Requesting New or Modified Access to HHSAS

1. Select Manage Access on the Main Menu.
2. On the Select Items page, select the HHSAS access that you wish to manage:
   - To modify your existing HHSAS access, select the highlighted row.
   - Select HHSAS in a non-highlighted row to request a new account.

3. After you have chosen your items, select Next to open the Review Order page.
4. On the Review Order page, select Information Required for each item to provide more info before submitting the request.
5. (Optional) If you are modifying access, the next screen you’ll see is one where you can choose how you want to modify your access. The second and third options are not applicable for HHSAS. Select Modify Existing Access, then Next to continue.
6. If you are a current HHSAS user, you will recognize the Provide Information... page. The options here are similar to what is offered on the IS-700 form. If you are modifying access, the fields will be prepopulated with your current access.

   A_FINQRY is the default role. This role provides inquiry access. If this is the only function you require, then there’s no need to request other rules.
Additional information is needed when certain roles are selected. For example: Under Requisitions, selecting A_Request opens fields for adding origin and destination info. Selecting an option under Restricted Access and/or Restricted/Limited Access requires a justification in the field provided.

7. Select Next after you have completed selecting your options.
8. Back on the Review Order page, add information to the other items in your cart, if applicable. When you are finished, an agreement message will appear. Read the agreement and check beside it to agree to its statement.
9. Finally, select Submit Order to submit the order. A confirmation message will appear.