

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 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.



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.



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	Suspend Modify Cert	tify
PEar		02/08/2016		7777777511		03/21/2016		Active	Suspend Modify Cert	tify
Enterpi Account		02/08/2016		7777777511				Active		
				7777777511				Active		
Agreements					١	/ersion #		Last Signed		
Acceptable Use Agreem	nent (A	JUA)			1.0	D		02/08/2016 10	:50 AM	
										Back
				Clicktha		lication's na	mo +			

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 31st 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	necessary.	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 Access					
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 Agreeme	ent (AUA)		1.0	02/08/2016 10:50 AM					
				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 Clear category filters Office of the General Counsel Case Management System 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

				Refres	h 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 Signe	ed.
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.

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