



HHS Enterprise Portal Application Access

Identity and Access Management

October 2020



TEXAS
Health and Human
Services

The HHS Enterprise Portal is the secure, easy to use site that allows you to access or request new/modified access to multiple state application from just one location! The HHS Enterprise Portal is available 24 hours a day, 7 days a week from any computer, tablet, or smartphone.

The *HHS Enterprise Portal Application Access Guide* provides information on the following:

- [Accessing Your Applications](#)
- [Requesting Access to an Application](#)
- [Modifying Existing Access](#)
- [Viewing Orders and Requests](#)
- [Viewing Your Agreements](#)

Accessing Your Applications

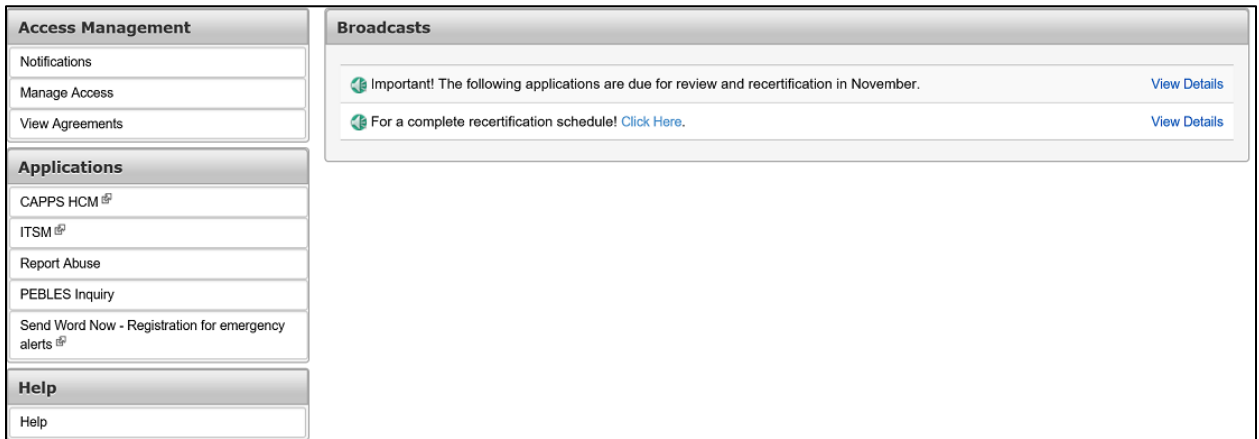
Applications that are fully integrated in the portal open within the Enterprise Portal.

Partially integrated applications open in a different tab or window depending on your browser settings. If the application is a desktop application, it is redirected to the Enterprise Portal Home page. If you do not see an application in the list, it is possible that it has not been integrated into the Enterprise Portal or you may not have requested access to that application. Review the list of available applications in the HHS Enterprise Portal Web Help to confirm its availability.

Complete the following steps to access your applications:

1. Navigate to the HHS Enterprise Portal <https://hhsportal.hhs.state.tx.us>.
2. Login to the Enterprise Portal using your username and password to open the **HHS Enterprise Portal Dashboard**. Applications that you currently have an account for are located under the **Applications** tab.

Figure 1. Enterprise Portal Dashboard



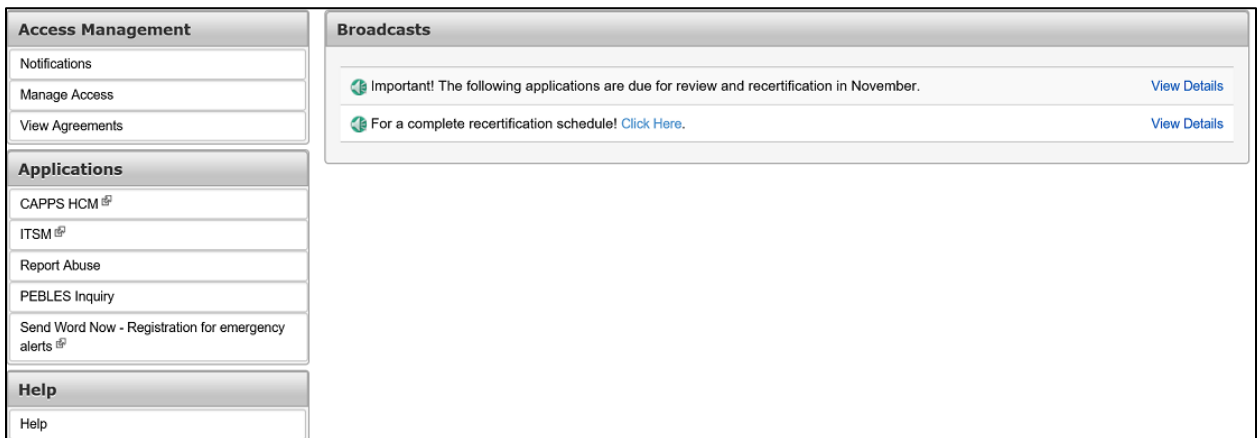
3. Click on an application to open it.

Requesting Access to an Application

You may request access to an application by selecting **Manage Access** under the **Access Management** tab on the **Main Menu**.

1. Navigate to the HHS Enterprise Portal <https://hhsportal.hhs.state.tx.us>.
2. Login to the Enterprise Portal using your username and password to open the HHS Enterprise Portal Dashboard.

Figure 2. Enterprise Portal Dashboard



3. Click **Manage Access** to open the **Select Items** page.
4. Select an item in a non-highlighted row. As you select items, they appear on the bottom right of the screen. You may select up to 15 items. Use the search filters in the right pane to help narrow your results.

Figure 3. Select Items page

Select Items

Select up to 15 items.

Existing Access

Search:

Access Name	Description	Username
<input type="checkbox"/> CAPPS HCM	CAPPS Payroll/Personnel System	00000327267
<input type="checkbox"/> ITSM	Remedy On Demand	laura.hull@hhs.texas.gov

New Access

Search:

Access Name	Description
<input type="checkbox"/> AARS	Adverse Action Record Sharing System
<input type="checkbox"/> ABCS	DFPS Automated Background Check System
<input type="checkbox"/> ARTSWeb	Accounts Receivable Tracking System Web

Agency:

HHSC DADS DFPS
 DSHS Other

Categories:

Online Forms
 Downloadable IT Forms
[Show all categories](#)
[Clear category filters](#)

5. Click **Next** when you have finished making your selections to open the **Review Order** page.
6. Select **Information Required** in each item's row to provide more information. The process for supplying information is different for each application. You may see items in your cart that you did not select on the previous page. These items are dependent on one or more items that you did select and have been automatically added to your cart. They cannot be removed unless the item that they are dependent upon is removed, and you must provide additional information for them if required.

Figure 4. Review Order page

Item Name	Request Type	Submitted For	Status
EFTServer	New Access	Dorothy Brownwood	<input checked="" type="checkbox"/>

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](#)

7. Read and check beside the confirmation message after you have finished adding the required information for all items in your cart.
8. Click **Submit Order**. After you submit your order, a confirmation message opens with your **Order Number**. You will receive an update to your request(s) within ten business days. To learn about keeping track of your requests, see the section titled *Viewing Orders and Requests*.

Modifying Existing Access

Complete the following steps to modify existing access:

1. Navigate to the HHS Enterprise Portal <https://hhsportal.hhs.state.tx.us>.
2. Login to the Enterprise Portal using your **Username** and **Password** to open the HHS Enterprise Portal Dashboard.
3. Click **Manage Access** to open the **Select Items** page. Applications for which you already have access appear in the **Existing Access** section of the page.

Figure 5. Select Items - Existing Access

Select up to 15 items.

Existing Access

Search:

Access Name	Description	Username
<input type="checkbox"/> CAPPS HCM	CAPPS Payroll/Personnel System	00000327267
<input type="checkbox"/> ITSM	Remedy On Demand	laura.hull@hhs.texas.gov

Agency:

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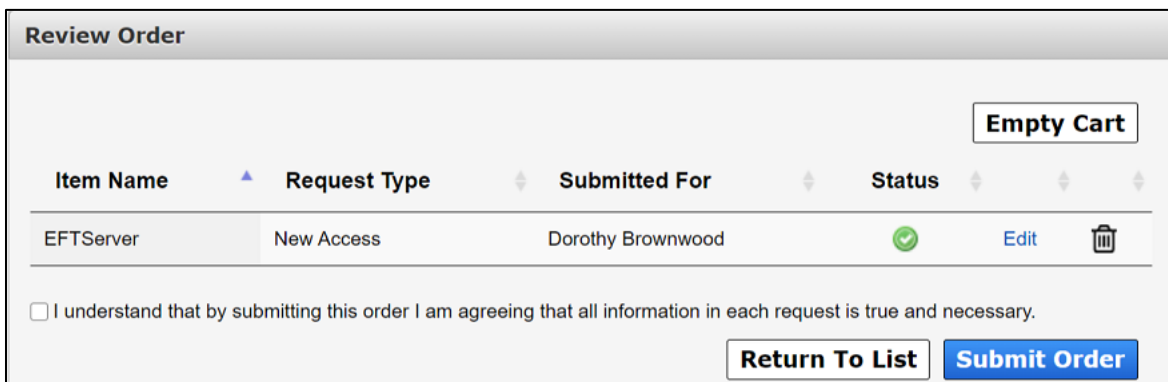
4. Click the application you wish to modify to open the **Review Order** page.

Figure 6. Review Order page



5. Click **Information Required** to open the **Provide Information** page for that application.
6. Make changes as necessary.
7. Click **Next** to open the **Review Order** page.

Figure 7. Review Order page



8. Read and check beside the confirmation message after you have finished adding the required information for all items in your cart.
9. Click **Submit Order**. After you submit your order, a confirmation message opens with your **Order Number**. You will receive an update to your request(s) within ten business days. To learn about keeping track of your requests, see the section titled *Viewing Order and Requests*.

Viewing Orders and Requests

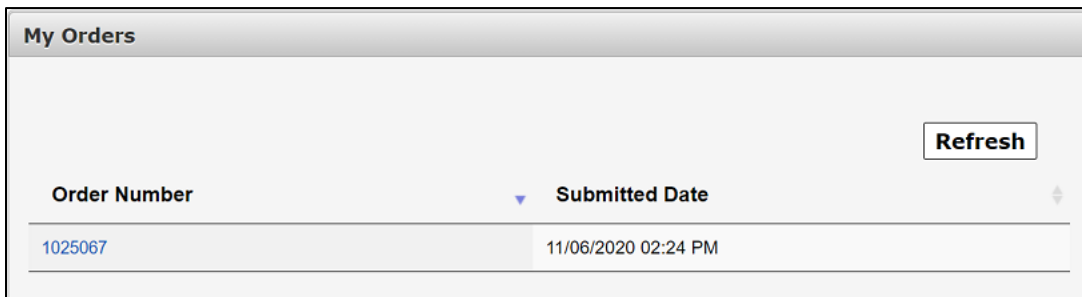
When an update has been made to your request, you are informed via email and Enterprise Portal Notifications. You may also check the status of your requests by selecting the **My Orders** link in the upper right of any portal page.

How is an Order Different from a Request?

An order defines the collection of items that you have requested access for in one submission and is given its own order number. Each item in that order is a request and is thereby given an individual request number. Complete the following steps to view orders and requests:

1. Navigate to the HHS Enterprise Portal <https://hhsportal.hhs.state.tx.us>.
2. Login to the Enterprise Portal using your username and password to open the HHS Enterprise Portal Dashboard.
3. Click **My Orders** in the upper right-hand corner of the page to open the **My Orders** page. All your orders created within the last six months are displayed, starting with the most recent. You can rearrange the list from oldest to most recent by selecting the arrows beside the **Order Number** or **Submitted Date**. If the status is **In Progress**, you also have the option to cancel the request.

Figure 8. My Orders page

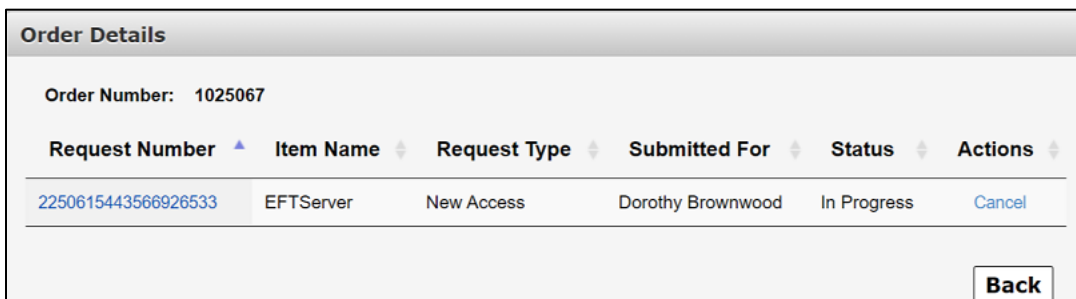


My Orders	
Order Number	Submitted Date
1025067	11/06/2020 02:24 PM

Refresh

4. Click the **Order Number** of the order you wish to view to open the **Order Details** page. Order details include the request numbers, item name, request type, who the request was submitted for, the status, and action taken against the request.

Figure 9. Order Details page



Order Details					
Order Number: 1025067					
Request Number	Item Name	Request Type	Submitted For	Status	Actions
2250615443566926533	EFTServer	New Access	Dorothy Brownwood	In Progress	Cancel

Back

- Click the **Request Number** to open the **Request Details** page. Request details include the history, received/completed date, who the request was completed by, and its status.

Figure 10. Request Details page

Request Details for: 2250615443566926533					
	Request Activity	Received Date	Completed Date	Completed By	Status
Details	New Access	11/06/2020 02:24 PM			
	Supervisor Approval	11/06/2020 02:25 PM			PENDING

Back

- Click **Details** to open the **Review Request** page.
- Click the **Back** button repeatedly to return to the **My Orders** page.

Viewing Agreements

The HHS Enterprise Portal stores the agreements that you have signed pertaining to the use of the HHS Enterprise Portal and the applications that you access through it. Complete the following steps to view your agreements.

- Navigate to the Enterprise Portal <https://hhsportal.hhs.state.tx.us>.
- Login to the Enterprise +Portal using your **Username** and **Password** to open the Enterprise Portal Dashboard.

Figure 11. Enterprise Portal Dashboard

Access Management	Broadcasts
<ul style="list-style-type: none"> Notifications Manage Access View Agreements 	<ul style="list-style-type: none"> Important! The following applications are due for review and recertification in November. View Details For a complete recertification schedule! Click Here. View Details
Applications	
<ul style="list-style-type: none"> CAPPS HCM ^{tr} ITSM ^{tr} Report Abuse PEBLES Inquiry Send Word Now - Registration for emergency alerts ^{tr} 	
Help	
<ul style="list-style-type: none"> Help 	

- Click **View Agreements** to open the **Security Agreements** page.

Figure 12. Security Agreements page

Security Agreements			
Agreements must be signed and up-to-date in order for you to access the portal and its applications. Select an agreement to view its details.			
Agreements	Version #	Last Signed	
AUA - Acceptable Use Agreement (AUA)	1.0	10/20/2020 03:05 PM	Details

4. Click **Details** to open an agreement. You can either **Print** or **Download** the agreements by clicking the appropriate button for the action you wish to take. Your agreement may vary from the screenshot below.

Figure 13. Print/Download Agreements page

Acceptable Use Agreement (AUA)

This is a copy of the signed agreement.

Name: Dorothy Brownwood **Version:** 1.0 **Date Signed:** 10/20/2020 03:05 PM

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

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