Review and Certify User Access

The HHS Enterprise Portal

TEXAS
Health and Human
Services

Click Here to Begin

About the Document

This is an interactive document. Click the highlighted sections on the screenshots or the action buttons to move to the next step.

Got It

Why should you certify?

To ensure your staff members' access is current, you are required to review and certify, suspend, or modify their access on an annual basis—within 30 days after the anniversary of their hire date. You can perform this review for most applications on the HHS Enterprise Portal.

If you do not perform an action on your staff's access by the 30th day, then their access will be suspended and you will need to restore it via the portal. If you do not restore their access by the 60th day, then your staff's access will be permanently deleted.

Got It

My Notifications

Kaye Phillips is due for access review and certification. Expires 04/10/2016 08:14 AM.	Review
Request for Jeff Oliver to suspend access to PSWIN was submitted by you and routed for further action.	View Details | Dismiss
Request for Tera Gilbert to suspend access to PSWIN was submitted by you and routed for further action.	View Details | Dismiss
Access request for MCATS is awaiting Supervisor approval.	View Details | Dismiss
Request for Hollee Hall to suspend access to PSWIN was submitted by you and routed for further action.	View Details | Dismiss
The HHS Enterprise Portal is a secure, easy-to-use interface for accessing or requesting access to dozens of state applications, services, and assets.	View Details
Missed the UAT demonstration video? Download it here.	View Details

A notification appears on your **Notifications** page when a staff member's access if up for review. Click **Review**.

User Summary: Kaye Phillips

Item Name ▲	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend | Modify | Certify
PEBLES	02/08/2016	77777777511	03/21/2016	Active	Suspend | Modify | Certify
Enterprise Account	02/08/2016	77777777511		Active	
ITIM Account		77777777511		Active	

Agreements	Version #	Last Signed
Acceptable Use Agreement (AUA)	1.0	02/08/2016 10:50 AM

Refresh | Add/Modify Access

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Applications that are up for review have **Suspend/Certify** in their row. Some applications also have the **Modify** option.

Next

Keep In Mind...

Only applications that have been implemented or partially implemented into the HHS Enterprise Portal are listed here. There may be applications that are up for review that cannot be certified through the portal.

Got It

User Summary: Kaye Phillips

Refresh | **Add/Modify Access**

Item Name ▲	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend | Modify | Certify
PEDL	02/08/2016	77777777511	03/21/2016	Active	Suspend | Modify | Certify
Enterpr Account	02/08/2016	77777777511		Active	
ITIM Acc		77777777511		Active	

Agreements	Version #	Last Signed
Acceptable Use Agreement (AUA)	1.0	02/08/2016 10:50 AM

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Click the application's name to
view details of the user's access

Next

User Summary: Kaye Phillips

Refresh					**Add/Modify Access**

Item Name ▲	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend	Modify	Certify
PEBLES	02/08/2016	77777777511	03/21/2016	Active	Suspend	Modify	Certify
Enterprise Account	02/08/2016	77777777511		Active	
ITIM Account		77777777511		Active	

Agreements	Version #	Last Signed
Acceptable Use Agreement (AUA)	1.0	02/08/2016 10:50 AM

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Select **Suspend** in the application's row to suspend the user's access.

Next

Access Suspension

- Immediate suspension occurs only for applications that are fully integrated into the portal.
- For applications that require manual provisioning, additional time is necessary before the suspension can take effect and the status is updated.
- The status of the access will change from **Active** to **Inactive** after a suspension request is complete.
- Applications with a suspended status will have the **Restore** option available.
- You can restore access up to 30 days after you have suspended access. On the 31st day, access will be permanently deleted.

Got It

User Summary: Kaye Phillips

Refresh   **Add/Modify Access**

Item Name ▲	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend | Modify | Certify
PEBLES	02/08/2016	77777777511	03/21/2016	Active	Suspend | Modify | Certify
Enterprise Account	02/08/2016	77777777511		Active	
ITIM Account		77777777511		Active	

Agreements	Version #	Last Signed
Acceptable Use Agreement (AUA)	1.0	02/08/2016 10:50 AM

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Select **Certify** in the application's row to certify access.

Next

User Summary: Kaye Phillips

| | Refresh | **Add/Modify Access** |

Item Name ▲	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend | Modify | Certify
PEBLES	02/08/2016	77777777511	03/21/2016	Active	uspend | Modify | Certify
Enterprise Account	02/08/2016	77777777511		Active	
ITIM Account		77777777511		Active	

Agreements	Version #	Last Signed
Acceptable Use Agreement (AUA)	1.0	02/08/2016 10:50 AM

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After you select Certify, wait a moment, then select **Refresh** to refresh the page. Your changes should be reflected on the page.

Next

About Certification Notifications

Certification notifications remain on your Notifications page for 30 days, regardless of whether or not you have reviewed and performed actions on the access. Please ignore certification notifications for access you have already reviewed. Performing duplicate actions on a user's access may cause a system error.

Got It

User Summary: Kaye Phillips

Item Name	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend | Modify | Certify
PEBLES	02/08/2016	77777777511	03/21/2016	Active	Suspend | Modify | Certify
Enterprise Account	02/08/2016	77777777511		Active	
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Refresh   **Add/Modify Access**

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Select **Modify** in the application's
row to modify specific access.

Click **Information Required** to make changes to the access.

After you have made the changes, read the confirmation message and check beside it to agree to its terms, then select **Submit Order.**

User Summary: Kaye Phillips

Refresh | **Add/Modify Access**

Item Name	Last Updated	Username	Last Certified	Status	Action
PSWIN	02/08/2016	77777777511	03/11/2016	Active	Suspend | Modify | Certify
PEBLES	02/08/2016	77777777511	03/21/2016	Active	Suspend | Modify | Certify
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Agreements		Version #	Last Signed
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Back on the User Summary page, if you need to modify access to multiple applications, or add new access, select the **Add/Modify** option.

To modify existing access, select items in highlighted rows (Item 1). To add new access, select items in non-highlighted rows (Item 2). Click **Next** when you are ready.

Follow the steps previously outlined in this document to submit the order.

Accounts will be suspended if they have not been certified within the 30-day timeframe. To restore access, go to your staff's **User Summary Page** and click **Restore & Certify** in the rows of the access that you want to restore.

You will receive an update via portal notification and email within 10 days of submitting the order. You may also review updates at any time by selecting the My Orders link at the top right of the screen.

What do you want to do next?

Learn about requesting changes to one application

Learn about requesting access changes to multiple applications, and adding new access

Go to HHSC EIAM contact information

Contact Information

For more information about access review and certification, contact the HHSC Enterprise Identity and Access Management team at identitymanagement@hhs.texas.gov.

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