

# Review and Certify User Access

The HHS Enterprise Portal

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.



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 30<sup>th</sup> 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 60<sup>th</sup> day, then your staff's access will be permanently deleted.



### 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 SRequest 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 View Details assets 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** Add/Modify Access Refresh Item Name Last Updated Username Last Certified Status Action **PSWIN** Suspend | Modify | Certify 02/08/2016 7777777511 03/11/2016 Active PEBLES 02/08/2016 7777777511 03/21/2016 Active Suspend | Modify | Certify Enterprise Account 02/08/2016 7777777511 Active **ITIM Account** 7777777511 Active Version # Last Signed Agreements Acceptable Use Agreement (AUA) 1.0 02/08/2016 10:50 AM Back 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.



Jser Summary: Kaye Phillips						
					Refresh	Add/Modify Access
Item Name	Last Updated	Username	Last Certified		Status  🍦	Action $\Leftrightarrow$
PSWIN	02/08/2016	7777777511	03/11/2016		Active	Suspend   Modify   Certify
PEat	02/08/2016	7777777511	03/21/2016		Active	Suspend   Modify   Certify
Enterpl Account	02/08/2016	7777777511			Active	
		7777777511			Active	
Agreements			Version #		Last Signed	
Acceptable Use Agreemen	it (AUA)		1.0		02/08/2016 10	0:50 AM
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		Clickthe	ipplication's na			

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



#### **User Summary: Kaye Phillips** Add/Modify Access Refresh Item Name . Last Updated Username Last Certified Status Action **PSWIN** 7777777511 Active Suspend | lodify | Certify 02/08/2016 03/11/2016 PEBLES 02/08/2016 7777777511 03/21/2016 Active Suspend | Modify | Certify Enterprise Account 02/08/2016 7777777511 Active ITIM Account 7777777511 Active Version # Last Signed Agreements Acceptable Use Agreement (AUA) 1.0 02/08/2016 10:50 AM Back

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 31<sup>st</sup> day, access will be permanently deleted.

### Got It

#### User Summary: Kaye Phillips Add/Modify Access Refresh Item Name Last Updated Action . Username Last Certified Status **PSWIN** 02/08/2016 7777777511 Active Suspend | Modify ( Certify 03/11/2016 PEBLES 02/08/2016 7777777511 03/21/2016 Active Suspend | Modify | Certify Enterprise Account 02/08/2016 7777777511 Active ITIM Account 7777777511 Active Version # Last Signed Agreements Acceptable Use Agreement (AUA) 1.0 02/08/2016 10:50 AM Back

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

Next

#### **User Summary: Kaye Phillips** Add/Modify Access Refresh Status Action Item Name . Last Updated Username Last Certified **PSWIN** Active Suspend | Modify | Certify 02/08/2016 7777777511 03/11/2016 PEBLES 02/08/2016 7777777511 03/21/2016 Active uspend Modify Certify Enterprise Account 02/08/2016 7777777511 Active 7777777511 Active ITIM Account Version # Last Signed Agreements Acceptable Use Agreement (AUA) 1.0 02/08/2016 10:50 AM Back

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** Add/Modify Access Refresh Item Name Last Updated . Username Last Certified Status Action **PSWIN** 7777777511 Active Suspend | Modify | Certify 02/08/2016 03/11/2016 PEBLES 02/08/2016 7777777511 03/21/2016 Active Suspend | Modify | Certify Enterprise Account 02/08/2016 7777777511 Active ITIM Account 7777777511 Active Version # Last Signed Agreements Acceptable Use Agreement (AUA) 1.0 02/08/2016 10:50 AM Back

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

Review Order					
					Empty Cart
Item Name	Request Type	Submitted For	♦ Status		
NTK	Modify Access	Jim Fox	Δ	Information Required	匬
				Return To List	Submit Order

Click Information Required to make changes to the access.

Review Order								
Item Name	*	Request Type		Submitted For	Status		Em	pty Cart
NTK		Modify Access		Jim Fox	٢		Edit	圃
✓ I understand that by	submitting t	his order I am agreeing that	all information	n in each request is true and	 Return To L	ist	Subm	it Order

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 Ad	cess
Item Name	Last Updated	Username	Last Certified	Status	Action	
PSWIN	02/08/2016	7777777511	03/11/2016	Active	Suspend   Modify   Certify	
PEBLES	02/08/2016	7777777511	03/21/2016	Active	Suspend   Modify   Certify	
Enterprise Account	02/08/2016	7777777511		Active		
ITIM Account		7777777511		Active		
Agreements			Version #	Last Signed		
Acceptable Use Agreement (A	JUA)		1.0	02/08/2016 10:	:50 AM	
			1		[	Back

Back on the User Summary page, if you need to modify access to multiple applications, or add new access, select the **Add/Modify** option.

#### Select Items: Jim Fox Agency: Select up to 15 items. Search: HHSC DADS DARS Access Name Description DFPS DSHS Other DADS Long-term Care Services Intake System Categories: NTK 1 Business Applications Adverse Action Report Sharing 2 AARS Database Access DFPS Automated Background Check System File System Access ABCS Reporting Applications ARTSWeb Accounts Receivable Tracking System Web Server Access Automated System for the Office of Inspector General ASOIG - ITEST Desktop Applications Email Automated Survey Processing Environment ASPEN ACO/ACTS Network Access CAPPS Centralized Accounting & Payroll/Personnel System Workspace Other CARES Compliance, Assessment, Regulation Enforcement System Show all categories Office of the General Counsel Case Management System Clear category filters CaseMan CCCRS DADS Community Care Case Reading System . ÷. Next Cancel

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.

Review Order				
				Empty Cart
Item Name	Request Type	Submitted For	♦ Status ♦	
CARES	New Access	Jim Fox	Information Requi	red 🔟
NTK	Modify Access	Jim Fox	Information Requi	red 🔟
			Return To Lis	st Submit Order

<u>Follow the steps</u> previously outlined in this document to submit the order.

### User Summary: Kaye Phillips

				Refresh Add/Modify Access
Item Name	Last Updated	Username	Last Certified	♦ Status ♦ Action ♦
PSWIN	02/08/2016	7777777511	03/11/2016	Active Restore & Certify
PEBLES	02/08/2016	7777777511	03/21/2016	Active Restore & Certify
Enterprise Account	02/08/2016	7777777511		Active
ITIM Account		7777777511		Active
Agreements			Version #	Last Signed
Acceptable Use Agreement	(AUA)		1.0	02/08/2016 10:50 AM
				Back

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.

Return to Start