Requesting New or Modified Access to HHSAS

Identity Access Management

July 2022

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1. Login to the HHS Enterprise Portal.
2. Select **Manage Access** to open the **Select Items** screen.
3. On the **Select Items** page, select the HHSAS access you wish to manage:

   - To modify your existing access, select the highlighted row in the Existing Access section at the top of the screen.
   - To order new access, select the appropriate HHSAS in the non-highlighted rows under New Access.

   Figure 1. HHSAS Access

4. Select **Next** to open the **Review Order** screen.
5. Click the **Information Required** link for each item to provide more information for that item.
6. (Optional) If you are modifying access, the next screen you will 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.
7. If you are a current HHSAS user, you will recognize the **Provide Information** screen. The options here are similar to what is offered on the IS-700 form. If you are modifying access, the fields will be pre-populated with your current access.

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

Figure 2. HHS Enterprise Portal Provide Information screen

8. Select **Next** after you have completed selecting your options.
9. On the **Review Order** screen, add information for the other items in your cart, if applicable. When you are finished, a confirmation message will appear, Read the confirmation agreement, and click the checkbox to confirm you have read it.
10. Click **Submit Order** to submit your order and open the **Confirmation** window.