

Requesting New or Modified Access to HHSAS

1. Select **Manage Access** on the **Main Menu**.
2. On the **Select Items** page, select the HHSAS access that you wish to manage:
 - To modify your existing HHSAS access, select the highlighted row.
 - Select HHSAS in a non-highlighted row to request a new account.

<input type="checkbox"/>	HHSAS - HHSC	Health & Human Services Administration System - HHSC
<input type="checkbox"/>	HHSAS - DADS	Health & Human Services Administration System - DADS
<input type="checkbox"/>	HHSAS - DARS	Health & Human Services Administration System - DARS
<input type="checkbox"/>	HHSAS - DFPS	Health & Human Services Administration System - DFPS
<input type="checkbox"/>	HHSAS - DSHS	Health & Human Services Administration System - DSHS
<input type="checkbox"/>	HHSAS - HHSC	Health & Human Services Administration System - HHSC

Tip: Access to different agencies are represented in separate rows. Be sure to select the row for each type you require.

3. After you have chosen your items, select **Next** to open the **Review Order** page.
4. On the **Review Order** page, select **Information Required** for each item to provide more info before submitting the request.
5. **(Optional)** If you are modifying access, the next screen you'll see is one where you can choose how you want to modify your access. The second and third options are not applicable for HHSAS. Select **Modify Existing Access**, then **Next** to continue.
6. If you are a current HHSAS user, you will recognize the **Provide Information...** page. The options here are similar to what is offered on the IS-700 form. If you are modifying access, the fields will be prepopulated with your current access.

A_FINQRY is the default role. This role provides inquiry access. If this is the only function you require, then there's no need to request other rules.

Additional information is needed when certain roles are selected. For example: Under **Requisitions**, selecting **A_Requent** opens fields for adding origin and destination info. Selecting an option under **Restricted Access** and/or **Restricted/Limited Access** requires a justification in the field provided.

Provide Information: Health and Human Services Administrative System (HHSAS - HHSC)

Complete the following information before submitting your request:

Expiration *
☒ Never ☐ Date

Default Role
☒ A_FINQRY

▶ Asset Management

- ☐ A_AMCOMM
- ☐ A_AMCUST
- ☐ A_AMENT
- ☐ A_LD_ASSET

▶ Receiving Role

- ☐ A_RECVE - This role requires INFOLearn training. This training must be verified by the Agency Security Coordinator.

▶ Facility Management

- ☐ A_FS_RECVE
- ☐ A_FS_MIMUPD
- ☐ A_FS_FINQRY

▶ Requisitions

- ☐ A_REQENT
- ☐ A_REQAPR
- ☐ A_REQCHRT

7. Select **Next** after you have completed selecting your options.
8. Back on the **Review Order** page, add information to the other items in your cart, if applicable. When you are finished, an agreement message will appear. Read the agreement and check beside it to agree to its statement.
9. Finally, select **Submit Order** to submit the order. A confirmation message will appear.