# NYSDOH Countermeasure Data Management System (CDMS)
Assigning CDMS "Facility Admin" Role in the Health Commerce System (HCS)

In order to get access to the Hospital CDMS "Facility Admin" role, you will need to request it from your Facility HCS Coordinator. To discover who your HCS coordinator is follow these steps:

1. Login to HCS: https://commerce.health.state.ny.us/
2. Click 'My Content' in the top right menu
3. Select 'Look up my coordinators'
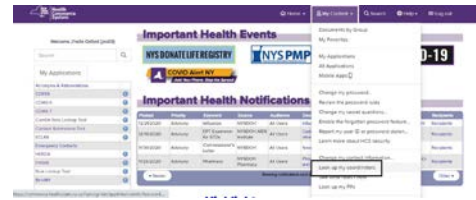
HCS Coordinator Instructions
How-To Assign CDMS "Facility Admin" Role in the Communications Directory

1. Login to HCS: https://commerce.health.state.ny.us/
2. Click **Coordinator's Update Tool** under 'My Applications'
3. Select the appropriate organization
4. Click **Manage Role Assignments** (blue tab at top of screen)

5. Find Countermeasure Data Management System (CDMS) Facility Administrator under 'Role Description' Column
6. Click the **Modify link** located to the right of the role name
7. Select names from the drop down list of the persons you wish to assign to this role, then click on the **Add Role Assignments** button to add them.
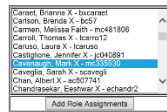   a. if the person does not appear in the list above, this will be their first role assignment in this organization and you will need to search for them in the directory. If the search returns no matches, you will have the opportunity to add a new person on the next screen. Enter the last name, or the first few letters of the last name, and click **Submit**.

   TIP: Avoid assigning the role if you see an "na" after a user's name. This will not assign user any permissions.

8. Once the CDMS Facility Administrator Role has been assigned, staff can find the CDMS 7 Application under 'My Applications'. Click on **CDMS 7** to access the application. Click on the blue information circle to the right of CDMS 7 to obtain training materials and guides.