Article Number: 1667 Date Published: July 01, 2010 Last Updated: July 01, 2010

Subject: Consolidating CSAT User Accounts

Abstract: If multiple usernames have been established for the same individual, a user may combine user accounts once each of the usernames and passwords are received from DHS. (Please see notes below regarding Reviewer role)

The user can combine the accounts and eliminate the duplicates through the CSAT Manage My Account application on the CSAT Portal. In order to combine the accounts the user must be logged in with the username they wish to eliminate.

The option, Transfer My Responsibilities will then prompt the user to Check All or select a portion of the facilities and related roles associated with the username to be transferred.

The user may then select the option to Transfer to Existing CSAT User and enter the CSAT Username and phone number associated with the desired User Account.

Once all roles and all facilities are transferred, the user account will be closed and no longer enable the user to access to the CSAT system.

This process may be repeated until each of the duplicate User Accounts is transferred to the desired User Account.

Depending on the version of the Users browser, the CSAT Portal may support concurrent sessions for the same user account on the same computer. However due to the way a browser may stores cookies, the application may update both sessions with the information from the most recently navigated session.

NOTES:
A Reviewer role can NOT be combined with other CSAT roles into a single username due to the different privileges that the Reviewer role holds.

Article:

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NOTES:

- A "*Reviewer*" role can *NOT* be combined with other CSAT roles into a single username due to the different privileges that the Reviewer holds.

A copy of the **CSAT Account Management User Guide** and other guidance documents are available at www.dhs.gov/chemicalsecurity.