

# TRAINING FOR IRIS USERS

The HHS Enterprise Portal

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[Click here to begin](#)

# About this Document

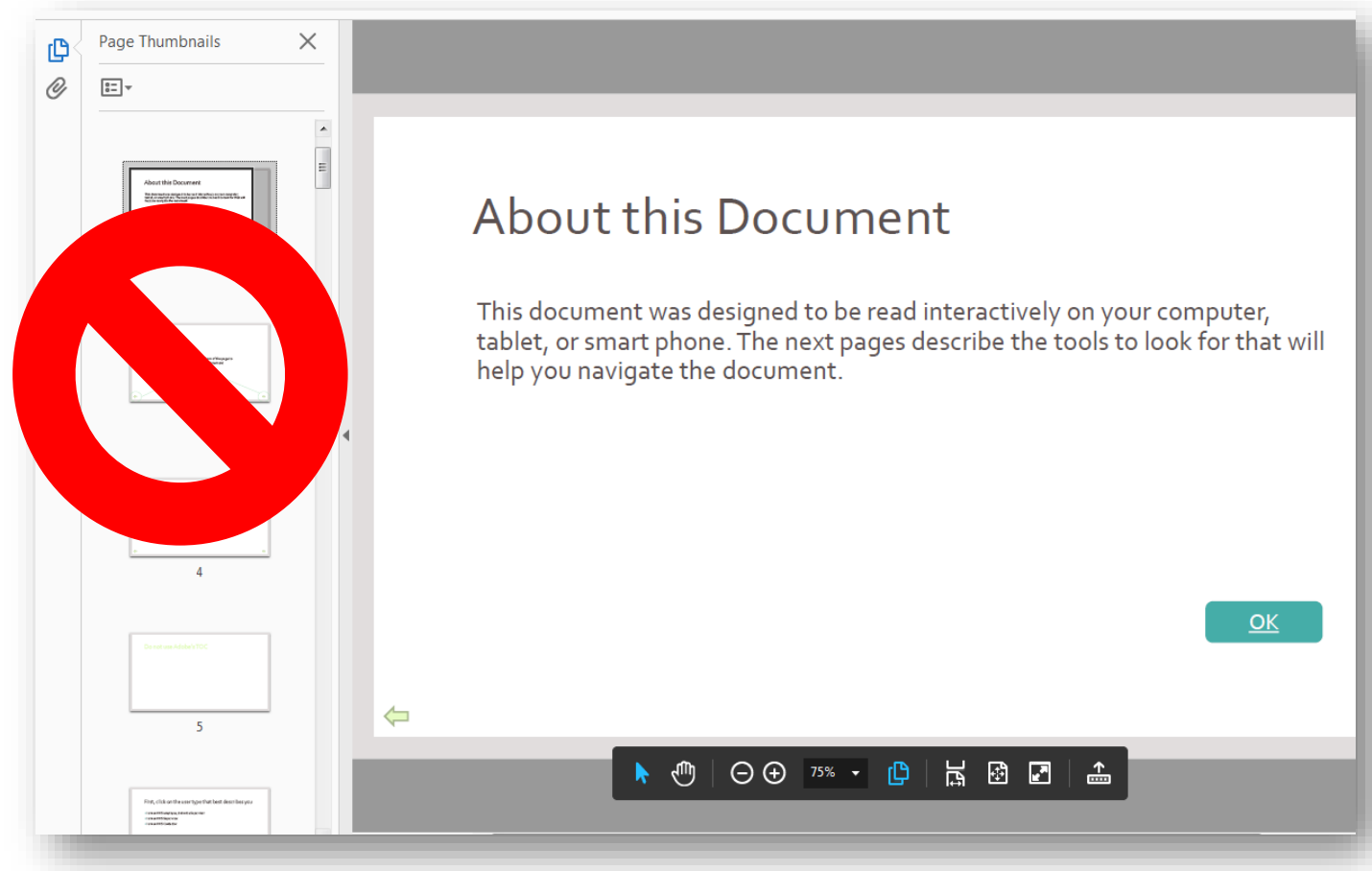
This document was designed to be read interactively on your computer, tablet, or smart phone.

OK



This document is not meant to be read in sequential order. If necessary, hide your TOC/thumbnaill panel for a better user experience.

OK



Click the arrows at the bottom of the page to  
move throughout the document.

OK



Click on the area beside the large arrows to move to the next step.



If your access to the portal or IRIS is not granted after it is approved...

Contact the Help Desk at:

Phone: 512-438-4720

Toll Free: 1-800-435-7181 TDD 711

Email: [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us)



# Click on the user type that best describes you.

- I am an HHS employee, but not a Supervisor.
- I am an HHS Supervisor.
- I am an HHS Contactor.

[Click here to view HHS Help Desk contact information](#)



# Select a topic.

- Register for an HHS Enterprise Portal account.
- Request an IRIS account.
- Sign the Acceptable Use Agreement.

[Click here if you are locked out of your account or experiencing other issues...](#)





# Select a topic.

- Register for an HHS Enterprise Portal account.
- Request IRIS access for myself.
- Request IRIS access for an employee.
- Delete an employee's IRIS account.
- Review and approve or deny a staff member's IRIS access request.

[Click here if you are locked out of your account or experiencing other issues...](#)



If you need to remove IRIS access for a staff member, and the original IRIS access request was **NOT** completed through the portal, contact the Help Desk at:

Phone: 512-438-4720

Toll Free: 1-800-435-7181 TDD 711

Email: [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us)

Select **OK** to review the steps for removing IRIS access through the portal.

OK



# Select a topic.

- Register for an HHS Enterprise Portal account.
- Request IRIS access.

[Click here if you are locked out of your account or experiencing other issues...](#)




# Navigate to the portal and select **Register**.

## System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

### Broadcast Message(s):

 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](#)

## Sign In

Username

Password

**Sign In**

[Forgot Username?](#)

[Forgot Password?](#)

New to the portal?

**REGISTER** 




# Navigate to the portal and select **Register**

## System Use Notification

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## Sign In

Username

Password

**Sign In**

[Forgot Username?](#)  
[Forgot Password?](#)

New to the portal?

**REGISTER** 



# Select your user type

(first option)



**Self Registration** 

- ☐ I am an HHS Employee.
- ☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.
- ☐ I work for a Non-HHS Government Agency or Partner Organization.
- ☐ None of the above.

Cancel

[Help](#)  | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)



## Select your user type. (second option)

**Self Registration** ?

☐ I am an HHS Employee.

☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.

☐ I work for a Non-HHS Government Agency or Partner Organization.

☐ None of the above.

Cancel

Help | Supported Browsers | FAQs | Contact Us | Internet Policy



Fill out your user profile and click **Next**.

(Fields with asterisks cannot be left empty)

**Request Access: HHS Contract Employee**

▶ Personal Information

Prefix

First Name\*

Middle Name

Last Name\*

Suffix

Preferred Name

Personal Email

▶ Enterprise Portal Information

Username\*

User Type\*

- Username can contain a-z, A-Z, or 0-9
- Username can contain the following special characters \_ - . @
- Numeric only Usernames are not allowed

OK





Enter your Employee ID and click **Next**.

**Self Registration** ?

☒ I am an HHS Employee.  
☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.  
☐ I work for a Non-HHS Government Agency or Partner Organization.  
☐ None of the above.

Employee IDs consist of eleven (11) numerical values.

Enter your HHS Employee ID\* 00112233445

Re-enter your HHS Employee ID\* 00112233445

Cancel Next

Help | Supported Browsers | FAQs | Contact Us | Internet Policy



Check your inbox for an email that contains your username, temporary password, and link to the portal. Click on the link.

OK




# 10-Day Request Period

- You will receive an request update via email within 10 days.
- Communicate with your Supervisor if the 10-day period is almost over and you have not received an update. If your Supervisor fails to respond to your request, you will be forced to resubmit an access request.
- You will receive an email after your request has been approved. This email contains your username, temporary password, and a link to the portal. Click the link to access the portal.

Next



Enter your username and temporary password in the fields provided, then click **Sign In**


**TEXAS**  
Health and Human Services System



### System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

**Broadcast Message(s):**

 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](#)

#### Sign In


Username

Password

Sign In

[Forgot Username?](#)  
[Forgot Password?](#)

New to the portal?


REGISTER 

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

Help  | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

Enter your username and temporary password in the fields provided, then click **Sign In**


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Health and Human Services System



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**Broadcast Message(s):**

 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](#)

#### Sign In

Username

00111223344


Password

.....


Sign In

[Forgot Username?](#)  
[Forgot Password?](#)

New to the portal?

**REGISTER** 

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

Help  | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

# Sign the Acceptable Use Agreement

- Read the agreement, scrolling to the bottom of the page to enable the confirmation checkbox.
- Check beside the confirmation checkbox
- Enter your first and last name as it appears in CAPPS (if you are an HHS Employee) or as it was entered when you registered for an account (if you are not an HHS Employee).
- Click **Next**.

**Acceptable Use Agreement**

Please review and agree to the terms of the Acceptable Use Agreement. **You must scroll to the end of the agreement to enable the checkbox.**

**Health and Human Services Acceptable Use Agreement (AUA)**  
(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

**Purpose**  
The purpose of this document is to inform you of your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS Agency sensitive information, and HHS Information Resources.[1] This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge your understanding, acceptance, and compliance of HHS's Information Resource Acceptable Use provisions. This agreement applies to all persons using HHS Information Resources and/or using, disclosing, creating, transmitting, or maintaining HHS Confidential Information or HHS Agency sensitive information, whether employed by an HHS Agency or not, and is based on policy delineated in the HHS Enterprise Information Security Policy (EIS-Policy), and the HHS Enterprise Information Security Acceptable Use Policy (EIS-AUP). Users are further informed of their responsibilities regarding the use of HHS Information Resources when taking the required annual HHS Enterprise Information Security Acceptable Use Training.

I understand and hereby agree to comply with the following Information Resource Acceptable Use provisions:

**Authorized Use**

- Information Resources are intended to be used in support of official state-approved business.
- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.
- Proper authorization is required for access to all information owned by HHS Agencies, except for information that is maintained for public access.
- I will not attempt to access or alter any information that I am not authorized to work with in the performance of my job duties.
- I will not enter any unauthorized information, make any unauthorized changes to information, or disclose any information without proper authorization. Unauthorized access to an HHS Information Resource, allowing another party unauthorized access to, or maliciously causing a computer malfunction are violations under Chapter 33 of the Texas Penal Code ("Computer Crime Law") and are punishable by fines, jail time, or both.

**User Credentials**

- I will receive and will be required to use credentials (User ID and Password) to gain access to and to use HHS Information Resources.

☐ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name:

First Name

Last Name

**Cancel** **Next**

# Sign the Acceptable Use Agreement

- Read the agreement, scrolling to the bottom of the page to enable the confirmation checkbox.
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- Enter your first and last name as it appears in CAPPS (if you are an HHS Employee) or as it was entered when you registered for an account (if you are not an HHS Employee).
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☐ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name:

First Name

Last Name

# Create a Password.

### Change Password

Your password must be changed to continue.

New Password\*

Confirm New Password\*

#### Password Rules

- ✗ The password should not be empty.
- ✗ There should be at least **one upper** case letter.
- ✗ There should be at least **one lower** case letter.
- ✗ There should be at least **one number**.
- ✗ There should be at least **one non-alphabetic** characters from the following: !@#\$%^&\*()\_+|~='{}[]:?:<>.,/
- ✗ Minimum length of the password should be **8 characters**.
- ✗ Maximum length of the password should be **16 characters**.
- ✗ At least **four characters** in the new password must be different from the current password.
- ✗ Both new password fields should contain the same data.
- ✗ The password should not be the same as the username.
- ★ The password should not be the same as the last 6 passwords used.
- ★ The password will expire after 90 days and must be changed after expiration.

Read the password rules before you start. The red text will change to green when a condition is met.





# Create a Password.

### Change Password

Your password must be changed to continue.

New Password\*

Confirm New Password\*

#### Password Rules

- ✗ The password should not be empty.
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Read the password rules before you start. The red text will change to green when a condition is met.



Select and answer three security questions.

**Forgot Password**

Step 2: Answer the following questions to recover your password.

**Question**

What is your Mother's maiden name?

Response\*

Confirm Response\*

**Question**

What city were you born in?

Response\*

Confirm Response\*

Cancel

Next



# Answer your security questions.

**Forgot Password**

Step 2: Answer the following questions to recover your password.

**Question**

What is your Mother's maiden name?

Response\*

Confirm Response\*

**Question**

What city were you born in?

Response\*

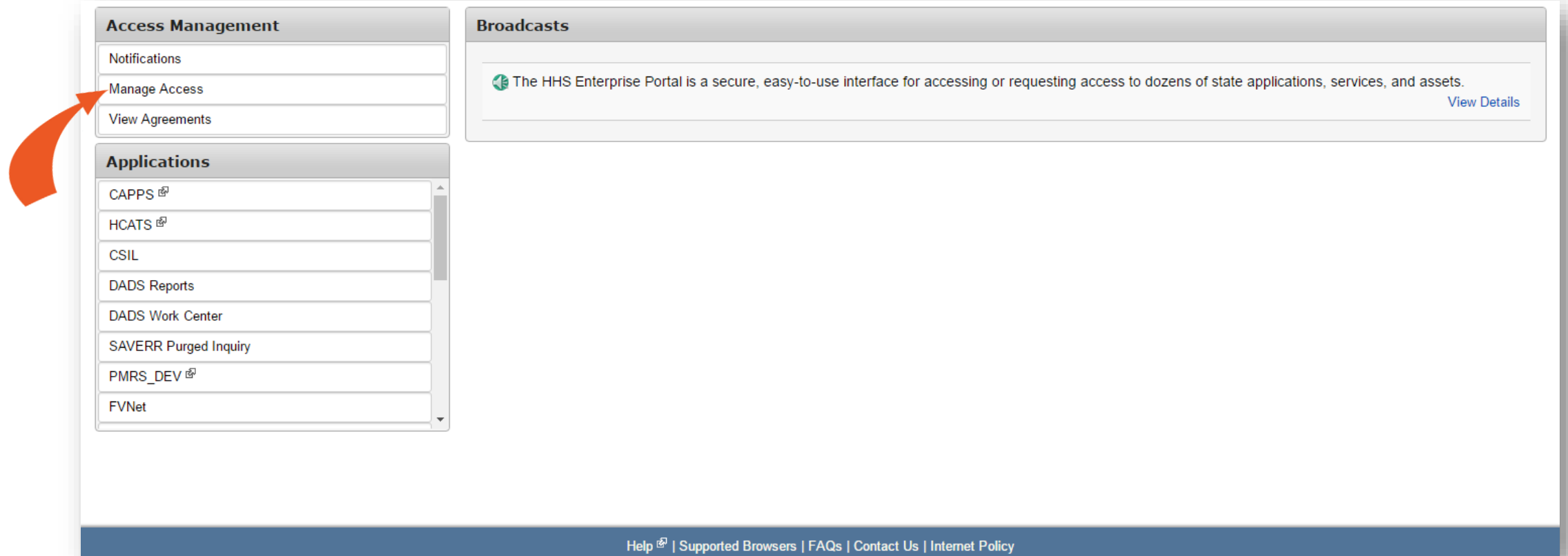
Confirm Response\*

Cancel

Next



Sign into the portal and click **Manage Access** under Access Management.



The screenshot displays the HHS Enterprise Portal interface. On the left, a sidebar contains two main sections: 'Access Management' and 'Applications'. Under 'Access Management', there are three links: 'Notifications', 'Manage Access', and 'View Agreements'. A large orange arrow points to the 'Manage Access' link. The 'Applications' section lists several applications: CAPPS, HCATS, CSIL, DADS Reports, DADS Work Center, SAVERR Purged Inquiry, PMRS\_DEV, and FVNet. On the right, a 'Broadcasts' section contains a message about the HHS Enterprise Portal and a 'View Details' link. At the bottom, a blue footer bar contains links for 'Help', 'Supported Browsers', 'FAQs', 'Contact Us', and 'Internet Policy'.

**Access Management**

- Notifications
- Manage Access**
- View Agreements

**Applications**

- CAPPS
- HCATS
- CSIL
- DADS Reports
- DADS Work Center
- SAVERR Purged Inquiry
- PMRS\_DEV
- FVNet

**Broadcasts**

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](#)

[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

Sign into the portal and click **Manage Staff** under Staff Management on the Main Menu.

**Access Management**

- Notifications
- Manage Access
- View Agreements

**Staff Management**

- Manage Staff

**Applications**

- Report Abuse patch
- Report Abuse dev1
- MIMS - Training
- MIMS - Test
- Report Abuse dev2
- LMS
- OAG
- SCOR

**Broadcasts**

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Sign into the portal and click **Manage Access** under Access Management on the Main Menu.



The screenshot displays the HHS Enterprise Portal main menu. On the left, the 'Access Management' section is expanded, showing a list of options: 'Notifications', 'Manage Access', and 'View Agreements'. A large orange arrow points to the 'Manage Access' option. Below this, the 'Applications' section is visible, listing various services such as 'CAPPS', 'HCATS', 'CSIL', 'DADS Reports', 'DADS Work Center', 'SAVERR Purged Inquiry', 'PMRS\_DEV', and 'FVNet'. On the right, the 'Broadcasts' section contains a message about the portal's security and a 'View Details' link. The footer of the page includes links for 'Help', 'Supported Browsers', 'FAQs', 'Contact Us', and 'Internet Policy'.

**Access Management**

- Notifications
- Manage Access
- View Agreements

**Applications**

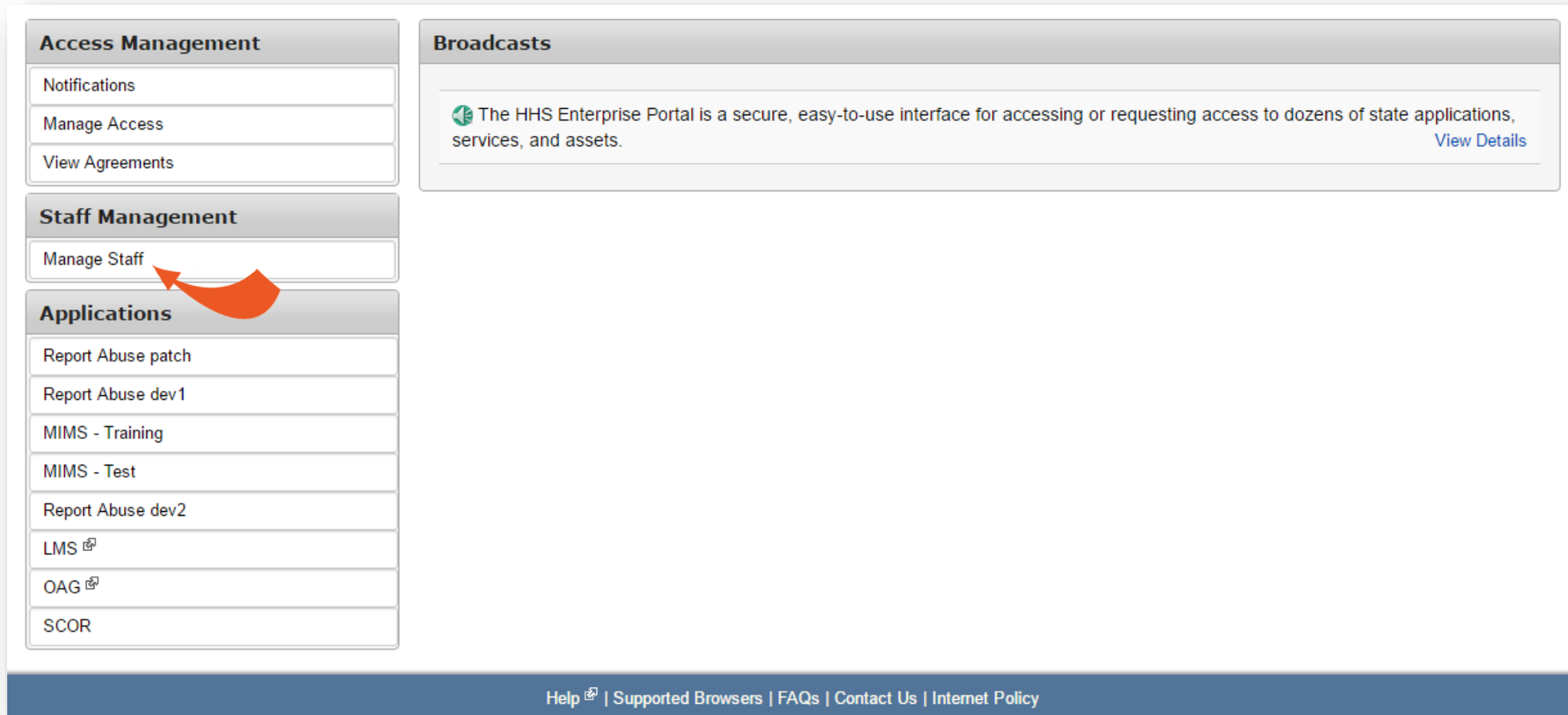
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[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

Sign into the portal and click **Manage Staff** under Staff Management on the Main Menu.



The screenshot displays the main menu of the HHS Enterprise Portal. It is organized into three primary sections on the left: 'Access Management', 'Staff Management', and 'Applications'. The 'Access Management' section includes links for 'Notifications', 'Manage Access', and 'View Agreements'. The 'Staff Management' section contains a link for 'Manage Staff', which is highlighted by a red curved arrow. The 'Applications' section lists various services: 'Report Abuse patch', 'Report Abuse dev1', 'MIMS - Training', 'MIMS - Test', 'Report Abuse dev2', 'LMS', 'OAG', and 'SCOR'. On the right side of the menu, there is a 'Broadcasts' section featuring a message about the portal's security and a 'View Details' link. At the bottom of the page, a dark blue footer bar contains links for 'Help', 'Supported Browsers', 'FAQs', 'Contact Us', and 'Internet Policy'.

Access Management
Notifications
Manage Access
View Agreements

Staff Management
Manage Staff

Applications
Report Abuse patch
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MIMS - Training
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Report Abuse dev2
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**Broadcasts**

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Help | Supported Browsers | FAQs | Contact Us | Internet Policy

Sign into the portal and click **Manage Staff** under Staff Management on the Main Menu.

The screenshot displays the HHS Enterprise Portal main menu. On the left, there are three main categories: 'Access Management', 'Staff Management', and 'Applications'. Under 'Access Management', there are links for 'Notifications', 'Manage Access', and 'View Agreements'. Under 'Staff Management', the 'Manage Staff' link is highlighted with a red arrow. Under 'Applications', there are links for 'Report Abuse patch', 'Report Abuse dev1', 'MIMS - Training', 'MIMS - Test', 'Report Abuse dev2', 'LMS', 'OAG', and 'SCOR'. On the right, there is a 'Broadcasts' section with a message about the HHS Enterprise Portal and a 'View Details' link. At the bottom, there is a blue footer bar with links for 'Help', 'Supported Browsers', 'FAQs', 'Contact Us', and 'Internet Policy'.

Access Management
Notifications
Manage Access
View Agreements

Staff Management
Manage Staff

Applications
Report Abuse patch
Report Abuse dev1
MIMS - Training
MIMS - Test
Report Abuse dev2
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OAG
SCOR

### Broadcasts

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Help | Supported Browsers | FAQs | Contact Us | Internet Policy





Click **Manage Access** in the row of the staff member you would like to request access for.

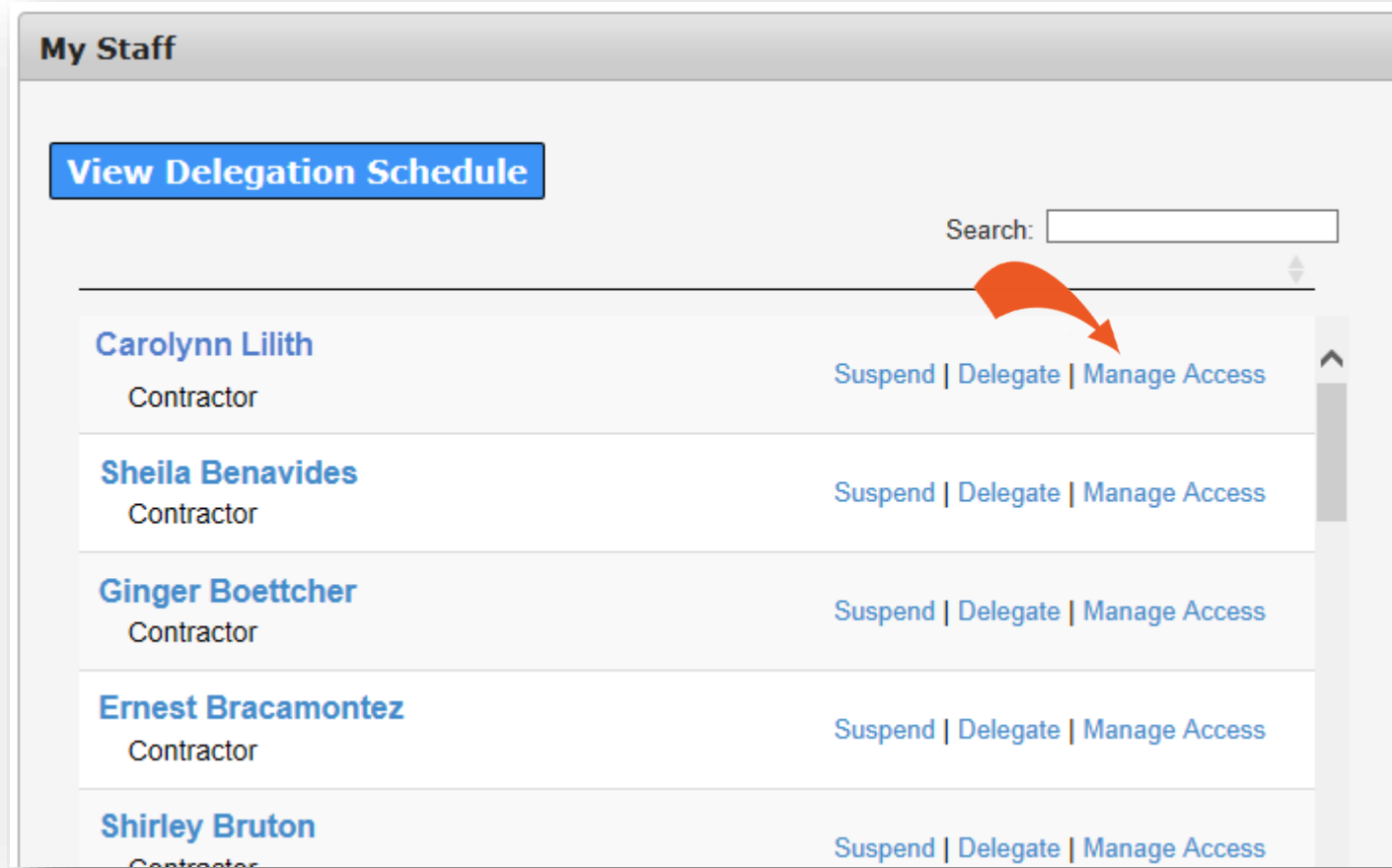
**My Staff**

[View Delegation Schedule](#)

Search:

<b>Carolynn Lilith</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>
<b>Sheila Benavides</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>
<b>Ginger Boettcher</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>
<b>Ernest Bracamontez</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>
<b>Shirley Bruton</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>

Click **Manage Access** in the row of the staff member you would like to request access for.



**My Staff**

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<b>Ginger Boettcher</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>
<b>Ernest Bracamontez</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>
<b>Shirley Bruton</b> Contractor	<a href="#">Suspend</a>   <a href="#">Delegate</a>   <a href="#">Manage Access</a>



Click **Add/Modify Access** at the top of the screen.

**User Summary: Carolynn Lilith**

[Add/Modify Access](#)

Item Name	Last Updated	Username	Last Reviewed	Status	Action
Enterprise Account	06/03/2015	clilith		Active	
ITIM Account		clilith		Active	

Agreements	Version #	Last Signed
<a href="#">Enterprise Computer Use Agreement (CUA)</a>	0214	06/03/2015 03:46 PM

[Back](#)

[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)



Click **Add/Modify Access** at the top of the screen.

**User Summary: Carolynn Lilith**

[Add/Modify Access](#)

Item Name	Last Updated	Username	Last Reviewed	Status	Action
Enterprise Account	06/03/2015	clilith		Active	
ITIM Account		clilith		Active	

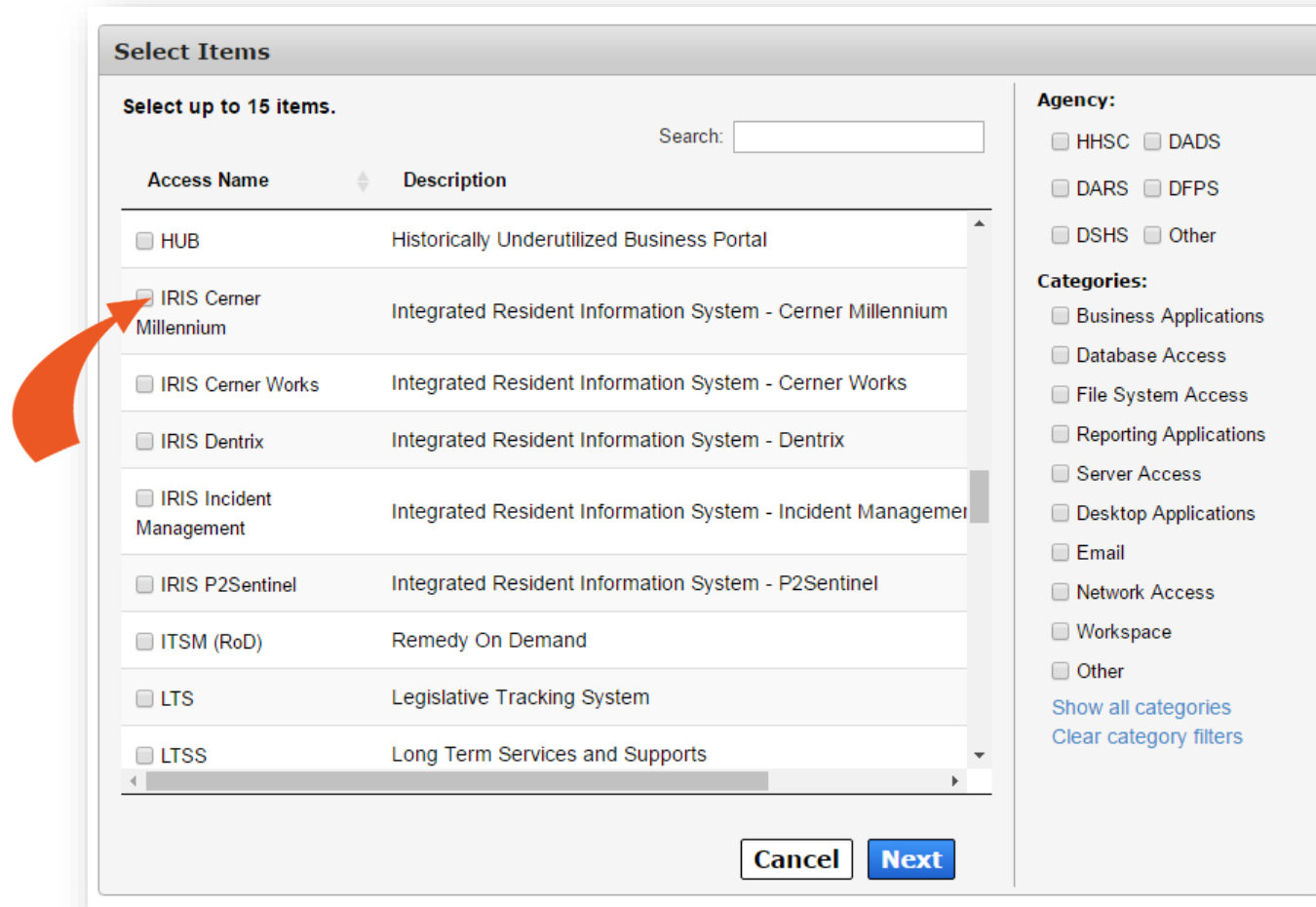
Agreements	Version #	Last Signed
<a href="#">Enterprise Computer Use Agreement (CUA)</a>	0214	06/03/2015 03:46 PM

Back

Help | Supported Browsers | FAQs | Contact Us | Internet Policy



Use the scroll bar or search functions to find the IRIS application of your choice. Click the box beside it to add it to your cart.



**Select Items**

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrax	Integrated Resident Information System - Dentrax
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

**Agency:**

☐ HHSC ☐ DADS  
☐ DARS ☐ DFPS  
☐ DSHS ☐ Other

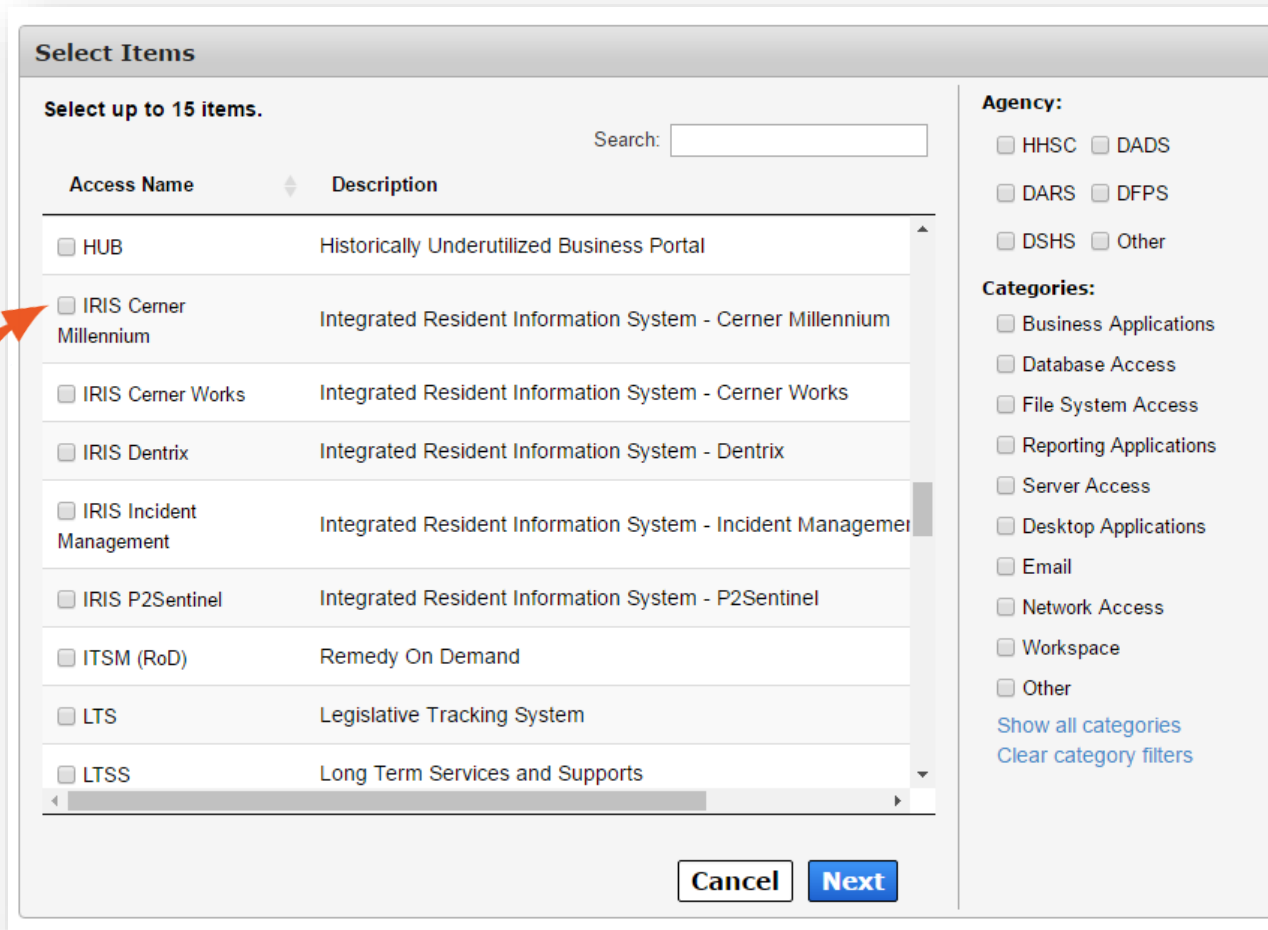
**Categories:**

☐ Business Applications  
☐ Database Access  
☐ File System Access  
☐ Reporting Applications  
☐ Server Access  
☐ Desktop Applications  
☐ Email  
☐ Network Access  
☐ Workspace  
☐ Other

[Show all categories](#)  
[Clear category filters](#)



Use the scroll bar or search functions to find the IRIS application of your choice. Click the box beside it to add it to your cart.



**Select Items**

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrix	Integrated Resident Information System - Dentrix
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

**Agency:**

☐ HHSC ☐ DADS  
☐ DARS ☐ DFPS  
☐ DSHS ☐ Other

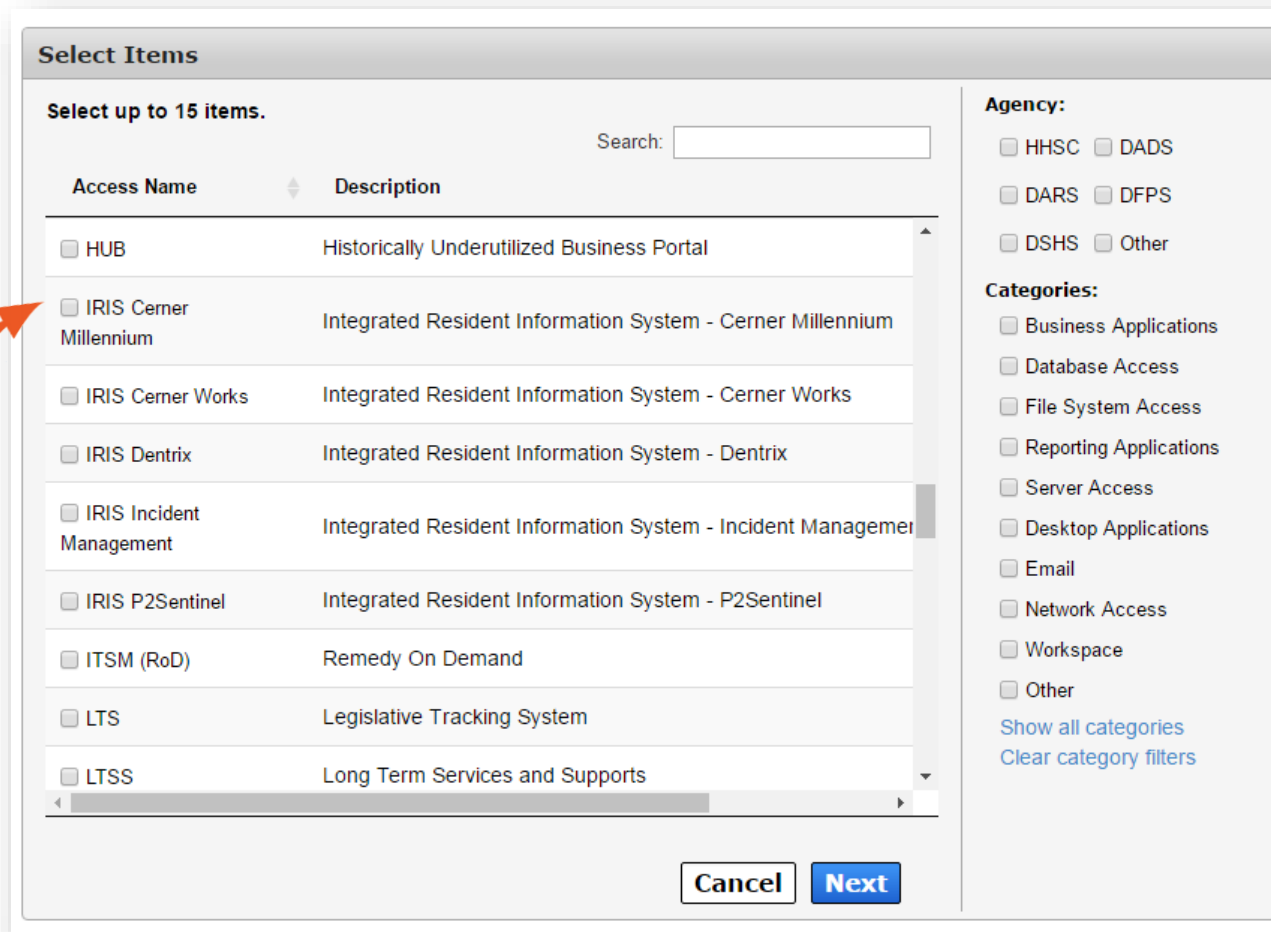
**Categories:**

☐ Business Applications  
☐ Database Access  
☐ File System Access  
☐ Reporting Applications  
☐ Server Access  
☐ Desktop Applications  
☐ Email  
☐ Network Access  
☐ Workspace  
☐ Other

[Show all categories](#)  
[Clear category filters](#)



Use the scroll bar or search functions to find the IRIS application of your choice. Click the box beside it to add it to your cart.



**Select Items**

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrax	Integrated Resident Information System - Dentrax
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

**Agency:**

☐ HHSC ☐ DADS  
☐ DARS ☐ DFPS  
☐ DSHS ☐ Other

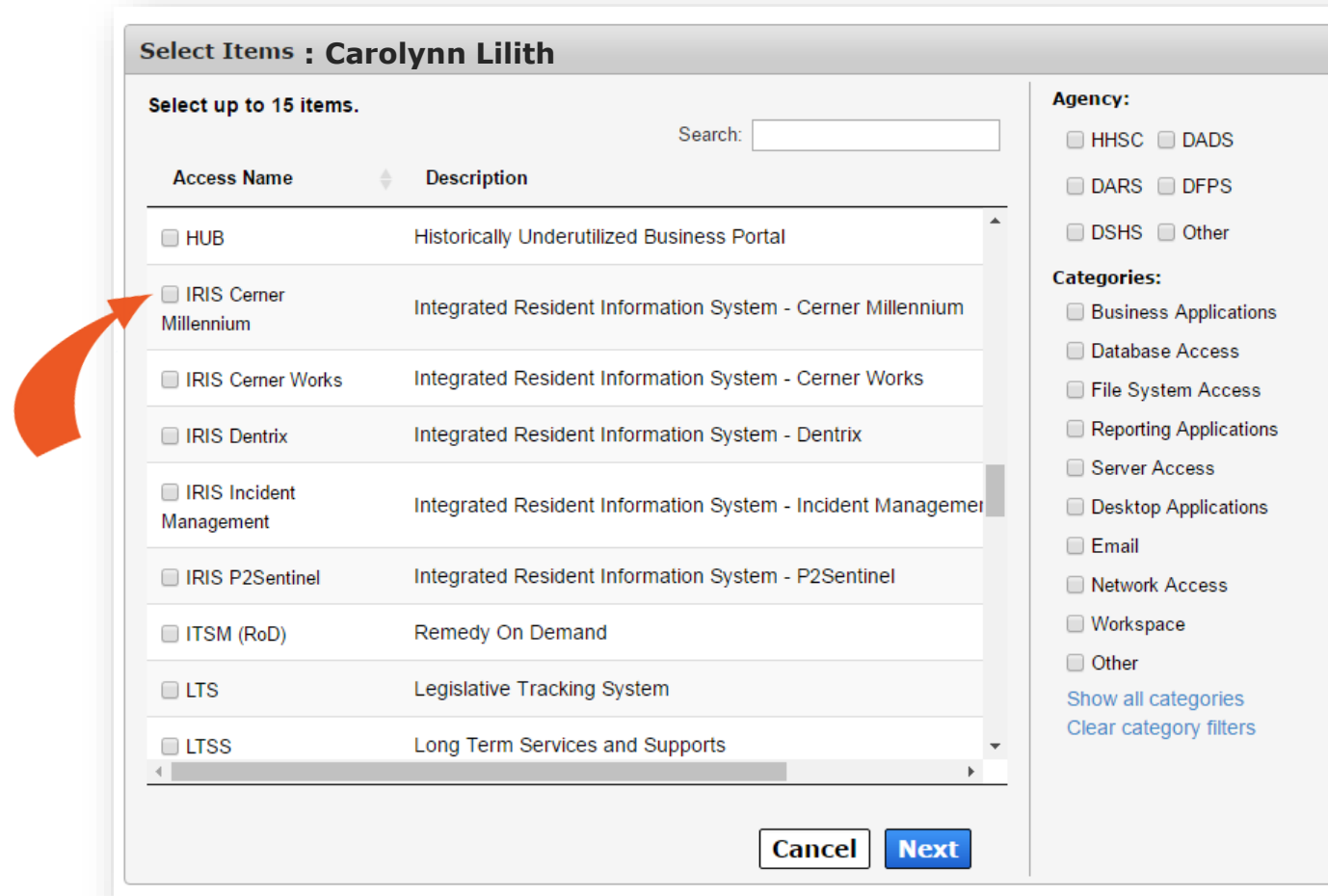
**Categories:**

☐ Business Applications  
☐ Database Access  
☐ File System Access  
☐ Reporting Applications  
☐ Server Access  
☐ Desktop Applications  
☐ Email  
☐ Network Access  
☐ Workspace  
☐ Other

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[Clear category filters](#)



Use the scroll bar or search functions to find the IRIS application of your choice. Click the box beside it to add it to your cart.



**Select Items : Carolynn Lilith**

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrax	Integrated Resident Information System - Dentrax
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

**Agency:**

☐ HHSC ☐ DADS  
☐ DARS ☐ DFPS  
☐ DSHS ☐ Other

**Categories:**

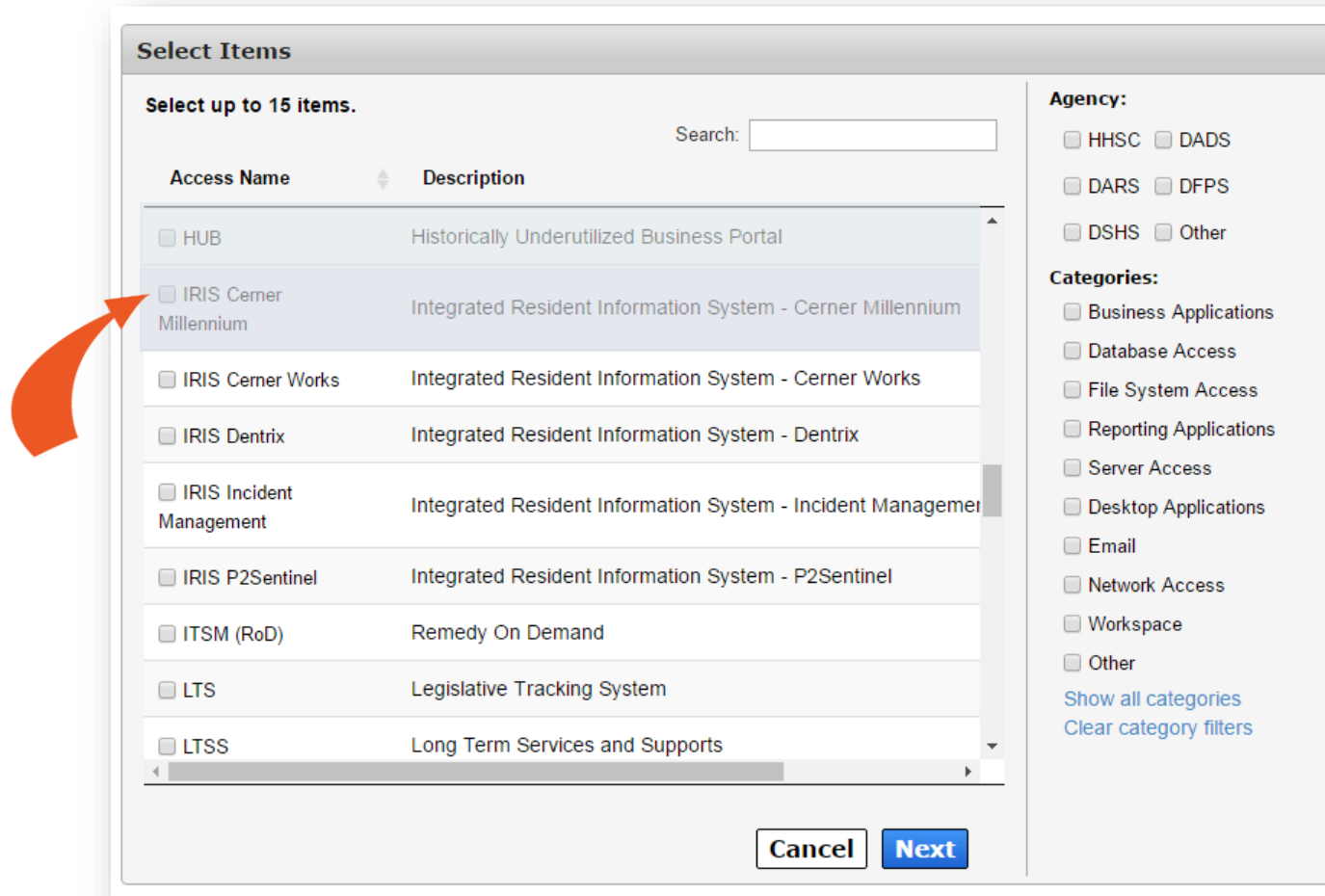
☐ Business Applications  
☐ Database Access  
☐ File System Access  
☐ Reporting Applications  
☐ Server Access  
☐ Desktop Applications  
☐ Email  
☐ Network Access  
☐ Workspace  
☐ Other

[Show all categories](#)  
[Clear category filters](#)





Existing accounts are displayed at the top of the list in shaded rows. Click on the box beside the account to add it to your cart.



**Select Items**

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrax	Integrated Resident Information System - Dentrax
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

**Agency:**

☐ HHSC ☐ DADS  
☐ DARS ☐ DFPS  
☐ DSHS ☐ Other

**Categories:**

☐ Business Applications  
☐ Database Access  
☐ File System Access  
☐ Reporting Applications  
☐ Server Access  
☐ Desktop Applications  
☐ Email  
☐ Network Access  
☐ Workspace  
☐ Other

[Show all categories](#)  
[Clear category filters](#)



Select **Next** after you have made your selection.

Select Items

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input checked="" type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrix	Integrated Resident Information System - Dentrix
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

Cancel

Next

Agency:

☐ HHSC ☐ DADS

☐ DARS ☐ DFPS

☐ DSHS ☐ Other

Categories:

☐ Business Applications

☐ Database Access

☐ File System Access

☐ Reporting Applications

☐ Server Access

☐ Desktop Applications

☐ Email

☐ Network Access

☐ Workspace

☐ Other

[Show all categories](#)

[Clear category filters](#)

Selected Items

1. IRIS Cerner Millennium

Select **Next** after you have made your selection.

Select Items

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input checked="" type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrix	Integrated Resident Information System - Dentrix
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

Cancel

Next

Agency:

☐ HHSC ☐ DADS

☐ DARS ☐ DFPS

☐ DSHS ☐ Other

Categories:

☐ Business Applications

☐ Database Access

☐ File System Access

☐ Reporting Applications

☐ Server Access

☐ Desktop Applications

☐ Email

☐ Network Access

☐ Workspace

☐ Other

[Show all categories](#)

[Clear category filters](#)

Selected Items

1. IRIS Cerner Millennium

Select **Next** after you have made your selection.

Select Items

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input checked="" type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrix	Integrated Resident Information System - Dentrix
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

Cancel

Next

Agency:

☐ HHSC ☐ DADS

☐ DARS ☐ DFPS

☐ DSHS ☐ Other

Categories:

☐ Business Applications

☐ Database Access

☐ File System Access

☐ Reporting Applications

☐ Server Access

☐ Desktop Applications

☐ Email

☐ Network Access

☐ Workspace

☐ Other

[Show all categories](#)

[Clear category filters](#)

Selected Items

1. IRIS Cerner Millennium

Select **Next** after you have made your selection.

Select Items

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input checked="" type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrix	Integrated Resident Information System - Dentrix
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

Cancel

Next

Agency:

☐ HHSC ☐ DADS

☐ DARS ☐ DFPS

☐ DSHS ☐ Other

Categories:

☐ Business Applications

☐ Database Access

☐ File System Access

☐ Reporting Applications

☐ Server Access

☐ Desktop Applications

☐ Email

☐ Network Access

☐ Workspace

☐ Other

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Selected Items

1. IRIS Cerner Millennium

Select **Next** after you have made your selection.

Select Items : Carolynn Lilith

Select up to 15 items.

Search:

Access Name	Description
<input type="checkbox"/> HUB	Historically Underutilized Business Portal
<input checked="" type="checkbox"/> IRIS Cerner Millennium	Integrated Resident Information System - Cerner Millennium
<input type="checkbox"/> IRIS Cerner Works	Integrated Resident Information System - Cerner Works
<input type="checkbox"/> IRIS Dentrix	Integrated Resident Information System - Dentrix
<input type="checkbox"/> IRIS Incident Management	Integrated Resident Information System - Incident Management
<input type="checkbox"/> IRIS P2Sentinel	Integrated Resident Information System - P2Sentinel
<input type="checkbox"/> ITSM (RoD)	Remedy On Demand
<input type="checkbox"/> LTS	Legislative Tracking System
<input type="checkbox"/> LTSS	Long Term Services and Supports

Cancel

Next

Agency:

☐ HHSC ☐ DADS

☐ DARS ☐ DFPS

☐ DSHS ☐ Other

Categories:

☐ Business Applications

☐ Database Access

☐ File System Access

☐ Reporting Applications

☐ Server Access

☐ Desktop Applications

☐ Email

☐ Network Access

☐ Workspace

☐ Other

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Selected Items

1. IRIS Cerner Millennium

## Select Information Required.

**Review Order**

Empty Cart

Item Name	Request Type	Submitted For	Status	
IRIS Cerner Millennium	New Access	Carolynn Lilith	 Information Required	

Return To List



Submit Order



# Select Information Required.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status	
IRIS Cerner Millennium	New Access	Carolynn Lilith	 Information Required	

Return To List

Submit Order







## Select Information Required.

**Review Order**

Empty Cart

Item Name	Request Type	Submitted For	Status	
IRIS Cerner Millennium	New Access	Carolynn Lilith	 Information Required	

Return To List



Submit Order



# Select Information Required.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status		
IRIS Cerner Millennium	New Access	Carolynn Lilith	 Information Required		

Return To List



Submit Order



## Select Information Required.

**Review Order**

Empty Cart

Item Name ▲	Request Type ▲	Submitted For ▲	Status ▲	
IRIS Cerner Millennium	Modify Access	Carolynn Lilith	 Information Required	

Return To List

Submit Order



Select **Remove Access** and click **Next**.

**Provide Information**

☐ Modify Existing Access  
☐ Suspend Access  
☒ Remove Access

[Return to Cart](#) [Next](#)



Choose to remove user's access on today's date, or on a future date.

**Provide Information**

Select a date for access removal.

☐ Today's Date

☒ Select Date



Choose the access details. The screen will change depending on the type of selections you select.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) \*  

Select One ▼

Provider NPI

Comments *(Maximum character length is 250)*

Select SSLC \*  

Select One ▼

Provider DEA Registration Number

Back

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Choose the access details. The screen will change depending on your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) \*  

Select One ▼

Select SSLC \*  

Select One ▼

Provider NPI

Provider DEA Registration Number

Comments *(Maximum character length is 250)*

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Choose the access details. The screen will change depending on your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) \*  

Select One ▼

Select SSLC \*  

Select One ▼

Provider NPI

Provider DEA Registration Number

Comments *(Maximum character length is 250)*

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Choose the access details. The screen will change depending on your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) \*  

Select One ▼

Provider NPI

Comments *(Maximum character length is 250)*

Select SSLC \*  

Select One ▼

Provider DEA Registration Number

Back

Next

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Select **Next** after you have finished making your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) *	Select SSLC *
<input type="text" value="Physician - Primary Care"/>	<input type="text" value="AB_Abilene State Supported Living Center"/>
Provider NPI	Provider DEA Registration Number
<input type="text" value="1245319599"/>	<input type="text" value="AB1234567"/>

Comments *(Maximum character length is 250)*

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Select **Next** after you have finished making your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) *	Select SSLC *
<input type="text" value="Physician - Primary Care"/>	<input type="text" value="AB_Abilene State Supported Living Center"/>
Provider NPI	Provider DEA Registration Number
<input type="text" value="1245319599"/>	<input type="text" value="AB1234567"/>

Comments *(Maximum character length is 250)*

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Select **Next** after you have finished making your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) *	Select SSLC *
<input type="text" value="Physician - Primary Care"/>	<input type="text" value="AB_Abilene State Supported Living Center"/>
Provider NPI	Provider DEA Registration Number
<input type="text" value="1245319599"/>	<input type="text" value="AB1234567"/>

Comments *(Maximum character length is 250)*

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Select **Next** after you have finished making your selections.

**Provide Information: Integrated Resident Information System - Cerner Millennium (IRIS Cerner Millennium)**

**Complete the following information before submitting your request:**

Cerner Position(s) *	Select SSLC *
<input type="text" value="Physician - Primary Care"/>	<input type="text" value="AB_Abilene State Supported Living Center"/>
Provider NPI	Provider DEA Registration Number
<input type="text" value="1245319599"/>	<input type="text" value="AB1234567"/>

Comments *(Maximum character length is 250)*

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Read the confirmation message and check the box beside it.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status			
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>		

☐ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Read the confirmation message and check the box beside it.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status		
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>	

☐ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Read the confirmation message and check the box beside it.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status		
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>	

☐ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Read the confirmation message and check the box beside it.

**Review Order**

[Empty Cart](#)

Item Name	Request Type	Submitted For	Status		
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>	

☐ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Read the confirmation message and check the box beside it.

**Review Order**

[Empty Cart](#)

Item Name	Request Type	Submitted For	Status			
IRIS Cerner Millennium	New Access	Modify Access in Lilith		<a href="#">Edit</a>		

☐ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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# Select Submit Order.

**Review Order**

Empty Cart

Item Name	Request Type	Submitted For	Status			
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>		

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Select **Submit Order**.

**Review Order**

Empty Cart

Item Name	Request Type	Submitted For	Status		
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>	

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Submit Order

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Select **Submit Order**.

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status			
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>		

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

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Submit Order

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# Select Submit Order

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status			
IRIS Cerner Millennium	New Access	Carolynn Lilith		<a href="#">Edit</a>		

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

Return To List

Submit Order

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# Select Submit Order

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status	
IRIS Cerner Millennium	New Access	Modify Access   Lilith		<a href="#">Edit</a>

☒ I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

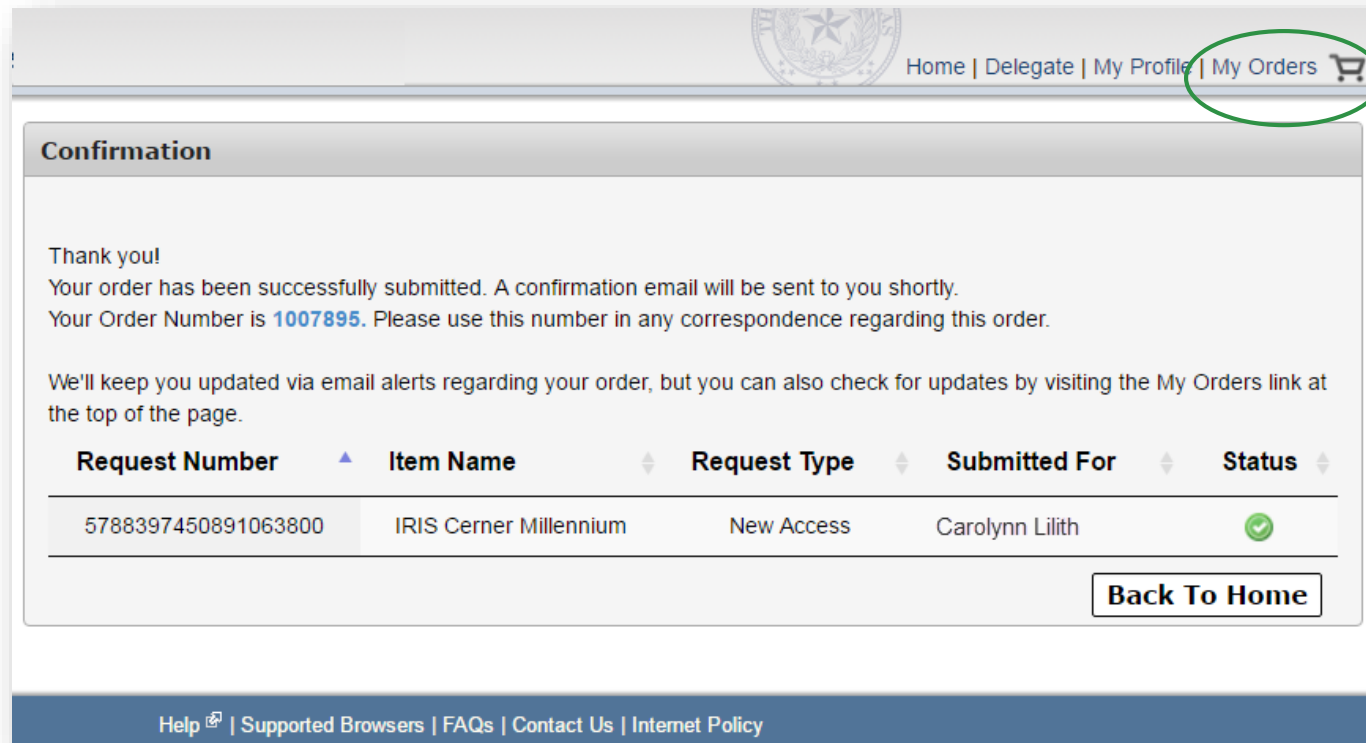
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You will receive a confirmation message containing your order and reference number. To stay updated with the status of the request, click **My Orders** at the top of the screen.




Home | Delegate | My Profile | **My Orders** 

### Confirmation

Thank you!  
Your order has been successfully submitted. A confirmation email will be sent to you shortly.  
Your Order Number is **1007895**. Please use this number in any correspondence regarding this order.

We'll keep you updated via email alerts regarding your order, but you can also check for updates by visiting the My Orders link at the top of the page.

Request Number	Item Name	Request Type	Submitted For	Status
5788397450891063800	IRIS Cerner Millennium	New Access	Carolynn Lilith	

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OK



If your access to IRIS is not granted after it is approved...

Contact the Help Desk at:

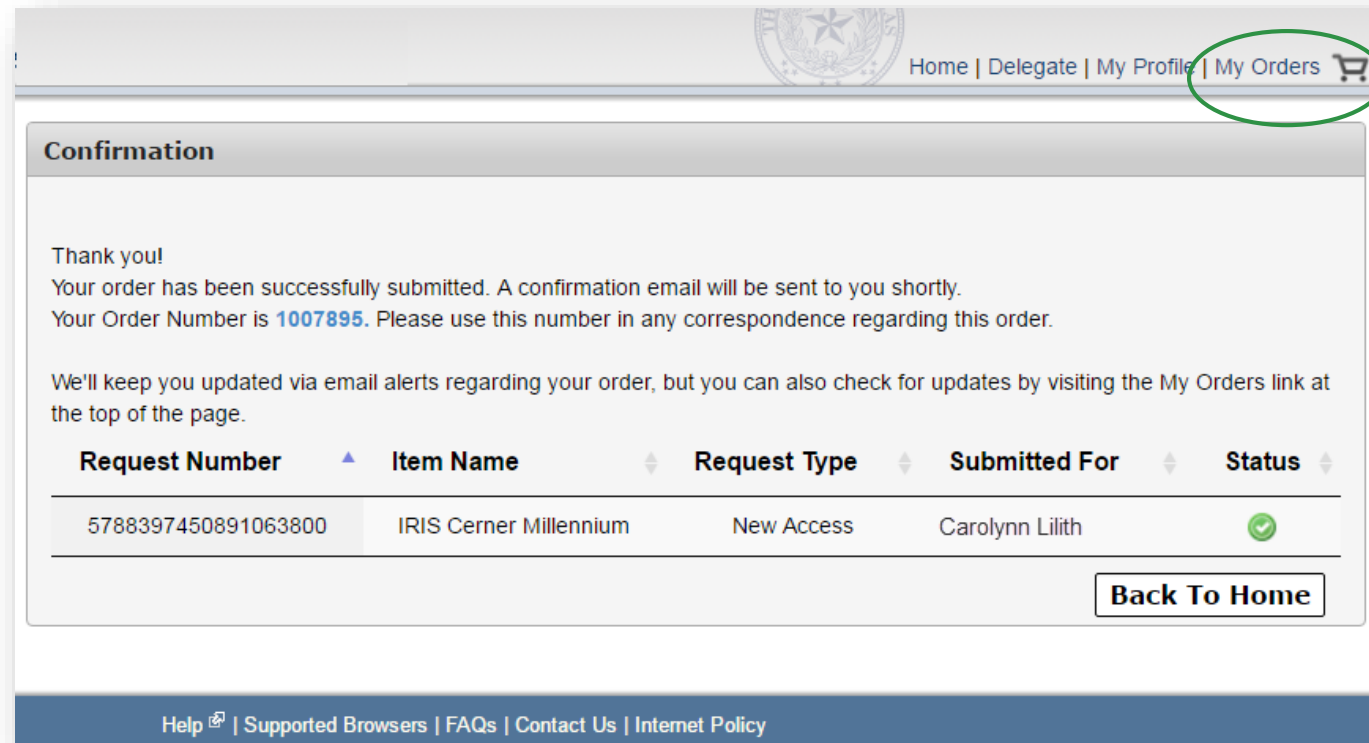
Phone: 512-438-4720

Toll Free: 1-800-435-7181 TDD 711

Email: [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us)



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Request Number	Item Name	Request Type	Submitted For	Status
5788397450891063800	IRIS Cerner Millennium	New Access	Carolynn Lilith	✓

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OK

If your access to IRIS is not granted after it is approved...

Contact the Help Desk at:

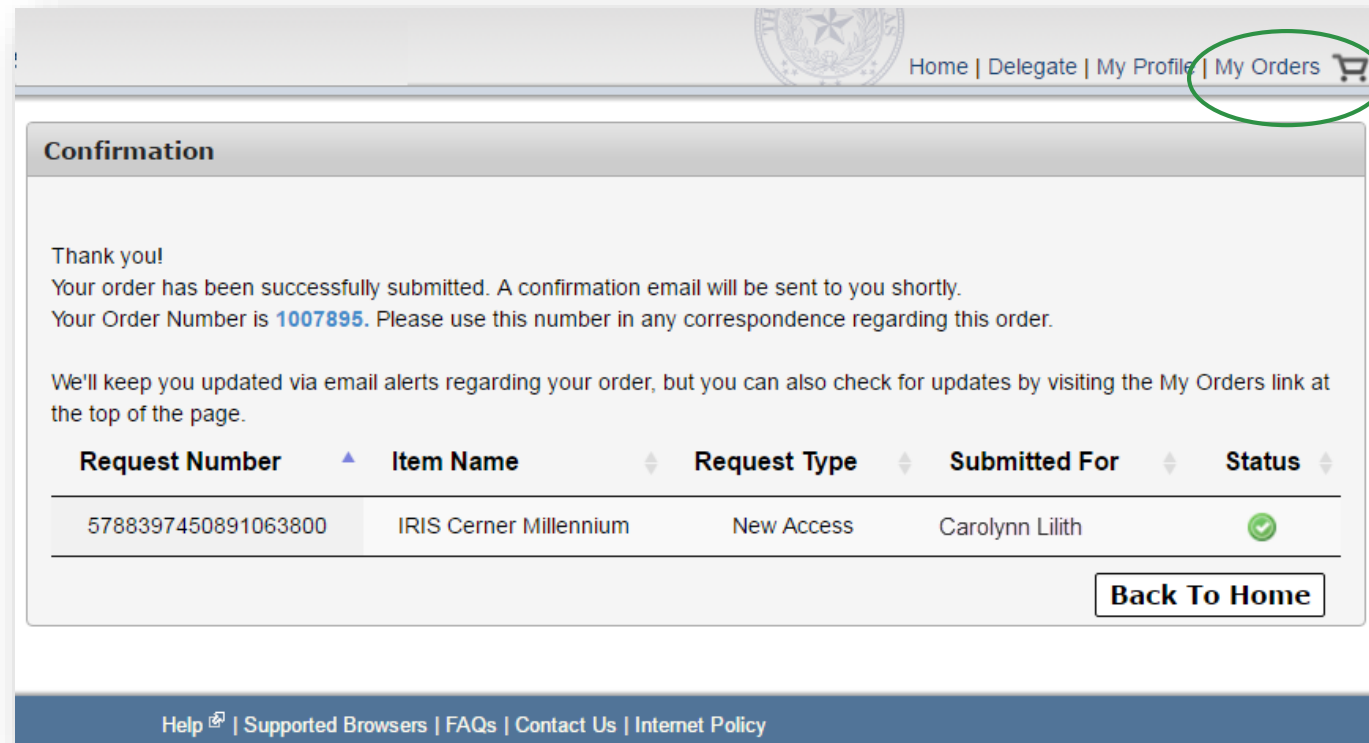
Phone: 512-438-4720


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Request Number	Item Name	Request Type	Submitted For	Status
5788397450891063800	IRIS Cerner Millennium	New Access	Carolynn Lilith	

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OK



If your access to IRIS is not granted after it is approved...

Contact the Help Desk at:

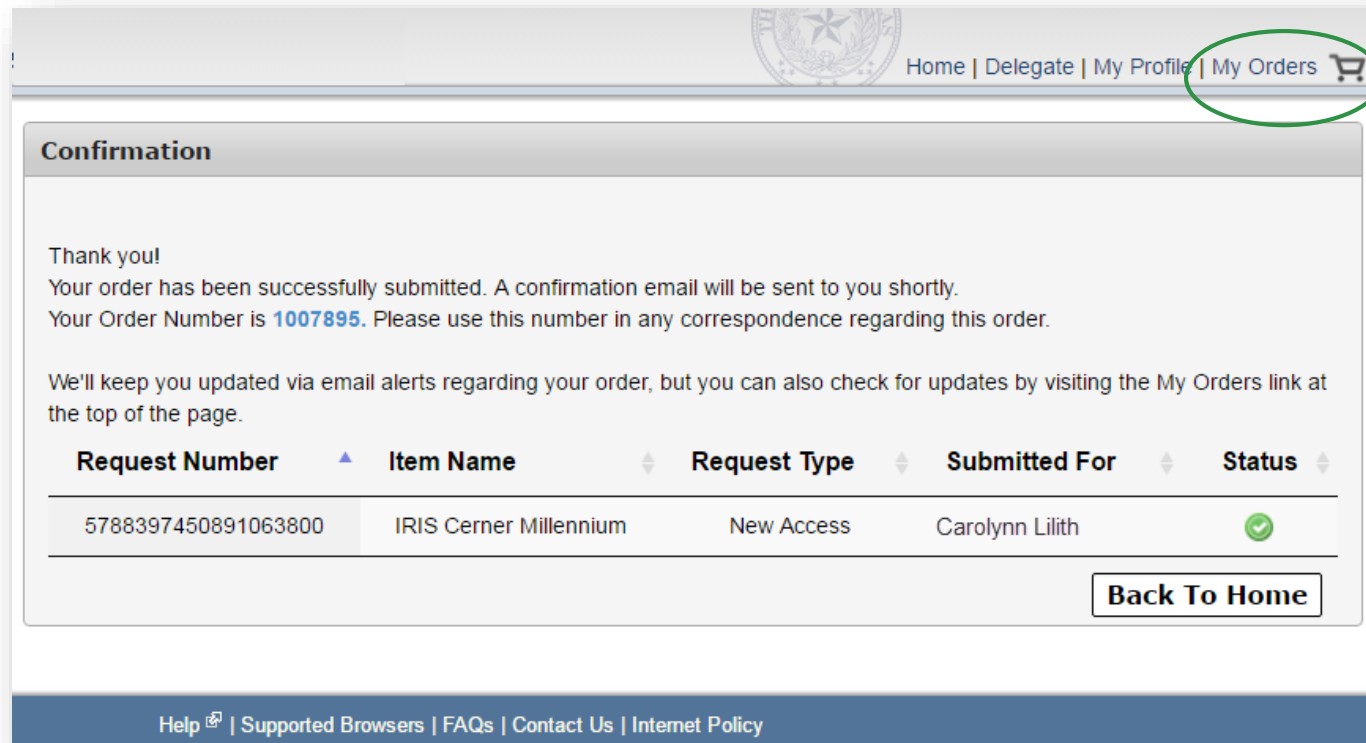
Phone: 512-438-4720


Toll Free: 1-800-435-7181 TDD 711

Email: [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us)



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Request Number	Item Name	Request Type	Submitted For	Status
5788397450891063800	IRIS Cerner Millennium	New Access	Carolynn Lilith	

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OK



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Contact the Help Desk at:

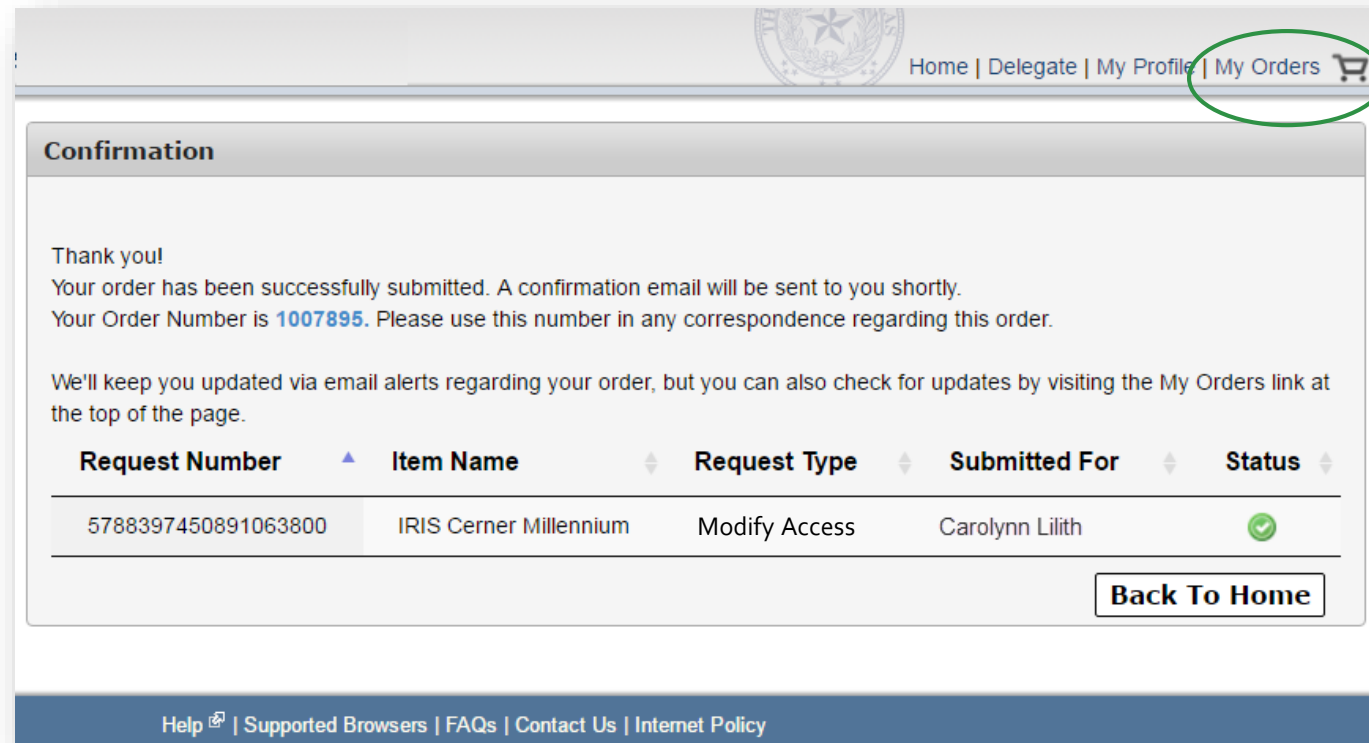
Phone: 512-438-4720


Toll Free: 1-800-435-7181 TDD 711

Email: [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us)



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Home | Delegate | My Profile | **My Orders** 

### Confirmation

Thank you!  
Your order has been successfully submitted. A confirmation email will be sent to you shortly.  
Your Order Number is **1007895**. Please use this number in any correspondence regarding this order.

We'll keep you updated via email alerts regarding your order, but you can also check for updates by visiting the My Orders link at the top of the page.

Request Number	Item Name	Request Type	Submitted For	Status
5788397450891063800	IRIS Cerner Millennium	Modify Access	Carolynn Lilith	

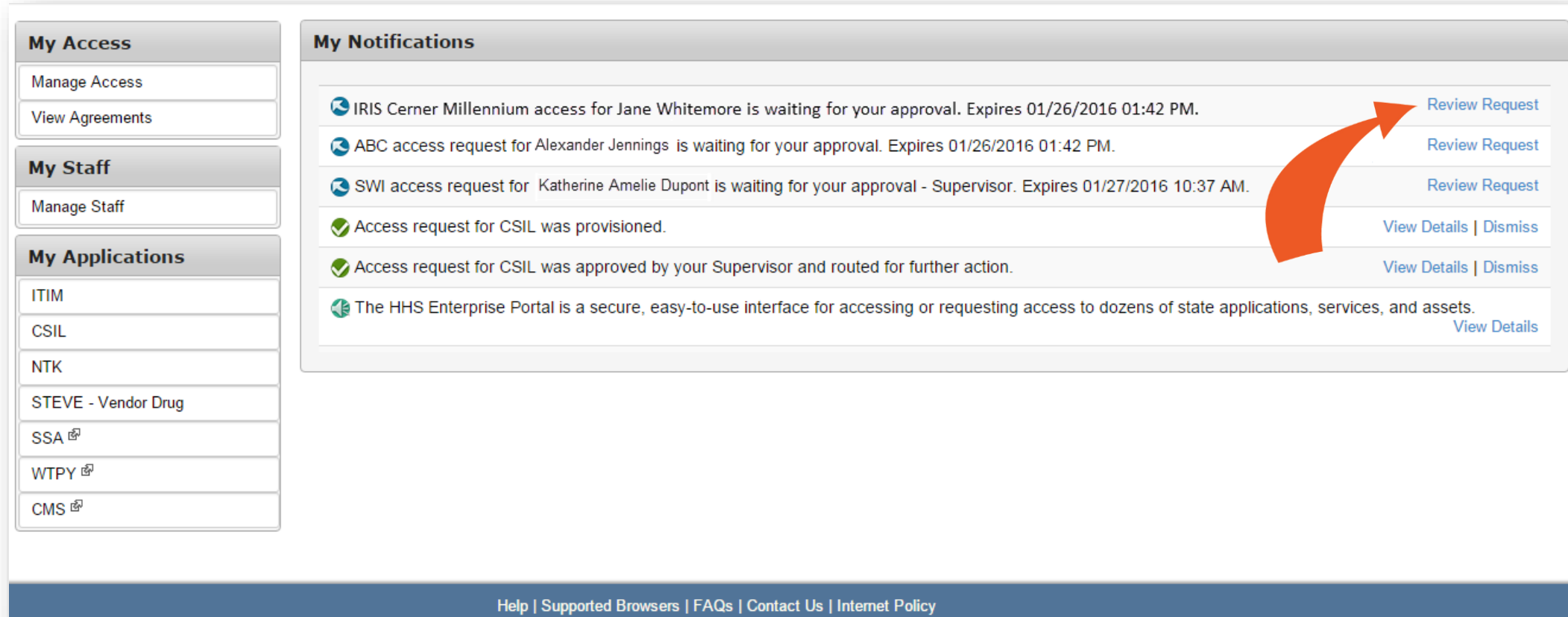
[Back To Home](#)

[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

OK



When an access request is up for review, you will receive an email, and a notification will be posted on the your Home page. Click “Review Request” on the notification.






**My Access**

- Manage Access
- View Agreements







**My Staff**

- Manage Staff

**My Applications**

- ITIM
- CSIL
- NTK
- STEVE - Vendor Drug
- SSA 
- WTPY 
- CMS 

**My Notifications**

-  IRIS Cerner Millennium access for Jane Whitmore is waiting for your approval. Expires 01/26/2016 01:42 PM. [Review Request](#)
-  ABC access request for Alexander Jennings is waiting for your approval. Expires 01/26/2016 01:42 PM. [Review Request](#)
-  SWI access request for Katherine Amelie Dupont is waiting for your approval - Supervisor. Expires 01/27/2016 10:37 AM. [Review Request](#)
-  Access request for CSIL was provisioned. [View Details](#) | [Dismiss](#)
-  Access request for CSIL was approved by your Supervisor 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](#)

[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

Review the request details. You can make adjustments to the access if needed. Select **Deny** to deny the request. Select **Approve** to approve the request.

Review Request

Request# 7456234908234-285

System: IRIS Cerner Millennium

Requested By: Jane Whitmore

Requested For: Jane Whitmore

Request Date: 01/22/2016

Request Type: New Access

Cerner Position(s)

Physician - Primary Care

SSLC

AB\_Abilene State Supported Living Center

Provider NPI

1245319599

Provider DEA Registration Number

AB1234567

Comments (Maximum character length is 250)

History

01/22/2016 10:37:09: Jane Whitmore

Back

Deny

Approve



After you select one of the options, an Add Details pop-up window will open. You are only required to add details if you are denying the request. Select **OK** to complete the request.

The screenshot shows a 'Review Request' window with a pop-up titled 'Add Details'. The main window contains the following information:

- Request#** 7456234908234-285
- System:** IRIS Cerner Millennium
- Requested By:** Jane Whitmore
- Requested For:** Jane Whitmore
- Request Date:** 01/22/2016
- Request Type:** New Access
- Cerner Position(s):** Physician - Primary Care
- Provider NPI:** 1245319599
- Comments** (Maximum character length is 250)
- History:** 01/22/2016 10:37:09: Jane Whitmore

The 'Add Details' pop-up window contains:


- Notes** (\*Required only if you deny the request)
- A text area for notes with a maximum character length of 500.
- Close** and **OK** buttons.

An orange arrow points from the 'OK' button in the 'Add Details' pop-up to the 'Approve' button in the main window. At the bottom of the main window are **Back**, **Deny**, and **Approve** buttons.

## System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

### Broadcast Message(s):

 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](#)

Navigate to the HHS Enterprise Portal and click here

### Sign In

Username

Password

**Sign In**

[Forgot Username?](#)

[Forgot Password?](#)

New to the portal?

**REGISTER** 

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

## Provide Employee Details for Signing AUA

Employee ID (11 digits) \*

SSN \*

 -  - 

Date of Birth (mm/dd/yyyy) \*



Click the tool tip for additional information

**Back**

**Submit**

## Provide Employee Details for Signing AUA

Employee ID (11 digits)

SSN \*

 -  - 

Date of Birth (mm/dd/yyyy)

## Signing the AUA

### What is Acceptable Use Agreement?

The AUA (formerly known as the Computer Use Agreement or CUA) outlines your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS agency sensitive information, and HHS Information Resources. This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. By reading and signing the agreement, you acknowledge that you have read the conditions and agree to its terms.

### What is my Employee ID?

The 11-digit number assigned to you when you were hired. Contact your Supervisor to retrieve your ID if you do not know it.

### Why must I provide SSN and DOB information?

Your SSN and DOB confirms your identity. It will not be stored in the system after it is entered.

*click to close the tool tip*

**Back**

**Submit**

## Provide Employee Details for Signing AUA

Employee ID (11 digits) \*

SSN \*

 -  - 

Date of Birth (mm/dd/yyyy) \*

**Submit**

After you enter your Employee ID, SSN, and  
Date of Birth, select "Submit"

Do you have an up-to-date AUA already on file?

yes

no





## Acceptable Use Agreement

Please review the User Agreement. You must agree to its terms before you can continue.

### Health and Human Services Acceptable Use Agreement (AUA)

(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

#### Purpose


The purpose of this document is to inform you of your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS Agency sensitive information, and HHS Information Resources.[1] This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge your understanding, acceptance, and compliance of HHS's Information Resource Acceptable Use provisions. This agreement applies to all persons using HHS Information Resources and/or using, disclosing, creating, transmitting, or maintaining HHS Confidential Information or HHS Agency sensitive information, whether employed by an HHS Agency or not, and is based on policy delineated in the HHS Enterprise Information Security Policy (EIS-Policy), and the HHS Enterprise Information Security Acceptable Use Policy (EIS-AUP). Users are further informed of their responsibilities regarding the use of HHS Information Resources when taking the required annual HHS Enterprise Information Security Acceptable Use Training.

I understand and hereby agree to comply with the following Information Resource Acceptable Use provisions:

#### Authorized Use

- Information Resources are intended to be used in support of official state-approved business.
- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.
- Proper authorization is required for access to all information owned by HHS Agencies, except for information that is maintained for public access.
- I will not attempt to access or alter any information that I am not authorized to work with in the performance of my job duties.
- I will not enter any unauthorized information, make any unauthorized changes to information, or disclose any information with unauthorized personnel.
- Information Resource, allowing another party unauthorized access to, or maliciously causing a computer malfunction are violations of this policy.

☐ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to

Provide an electronic signature by entering your first and last name  :

First Name

Last Name

Read the agreement and scroll to the end to enable the confirmation box.

Cancel

Submit

## Acceptable Use Agreement

Please review the User Agreement. You must agree to its terms before you can continue.

For the purpose of this document, "HHS", "HHS Agency", or "HHS Agencies" include the Health and Human Services Commission, Department of Aging and Disability Services, Department of Family and Protective Services, Department of State Health Services, Department of Assistive and Rehabilitative Services, and/or any successor agency or component part thereof. Definitions can be found in the HHS Enterprise Information Security Definitions (<http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>), HHS Privacy Policies and Procedures and the HHS Human Resources Manual (<http://hhscx.hhsc.state.tx.us/hr/HRM/contents.htm>).

[1] As defined in HHS EIS-Definitions document:

Section 2054.003(7), Texas Government Code.

Information resources "means the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors."

And as defined in [44 U.S.C., Sec. 3502], NIST SP 800-53 rev 4.

Information and related resources, such as personnel, equipment, funds, and information technology.


[2] HHS security policy, standards, and controls can be found at

<http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>

[3] <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>

[4] <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>

☒ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name  :

First Name

Last Name

Click here after you check the  
confirmation box and enter your name.

Submit

### Acceptable Use Agreement

A signed copy of the AUA is already on file for you, and is currently up to date. The agreement was signed on 08/18/2016 12:26 PM.  
For security purposes, please click the button below to exit your session.

[Acceptable Use Agreement \(AUA\)](#)

**Click here to Exit**

OK



# Lesson Complete

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What would you like to do next?

- [Return to List of Topics](#)
- [Return to Home](#)
- [Go to Contact Info](#)

If you are locked out of your account or experiencing other issues...

Contact the Help Desk at:

Phone: 512-438-4720

Toll Free: 1-800-435-7181 TDD 711

Email: [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us)

