



Registering for an HHS Enterprise Portal Account and Requesting Access to the Community Services Interest List (CSIL) Application

Instructions for Local Intellectual
Developmental Disability Authorities
(LIDDAs)

Identity and Access Management

June, 2021]



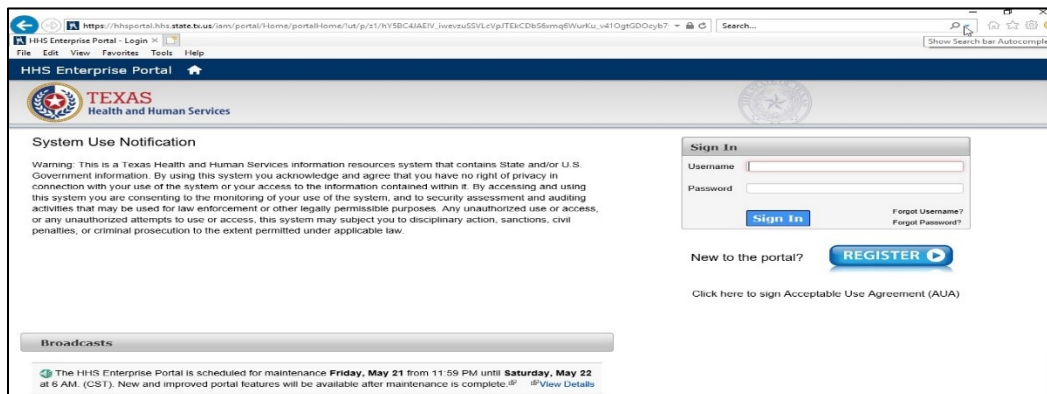
TEXAS
Health and Human
Services

Registering for an HHS Enterprise Portal Account and Requesting Access to the Community Services Interest List (CSIL) Application

How to Register for an HHS Enterprise Portal Account

1. Click [here](#) to go to the Health and Human Services (HHS) Enterprise Portal or copy and paste the following link into your web browser:
<https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome>.
2. Click **Register** to open the self-registration page.

Figure 1. HHS Enterprise Portal Welcome screen



3. Select **I work for a Non-HHS Government Agency or Partner Organization.**

Figure 2. Self Registration screen

4. Enter your agency's **Employee Identification Number (EIN)**. *Skip to Step 7 if you do not know your agency's EIN*
5. Re-enter your agency's **EIN**.

6. Click **Next**. *Skip to Step 10.*

7. Click **Search for Organization**.

Figure 3. Self Registration screen

HHS Enterprise Portal

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Self Registration

☐ I am an HHS Employee.

☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.

☒ I work for a Non-HHS Government Agency or Partner Organization

☐ I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room.

☐ None of the above.

Enter your Organization's Employer Identification Number (EIN) without hyphens.

Search for Organization

Enter EIN *

Re-enter EIN *

Cancel Next

8. Enter all or part of your agency's name and click **Search**.

Figure 4. Search for Organization screen

HHS Enterprise Portal

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Search for Organization

Search for Organization Blue

Back Search

9. Click on the name of your agency

Figure 5. Search for Organization screen

Search for Organization

Search for Organization Blue


Back Search


| Name | Description | Contact First Name | Contact Last Name |
|--------------------------------------|--------------------------------|--------------------|-------------------|
| RED GREEN & BLUE INC. | 75N4047 Account | OLAWALE, | KEMI |
| LITTLE BLUE SCHOOLHOUSE INC | 75R1012 Account | KELLAR, | LILA |
| BLUEBONNET YOUTH RANCH | RCC Agency Account ID 200041 | Stephen | Jaquez |
| Bluebonnet Trails Community Services | MRA | Vanessa | Hawley |
| Bluebonnet Social Services Llc | Bluebonnet Social Services Llc | Fabian | Garcia |

10. Enter information for your account. An asterisk indicates the field is required.


11. Click **Next**.

Figure 6. Request Access screen

HHS Enterprise Portal 



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Request Access: Non-HHS Agency/Private Organization Employee

▶ **Personal Information**

Prefix

First Name *

Middle Name


Last Name *

Suffix

Preferred Name

Personal Email



▶ **Enterprise Portal Information**

Username * 

A valid Username must be provided. This field cannot be empty.

User Type*

Organization Name

- Username can contain a-z, A-Z, or 0-9
- Username can only contain the following special characters _ . - @
- Numeric only Usernames are not allowed
- A green  means your selected username is available.
- A red  means your selected username is unavailable.

▶ **Agency Information**

Work Email* Email Address must be provided. This field cannot be empty.

Confirm Work Email * Email Address must be provided. This field cannot be empty.

Work Phone *

Mobile #

Work Fax #

▶ **Work Location Information**

Physical Address 1

Physical Address 2

Physical City

Physical State

Physical Zip Code

☒ Same as Physical Address

Mailing Address 1

Mailing Address 2

Mailing City

Mailing State

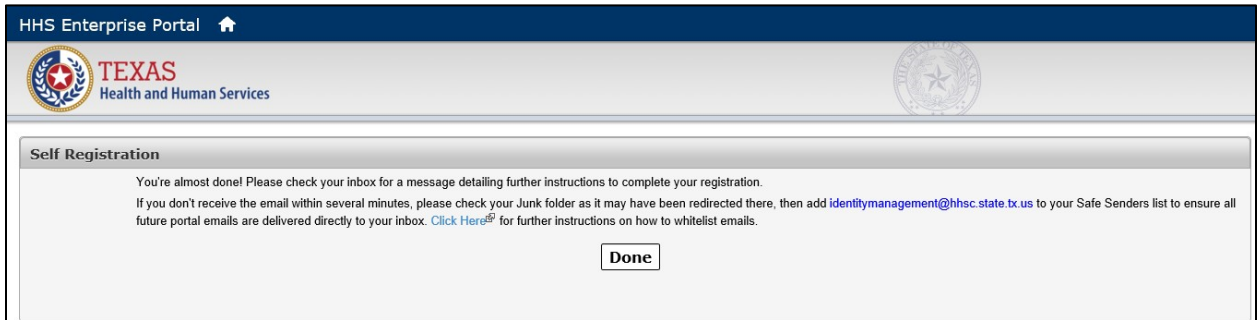
Mailing Zip Code

Back **Next**

[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

12. Click **Done**.

Figure 7. Self Registration screen



HHS Enterprise Portal

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Self Registration

You're almost done! Please check your inbox for a message detailing further instructions to complete your registration.
If you don't receive the email within several minutes, please check your Junk folder as it may have been redirected there, then add identitymanagement@hhsc.state.tx.us to your Safe Senders list to ensure all future portal emails are delivered directly to your inbox. [Click Here](#) for further instructions on how to whitelist emails.

Done

You will receive an email from identitymanagement@hhsc.state.tx.us stating that your request is being processed.

There is a first and second level approval process. The first level approver is your agency's authorized security administrator. The second level approver is the HHSC State Office security administrator.

You will receive a second email from identitymanagement@hhsc.state.tx.us when your request has been processed.

How to Request Access to Community Services Interest List (CSIL)

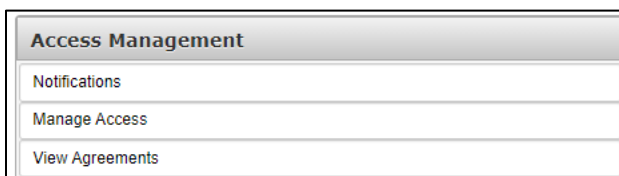
The Community Services Interest List (CSIL) application can only be accessed through your [HHS Enterprise Portal](#) account.

To register for an HHS Enterprise Portal account, follow the instructions in this document in the section titled **"How to Register for an HHS Enterprise Portal Account."**

To request access to the CSIL application or to submit a request to edit your CSIL access role, sign in to your HHS Enterprise Portal account and follow the instructions below

1. Click **Manage Access** in the section titled **Access Management**.

Figure 8. Access Management



Access Management

- Notifications
- Manage Access
- View Agreements

2. Use the search feature to locate the *CSIL – DADS Community Services Interest List*. If you do not have an existing CSIL access role, use the search feature in the section titled **New Access**.

Figure 9. New Access Section

The screenshot shows a web interface titled "New Access". In the top right corner, there is a search bar labeled "Search:". Below the search bar is a table with two columns: "Access Name" and "Description". The table is currently empty.

If you have an existing CSIL access role, use the search feature in the section titled **Existing Access**.

Figure 10. Existing Access Section

The screenshot shows a web interface titled "Existing Access". In the top right corner, there is a search bar labeled "Search:". Below the search bar is a table with three columns: "Access Name", "Description", and "Username". The table is currently empty.

3. Click the check box next to **CSIL**.
4. Click **Next** at the bottom of the screen.

Figure 11. Next Button

The screenshot shows the bottom of a web form. At the bottom right, there are two buttons: a "Cancel" button and a "Next" button. The "Next" button is highlighted in blue.

IMPORTANT: HHSC has designated the following CSIL access roles for LIDDA staff:

- **Inquiry** – Request this access role if your job responsibilities require you to view interest list records and reports.
- **Add-Close** – Request this access role if your job responsibilities require you to conduct interest list data entry activities. Request both the Inquiry and Add-Close access roles.

Each LIDDA has an authorized security administrator who is responsible for ensuring the proper access roles are assigned based on the staff's job responsibilities. A LIDDA security administrator must not approve the Add-Close access role for LIDDA staff whose job responsibilities DO NOT include data entry.

5. Select **LIDDA** in the field titled **Region**.
6. Select the correct access role for your job responsibilities in the section titled **Security Group**.

7. Click **Next**.

Figure 12. Provide Information screen

Provide Information: DADS Consolidated Services Interest List (CSIL)

Complete the following information before submitting your request:

Region *
LIDDA

Security Group *
☒ Inquiry
☒ AddCLOSE

Back Next

8. Check the box next to the statement, **I understand that by submitting this order I am agreeing that all information in each request is true and necessary** in the **Review Order** section.
9. Click **Submit Order**.

Figure 13. Review Order screen

Review Order

Empty Cart

| Item Name | Request Type | Submitted For | Status |
|-----------|---------------|-------------------|--------|
| CSIL | Modify Access | Rhonda Kay Richie | ✓ |

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

Return To List Submit Order

You will receive an email from identitymanagement@hhsc.state.tx.us stating that your request is being processed.

There is a first and second level approval process. The first level approver is your agency's authorized security administrator. The second level approver is the HHSC State Office security administrator. Users with inquiry access role only will see ILLAINQUIRY only. Users with add-close access roles will see ILLAINQUIRY and ILLA###ADDCLOSE¹.

The options and information displayed in the application are determined based on the access role you select in the User Groups field. If you have access to both roles, be sure to select the correct role from the dropdown list to complete the action you are attempting.

You will receive a second email from identitymanagement@hhsc.state.tx.us when your request has been processed. If your request is approved, your user role is displayed in the User Groups field on the CSIL homepage.

¹ ### represents the LIDDA's component code.