

# **Requesting New or Modified Access to HHSAS**

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**Identity Access Management**

**July 2022**



**TEXAS**  
Health and Human  
Services

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## Requesting New or Modified Access to HHSAS

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**

<input type="checkbox"/>	HHSAS - HHSC	Health & Human Services Administration System - HHSC
<input type="checkbox"/>	HHSAS - DADS	Health & Human Services Administration System - DADS
<input type="checkbox"/>	HHSAS - DARS	Health & Human Services Administration System - DARS
<input type="checkbox"/>	HHSAS - DFPS	Health & Human Services Administration System - DFPS
<input type="checkbox"/>	HHSAS - DSHS	Health & Human Services Administration System - DSHS
<input type="checkbox"/>	HHSAS - HHSC	Health & Human Services Administration System - HHSC

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\_Reqment** 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**

**Provide Information: Health and Human Services Administrative System (HHSAS - HHSC)**

Complete the following information before submitting your request:

Expiration \*  Never  Date

Default Role  A\_FINQRY

▶ Asset Management

- A\_AMCOMM
- A\_AMCUST
- A\_AMENT
- A\_LD\_ASSET

▶ Receiving Role

- A\_RECVE - This role requires INFOLearn training. This training must be verified by the Agency Security Coordinator.

▶ Facility Management

- A\_FS\_RECVE
- A\_FS\_MIMUPD
- A\_FS\_FINQRY

▶ Requisitions

- A\_REQENT
- A\_REQAPR
- A\_REQCHRT

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.