

DCRB/PCRB
Application Manager New Security Model
Frequently Asked Questions (FAQ)

What has changed with the new security model?

Answer:

Several changes have been implemented in the new model:

- **Website Address:** The website address has slightly changed. Update your bookmarks, if applicable. Functionality and services will remain unchanged.
- **Authentication:** Username and password are no longer required. Instead, users authenticate via a one-time verification code sent to their email.
- **Account Creation:** The process for creating new accounts has been updated to use Microsoft Entra ID.
- **Profile Management:** Usernames have been replaced with user profiles, which can be managed more easily, and users can switch between profiles.

What is the change to the website address?

Answer:

Delaware Address: <https://www.pcrbdata.com/AppMgr/Default.aspx?StateCode=DE>

Pennsylvania Address: <https://www.pcrbdata.com/AppMgr/Default.aspx>

What happens if I navigate to the old website address?

Answer:

You will be automatically redirected to the new website address.

What is the new authentication method?

Answer:

The new method eliminates the need for a username and password. Instead, users will log in by entering their email address and receiving a one-time verification code. This method is simpler and more secure than traditional passwords.

Why was the authentication method changed?

Answer:

The new method enhances security by eliminating the need for passwords. The one-time verification code expires after 30 minutes, ensuring that only authorized users can access their accounts.

I already have a username on the old website. Do I need to create a new one?

Answer:

Your existing username has been migrated as a user profile, and you can continue using it as usual. The only requirement is that during your first sign in you will be prompted to complete your account information.

How do I log in using the new method?

Answer:

1. On the login page, click the "**Sign in with Email**" button.
2. If this is your first time logging in, select the "**No Account? Create One**" link.
3. Enter your **email address** associated with your user profile (previously username).
4. A **verification code** will be sent to your email.
5. Check your inbox, and enter the verification code.
6. Click "**Sign In**" to continue.
7. If this is your first time logging in, you will be prompted to complete your profile. Enter your first name in the **Given Name** field, your last name in the **Surname** field, and your full name in the **Display Name** field.
8. Click **Next** to proceed.

What changes have been made to the account creation process?

Answer:

The process to create a new account has been updated to use Microsoft Entra ID. This step is required before you can create a user profile to access the Application Manager.

How do I create a new account and user profile?

Answer:

1. On the login screen, click the "**Sign in with Email**" button.
2. Select the "**No Account? Create One**" link.
3. Enter your **email address**.
4. A **verification code** will be sent to your email.
5. Enter the verification code and click **Next**.
6. Provide your **First Name** and **Last Name**.
7. Create your **user profile** by selecting the appropriate role.
8. Fill out the "**About You**" section with the necessary information.
9. Click "**Register Now**" to complete the registration.

Important Note: Certain profile roles may require approval from a group administrator before accessing the website.

Do I need to create a separate account for different states?

Answer:

No. Registering in either Pennsylvania or Delaware will allow you to access data for both states.

What is the new SELECT YOUR PROFILE screen?

Answer:

The SELECT YOUR PROFILE screen allows users to manage their profiles. Instead of having multiple usernames,

users will now have profiles tied to their email addresses. This new feature makes it easier to select and switch between profiles.

How do I select and manage my profiles?

Answer:

1. After logging in, you will see your available profiles displayed as tiles, showing the profile role and associated company/organization.
2. To select a profile, simply click on the corresponding tile.
3. To create a new profile, click the "**Add a New Profile**" button.

How do I switch between profiles?

Answer:

1. Hover over your name in the upper right-hand corner of the screen.
2. Select "**Switch Profile**" from the dropdown menu.
3. You will be redirected to the SELECT YOUR PROFILE screen, where you can choose a different profile.

Are there any restrictions on creating multiple profiles?

Answer:

You can create multiple profiles only if needed for different roles or organizations. A single profile provides access to all companies within your group. Multiple profiles for the same group are not allowed.