MBOW Application Access

Identity and Access Management

December 2, 2020

The Health and Human Services (HHS) Enterprise Portal is a state-of-the-art, ADA compliant cyber gateway for accessing your HHS applications. From the Enterprise Portal you can request application access, manage network access or access your applications. However, you must first register, sigh the Acceptable Use Agreement (AUA), change your password, and answer security questions. See the *Register for an HHS Enterprise Portal Account Guide* for more information.

Complete the following steps to access the Mental and Behavioral Health Outpatient Warehouse (MBOW) application:

1. Navigate to the HHS Enterprise Portal https://hhsportal.hhs.state.tx.us.
2. Login to the HHS Enterprise Portal using your username and password to open the **HHS Enterprise Portal Dashboard**. Applications that you currently have an account for are located under the **Applications** tab.

Figure 1. HHS Enterprise Portal Dashboard
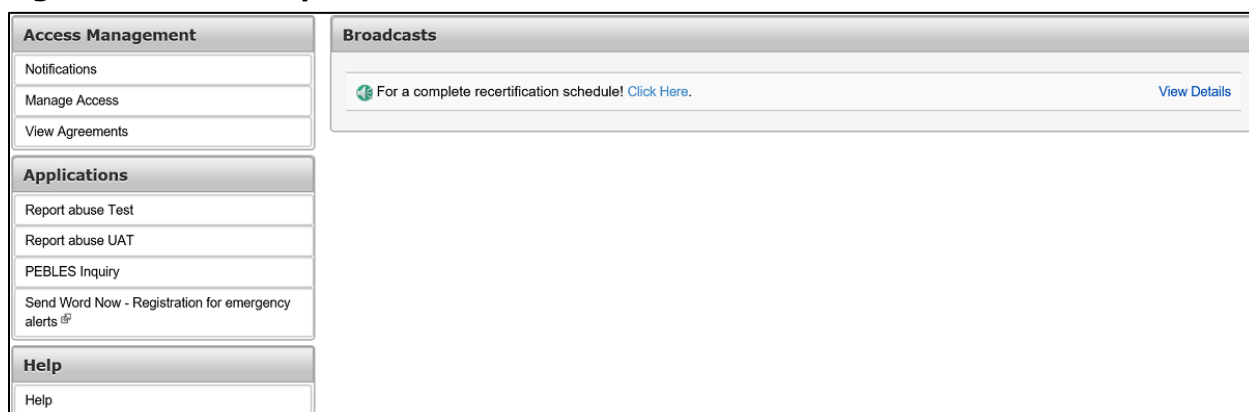
3. Click **Manage Access** under the **Access Management** tab on the **Main Menu** to open the **Select Items** page.

Figure 2. Select Items page

4. Type **MBOW** into the **Search** field in the **New Access** area.
5. Click the check-box next to **BusinessObjects (MBOW)** to select it.

Figure 3. Select Items page

6. Click **Next** to open the **Review Order** page.

Figure 4. Review Order page

7. Click the **Information Required** link to open the **Provide Information** page for Mental and Behavioral Health Outpatient Warehouse (BusinessObjects MBOW).

Figure 5. Provide Information page

8. Complete the fields as described in the table below. Click the blue question marks for clarification on specific fields.
9. Click **Next** to open the **Review Order** page.
10. Click the **I understand by submitting this order I am agreeing that all information in each request is true and necessary** checkbox.
11. Click **Submit Order**.

Provide Information: Mental and Behavioral Health Output Warehouse (BusinessObjects MBOW) field descriptions

Field	Description	Required Field?
Role	Indicates your Role. Valid Values are as follows: ● **MBOW MH Users**: Internal users for Mental Health. ● **MBOW IDD Users**: Internal Intellectual or Developmental Disabilities (IDD) users. ● **MBOW Central Office Developers Ad Hoc**: This group has full access to Mental Health Service program – They can modify certain reports and send directly to the users. ● **MBOW Central Office Developers**: For the MH Contract Management group. ● **MBOW MHI Developers**: Users developing MHI reports. This project is the CARE conversion initiative. ● **MBOW Developers**: Only for HHSC DCS Service Delivery team, administration and development support (full access to the system).	Yes
HHS User Groups (Internal to IDD)	Indicates the HHS User Group to which you belong. Valid Values are as follows: ● **MBOW MH Users**: Internal users for Mental Health. ● **MBOW IDD Users**: Internal Intellectual or Developmental Disabilities (IDD) users	Yes
HHS Developers Groups	Indicates the HHS Developers Groups to which you belong. Do not complete this section if you do not belong to one of these groups. Valid Values are as follows: ● **MBOW Central Office Developers Ad Hoc**: This group has full access to Mental Health Service program – They can modify certain reports and send directly to the users. ● **MBOW Central Office Developers**: For the MH Contract Management group. ● **MBOW MHI Developers**: Users developing MHI reports. This project is the CARE conversion initiative. ● **MBOW Developers**: Only for HHSC DCS Service Delivery team, administration and development support (full access to the system).	No

Field	Description	Required Field?
Comments	Enter any additional information the application access approver may need to know.	No