

Switch Accounts App: Quick Reference Guide

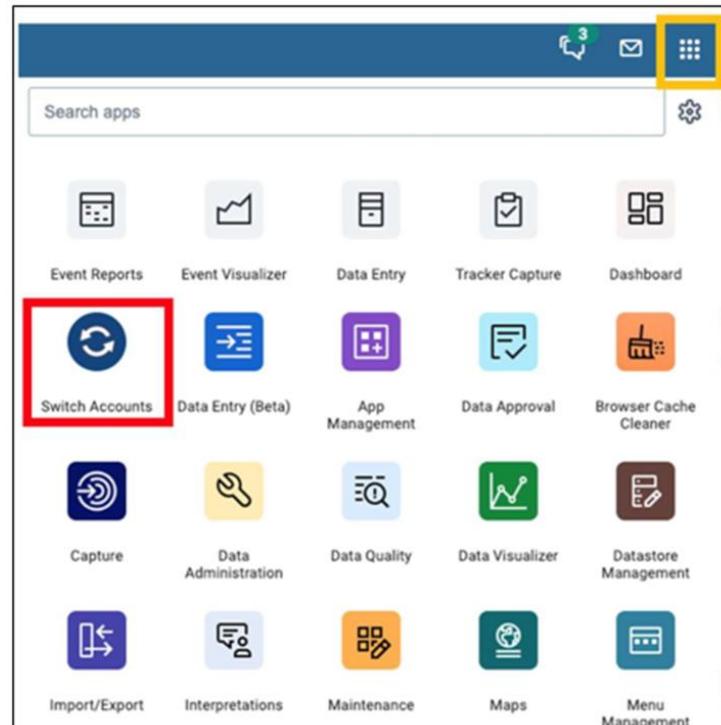
DATIM Switch Accounts App Overview

This App now let's you "switch" DATIM Accounts for any users with more than one DATIM1 account *directly in DATIM*.

- Okta Single Sign-On (state.okta.com) uses your organizational email address to access DATIM, which means no more DATIM/DHIS2 usernames
- The account you have most recently accessed will be the account that loads next time you access DATIM.

How Do I find the Switch Accounts App in DATIM?

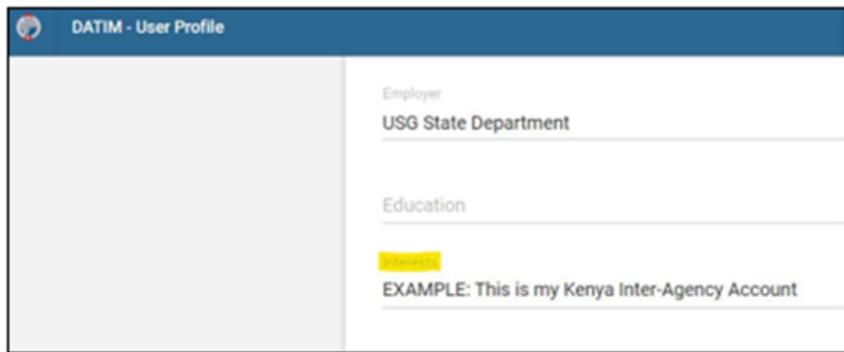
1. Log in to Okta (state.okta.com), then go to DATIM (www.datim.org)
2. Navigate to the App Menu, at the top right of the screen.
3. Select **Switch Accounts**, which will appear in the DATIM Application list menu:
3.1. ***Please note** That the exact position of the Account Switch App can vary, and can be personalized by selecting the setting icon directly under the application list icon*



Switch Accounts App User Interface

Choose an account			
OU	Organization	Notes	Action
Kenya	CENTRE FOR HEALTH SOLUTIONS	Previous username: [REDACTED]	(current account)
Mozambique	USAID	Previous username: [REDACTED]	Switch
Global	Global	Previous username: [REDACTED]	Switch
Mozambique	TBD	Previous username: [REDACTED]	Switch
Global	HHS/CDC	Previous username: [REDACTED]	(account disabled)

1. The **OU** column is the PEPFAR Organizational Unit (Region or Country) for each account
2. **Organization** indicates U.S. Agency, Implementing Partner (IP) name, or Global level each account is connected to
3. **Notes** lists the previous username that was on the account **OR** it displays whatever a user chooses to type in their [DATIM Profile](#) “Interests” section:



DATIM - User Profile

Employer
USG State Department

Education

EXAMPLE: This is my Kenya Inter-Agency Account

4. The **Action** column has several different options:
 - 4.1. The account for your current session in DATIM displays as “(current account)”
 - 4.2. Click [Switch](#) in the action column to access DATIM as a different account type. This will then make that account your current session.
 - 4.3. Any account that displays “(account disabled)” is grayed out and inaccessible. *You must contact your DATIM User Admin and request they “reenable” the disabled account(s).*
5. After switching to a different account in the “switch account app”, you will be returned to the DATIM Home Screen with the selected account as your new session.