click “Submit”, the system will send you an e-mail with your username.

If you have forgotten your password, please use the “Forgot Password?” link on the main WebBGAS page and the system will e-mail you a new temporary password that you can change in the “User Management” screen of WebBGAS, enter your username, and click “Submit”. This temporary password is valid for 24 hours.

When changing your password, please remember that your new password must meet the following criteria:

- Be at least 8 characters in length
- Contain at least 3 of the following 4 characters:
 - Upper Case Letter
 - Lower Case Letter
 - Number
 - Special Character (such as: @,#,\$,^,&,!)