



MBOW Application Access

Identity and Access Management

December 2, 2020



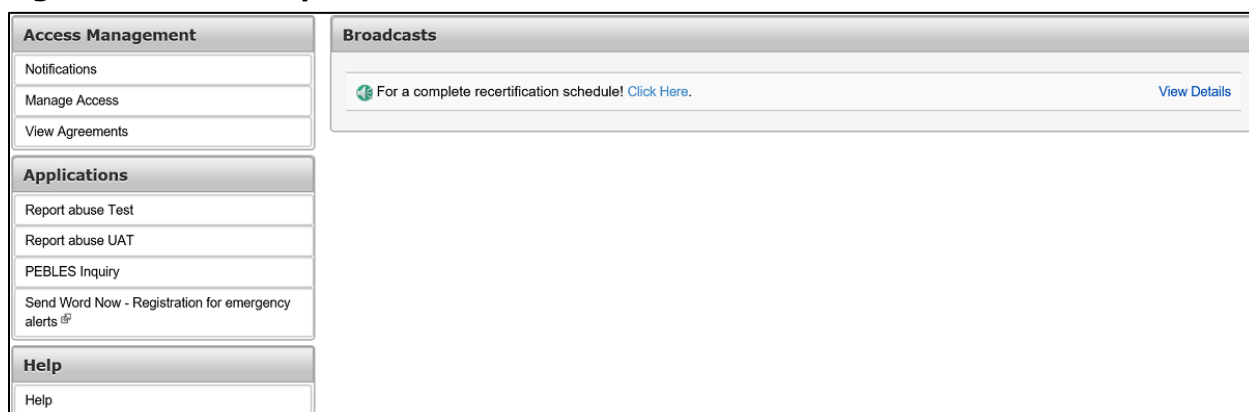
TEXAS
Health and Human
Services

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, sign 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

Access Management	Select Items						
Notifications	Select up to 15 items.						
Manage Access	Existing Access						
View Agreements	Search: <input type="text"/>						
Applications	<table border="1"><thead><tr><th>Access Name</th><th>Description</th><th>Username</th></tr></thead><tbody><tr><td><input type="checkbox"/> EFTServer</td><td>Globalscape Security file transfer</td><td>00000327267</td></tr></tbody></table>	Access Name	Description	Username	<input type="checkbox"/> EFTServer	Globalscape Security file transfer	00000327267
Access Name	Description	Username					
<input type="checkbox"/> EFTServer	Globalscape Security file transfer	00000327267					
Report abuse Test							
Report abuse UAT							
PEBLES Inquiry							
Send Word Now - Registration for emergency alerts							
Help	New Access						
Help	Search: <input type="text"/>						
	<table border="1"><thead><tr><th>Access Name</th><th>Description</th></tr></thead><tbody></tbody></table>	Access Name	Description				
Access Name	Description						

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

Access Management	Select Items						
Notifications	Select up to 15 items.						
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Access Name	Description						
<input checked="" type="checkbox"/> BusinessObjects MBOW	Mental and Behavioral Health Outpatient Warehouse						

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

Figure 4. Review Order page

Item Name	Request Type	Submitted For	Status
BusinessObjects MBOW	New Access	Laura E Hull	Information Required

[Return To List](#) [Submit Order](#)

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

Provide Information: Mental and Behavioral Health Outpatient Warehouse (BusinessObjects MBOW)

Read the following guidelines before completing the form:

Please refer to the to select the correct role.

Role *

☒ Business Objects Report Analyst

HHS User Groups (Internal to IDD) *

☐ MBOW MH Users

☐ MBOW IDD Users

HHS Developers Groups

☐ MBOW Central Office Developers Ad Hoc (All MH Development)

☐ MBOW Central Office Developers (MH Contract Management)

☐ MBOW MHI Developers (Internal to IDD)

☐ MBOW Developers (For DCS Service Delivery)

Comments (Maximum character length is 250)

[Back](#) [Next](#)

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	<p>Indicates your Role. Valid Values are as follows:</p> <ul style="list-style-type: none"> • 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)	<p>Indicates the HHS User Group to which you belong. Valid Values are as follows:</p> <ul style="list-style-type: none"> • MBOW MH Users: Internal users for Mental Health. • MBOW IDD Users: Internal Intellectual or Developmental Disabilities (IDD) users 	Yes
HHS Developers Groups	<p>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:</p> <ul style="list-style-type: none"> • 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