



# **Materials Inventory Management System**

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**Identity and Access Management**

**June, 2021M**



**TEXAS**  
Health and Human  
Services

# Materials Inventory Management System (MIMS) Help Guide

## What is the Materials Inventory Management System?

The Materials Inventory Management System, known as MIMS is a customized warehouse inventory application that interfaces with the agency's CAPPS financial systems. Currently, more than 700 users rely on this system. Access to MIMS was formerly requested using IS400, a paper IT form. Now, users can request access to the application using the HHS Enterprise Portal.

### What You Will Learn

This guide will walk you through the roles of User, Supervisor, MIMS approver, EIAM Provisioner and MIMS IT Provisioner. Each role plays a part in requesting and processing MIMS access requests.

In this guide you will learn:

- [Requesting Materials Inventory Management System access](#)
- [Modifying Materials Inventory Management System access](#)
- [Deleting Materials Inventory Management System access](#)

## Requesting MIMS access

### Requesting MIMS Access

You must have an HHS Enterprise Portal account to request MIMS access. If you do not have an account, you will need to register for an account before completing these steps. In addition, you must have completed the FSS-MIMS Standard Operating Procedures Training before requesting access. Complete the following steps to request MIMS access.

1. Login to the HHS Enterprise Portal using your **Username** and **Password** to open the **HHS Enterprise Portal Dashboard**.
2. Click **Manage Access** to open the **Select Items** screen.
3. Scroll down the **Select Items** list that's displayed in the center of the screen.
4. Select Materials Inventory Management System from the **New Access** options.

**Figure 1. Select Items screen**

Select Items

Select up to 15 items.

New Access

Search:

Access Name	Description
<input type="checkbox"/> MCATS - LaST	Medicaid Contract Administration Tracking System
<input type="checkbox"/> MCPAT	Medicaid/CHIP Policy Automated Tracking System
<input type="checkbox"/> Medicare Buy-In	Medicare Buy-In application
<input type="checkbox"/> MediMAR	MediMAR
<input checked="" type="checkbox"/> MIMS	Materials Inventory Management System
<input type="checkbox"/> MORT	Medicaid Occupancy Reporting
<input type="checkbox"/> Network Access	Network access
<input type="checkbox"/> NTK	DADS Long-term Care Services Intake System

Agency:

HHSC  DADS  DFPS  
 DSHS  Other

Categories:

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

Selected Items

1. MIMS

5. Click **Next** to open the **Review Order** screen.

**Figure 2. Review Order screen**

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status
MIMS	New Access	HHSCemployeeUser Test	Information Required

6. Click **Information Required** to open the **Provide Information** screen.

**Figure 3. Provide Information screen**

Provide Information: Materials Inventory Management System (MIMS)

Complete the following information before submitting your request:

Have you completed FSS-MIMS Standard Operating Procedures? \*

Yes  No

Security Group \*

Facility Requestor

Warehouse Location \*

F76-Abilene State Supported Living Center

GL Account Centers

ALL  
 676-Abilene Warehouse-ABGR\_710000000  
 676F-Abilene Food Warehouse-ABGR\_710000000  
 676M-Abilene Maint Warehouse-ABGR\_710211000  
 78633-LA 6330-ABGR\_710611000  
 78635-LA 6350-ABGR\_710612000  
 78636-LA 6360-ABGR\_710612000  
 78638-LA 6380-ABGR\_710614000  
 78639-LA 6390-ABGR\_710611000

Comments (Maximum character length is 250)  
comments here

7. Complete all required fields on the **Provide Information** screen. Required fields are denoted with an asterisk. Complete the fields as listed below by

selecting an item from the drop-down menu.

**NOTE:** The list of **GL Account Centers** will display only when the **Facility Requester Security Group** is selected. At least one **GL Account Center** must be selected if **Facility Requester** is selected as the **Security Group**. If **All** is selected for access to all **GL Account Centers**, you are required to provide a reason to justify the access request.

8. Click **Next** to open the **Review Order** screen.

**Figure 4. Review Order screen**

Item Name	Request Type	Submitted For	Status		
MIMS	New Access	HHSCEmployeeUser Test		Edit	

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](#)

9. Click the confirmation message to confirm the information you have provided is true and necessary.
10. Click **Submit** to submit your order and open the **Confirmation** screen. Your order request number is displayed.

**Figure 5. Confirmation screen**

Thank you!  
Your order has been successfully submitted. A confirmation email will be sent to you shortly.  
Your Order Number is **1022735**. 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
3977262424919585183	MIMS	New Access	HHSCEmployeeUser Test	

[Back To Home](#)

## Reviewing a MIMS Access Request as a Supervisor

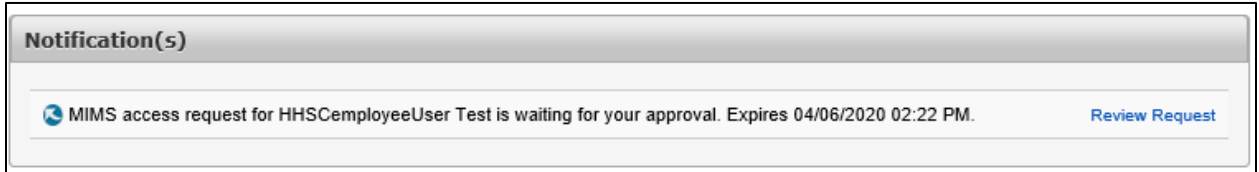
As a Supervisor, you will receive an auto-generated email and an Enterprise Portal notification notifying you of a pending MIMS access request. You have 10 days to act on the request. If no action is taken, you receive a second notification on day 5. The request will timeout after 10 days and the user will have to create another access request.

Once you receive the request, you have three options:

- Approve the request with no changes
- Approve the request with changes
- Deny the request. You must add comments if you deny the request.

1. Login to the HHS Enterprise Portal
2. Click **Notifications** to open the **Notifications** screen.

**Figure 6. Notifications screen**



3. Click the **Review Request** link to open the **Review Request** screen. Thoroughly review the request before approving or denying the request.

**Figure 7. Review Request screen**

**Review Request**

**Request#** 3977262424919585183  
**System:** MIMS  
**Requested By:** HHSCemployeeUser Test  
**Requested For:** [HHSCemployeeUser Test](#)  
**Request Date:** 04/01/2020  
**Request Type:** New Access - MIMS access request for HHSCemployeeUser Test is waiting for your approval.

Have you completed FSS-MIMS Standard Operating Procedures? \*  
 Yes  No

**Security Group \***  
Supply Warehouse

**Warehouse Location \***  
F76-Abilene State Supported Living Center

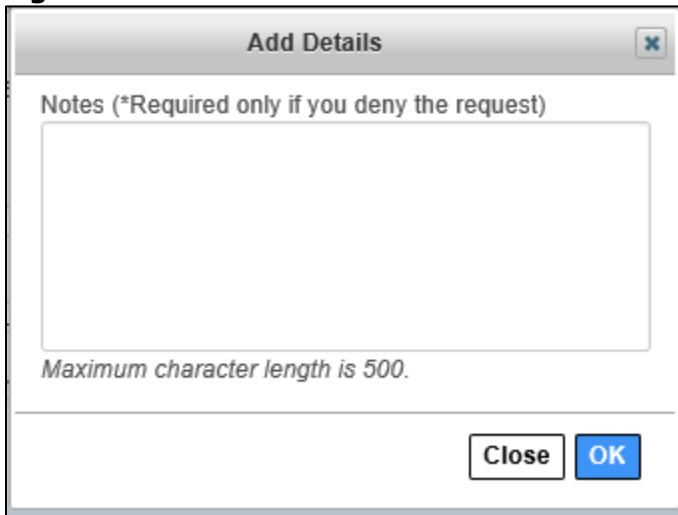
**Comments** (Maximum character length is 250)

**History**  
04/01/2020 14:22:42: HHSCemployeeUser Test -

**Back** **Deny** **Approve**

4. Click **Approve** or **Deny** to open the **Add Details** window. You must add notes if you deny the request. When you approve the request, the notification is removed from your **Notification** list and the Enterprise Portal sends a notification to a MIMS approver that a request is pending.

**Figure 8. Add Details window**



Notes (\*Required only if you deny the request)

Maximum character length is 500.

Close OK

## Approving a MIMS Access Request as a MIMS Approver

As a MIMS Approver, you will receive an auto-generated email and an Enterprise Portal notification notifying you of a pending MIMS access request. You have 10 days to act on the request. If no action is taken, you receive a second notification on day 5. The request will timeout after 10 days and the user will have to create another access request.

1. Login to the HHS Enterprise Portal.
2. Click **Notifications** to open the **Notification** screen.

**Figure 9. Notifications screen**



Notification(s)

MIMS access request for HHSEmployeeUser Test is waiting for your approval. Expires 04/06/2020 02:22 PM. [Review Request](#)

3. Click the **Review Request** link to open the **Review Request** screen. Thoroughly review the request before approving or denying the request.

**Figure 10. Review Request screen**

The screenshot displays a 'Review Request' window with the following information:

- Request#**: 3977262424919585183
- System**: MIMS
- Requested By**: HHSCemployeeUser Test
- Requested For**: [HHSCemployeeUser Test](#)
- Request Date**: 04/01/2020
- Request Type**: New Access - MIMS access request for HHSCemployeeUser Test is waiting for your approval.

Below the details, there is a section for 'Have you completed FSS-MIMS Standard Operating Procedures?' with radio buttons for 'Yes' (selected) and 'No'.

There are two dropdown menus: 'Security Group' set to 'Supply Warehouse' and 'Warehouse Location' set to 'F76-Abilene State Supported Living Center'.

A 'Comments' section is present with a text area and a note: '(Maximum character length is 250)'. The area is currently empty.

A 'History' section shows a list of events:

- 04/01/2020 14:24:41: HHSCSup Test -
- 04/01/2020 14:22:42: HHSCemployeeUser Test -

At the bottom right, there are three buttons: 'Back', 'Deny', and 'Approve'.

4. Click **Approve** or **Deny** to open the **Add Details** window. You must add notes if you deny the request. When you approve the request, the notification is removed from your **Notification** list and the Enterprise Portal sends a notification to an EIAM provisioner that a request is pending.



**Figure 11. Add Details window**

Notes (\*Required only if you deny the request)

Maximum character length is 500.

Close OK

## Approving a MIMS Access as an EAIM Provisioner

The EAIM Provisioner completes or rejects the MIMS access request. The EAIM Provisioner also assigns a username and temporary password.

1. Login to the HHS Enterprise Portal.
2. Click **Manage Users** to open the **Task List** screen.

**Figure 12. Task List screen**

Request Number	Item Name	Request Type	Due Date	Requested For	Assigned To	Actions
3977262424919585183	MIMS	New Access	04/06/2020 02:27 PM	HHSCemployeeUser Test		<a href="#">Assign To Me</a>   <a href="#">Assign</a>

Back To Home

3. Click the **Request Number** of the task you want to work to open the **Review Request** screen.

**Figure 13. Review Request screen**

**Review Request**

**Request#** 2893439611518597780  
**System:** MIMS  
**Requested By:** HHSCemployeeUser TestR  
**Requested For:** [HHSCemployeeUser TestR](#)  
**Request Date:** 04/23/2020  
**Request Type:** New Access - Generate CACTS ID for HHSCemployeeUser TestR to receive MIMS.

Have you completed FSS-MIMS Standard Operating Procedures training? \*  
 Yes  No

**Security Group \***  
Facility Requestor

**Warehouse Location \***  
F76-Abilene State Supported Living Center

**Selected GL Account Centers.**

- 676-Abilene Warehouse-ABGR\_7100000000
- 676F-Abilene Food Warehouse-ABGR\_7100000000
- 676M-Abilene Maint Warehouse-ABGR\_7102110000
- 76638-LA 6380-ABGR\_7106140060

**GL Account Centers**

- ALL
- 676-Abilene Warehouse-ABGR\_7100000000
- 676F-Abilene Food Warehouse-ABGR\_7100000000
- 676M-Abilene Maint Warehouse-ABGR\_7102110000
- 76633-LA 6330-ABGR\_7106110060
- 76635-LA 6350-ABGR\_7106120060
- 76636-LA 6360-ABGR\_7106120060
- 76638-LA 6380-ABGR\_7106140060
- 76639-LA 6390-ABGR\_7106110060
- 76640-LA 6400-ABGR\_7106130060
- 76645-LA 6450-ABGR\_7106160060

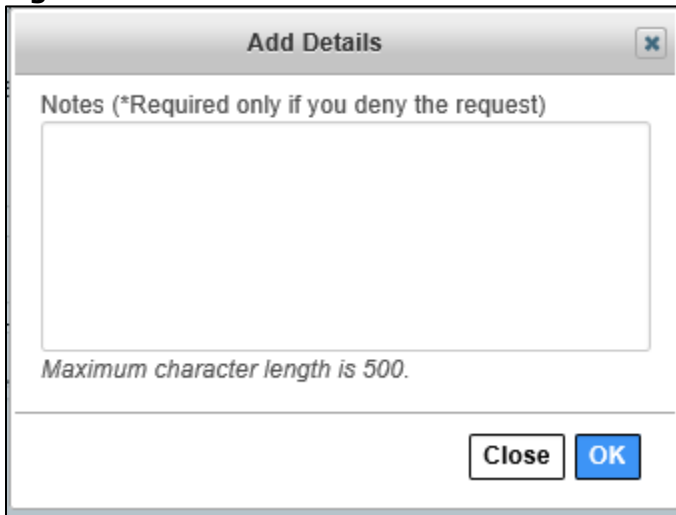
**Comments** (Maximum character length is 250)  
comment here

**History**  
04/23/2020 12:48:18: HHSCemployeeUser TestR -

**Back** **Reject** **Complete**

4. Generate the **CACTS ID**.
5. Click **Complete** to open the **Add Details** window.

**Figure 14. Add Details window**



Notes (\*Required only if you deny the request)

Maximum character length is 500.

Close OK

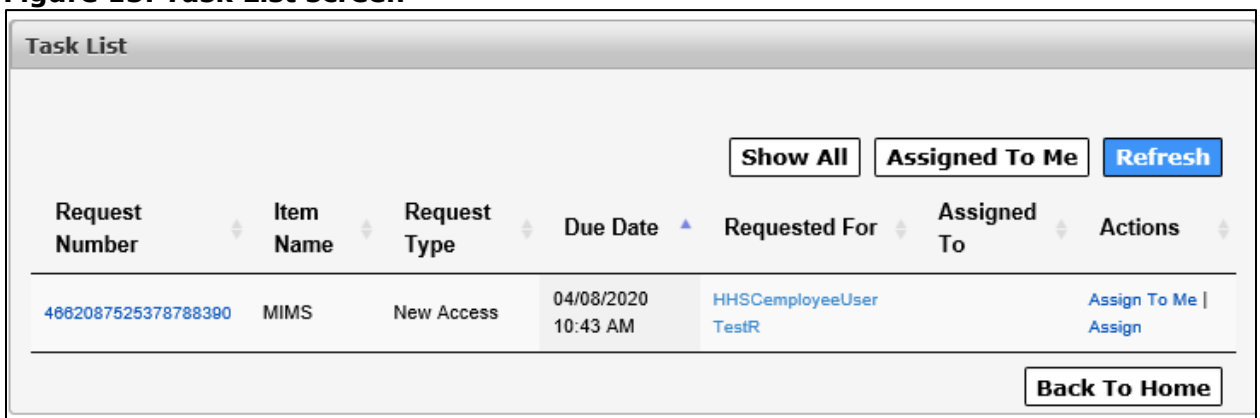
6. Enter the assigned **Username**, **Temporary Password** and any other notes.
7. Click **OK**. When you complete the request, the notification is removed from your **Task List** and the Enterprise Portal sends a notification to a MIMS IT provisioner that a request is pending.

### Approving a MIMS Access Request as a MIMS IT Provisioner

As a MIMS IT Provisioner, you will receive an auto-generated email and an Enterprise Portal notification notifying you of a pending MIMS access request. You have 10 days to act on the request. If no action is taken, you receive a second notification on day 5. The request will timeout after 10 days and the user will have to create another access request.

1. Login to the HHS Enterprise Portal.
2. Click **Manage Tasks** to open the **Task List**.

**Figure 15. Task List screen**



Request Number	Item Name	Request Type	Due Date	Requested For	Assigned To	Actions
4862087525378788390	MIMS	New Access	04/08/2020 10:43 AM	HHSCemployeeUser TestR		Assign To Me   Assign

Back To Home

3. Click the **Request Number** to open the **Review Request** screen.

**Figure 16. Review Request screen**

**Review Request**

Request#: 2893439611518597780  
System: MIMS  
Requested By: HHSCemployeeUser TestR  
Requested For: [HHSCemployeeUser TestR](#)  
Request Date: 04/23/2020  
Request Type: New Access - Complete Manual provisioning for HHSCemployeeUser TestR to receive MIMS.

Username  
e290001

Have you completed FSS-MIMS Standard Operating Procedures training? \*  
 Yes  No

Security Group \*  
Facility Requestor

Warehouse Location \*  
F76-Abilene State Supported Living Center

**Selected GL Account Centers.**

- 676-Abilene Warehouse-ABGR\_7100000000
- 676F-Abilene Food Warehouse-ABGR\_7100000000
- 676M-Abilene Maint Warehouse-ABGR\_7102110000
- 76638-LA 6380-ABGR\_7106140060

**GL Account Centers**

- ALL
- 676-Abilene Warehouse-ABGR\_7100000000
- 676F-Abilene Food Warehouse-ABGR\_7100000000
- 676M-Abilene Maint Warehouse-ABGR\_7102110000
- 76633-LA 6330-ABGR\_7106110060
- 76635-LA 6350-ABGR\_7106120060
- 76636-LA 6380-ABGR\_7106120060
- 76638-LA 6380-ABGR\_7106140060
- 76639-LA 6390-ABGR\_7106110060
- 76640-LA 6400-ABGR\_7106130060
- 76645-LA 6450-ABGR\_7106160060

Comments (Maximum character length is 250)  
comment here

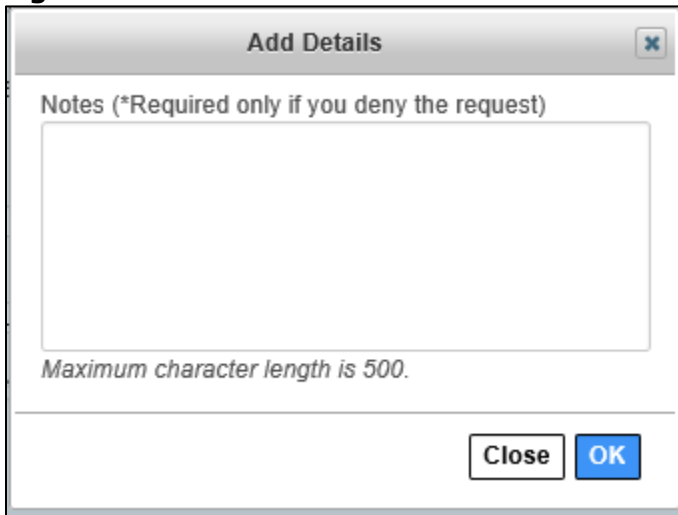
History

- 04/23/2020 12:52:47: HHSCPrvsnr2 Test -
- 04/23/2020 12:49:00: HHSCApprover Test -
- 04/23/2020 12:48:36: HHSCSup Test -
- 04/23/2020 12:48:18: HHSCemployeeUser TestR -

**Back** **Reject** **Complete**

4. Thoroughly review the request.
5. Click **Complete** to open the **Add Details** window.

**Figure 17. Add Details window**



The image shows a standard Windows-style dialog box titled "Add Details". Inside the dialog, there is a text area for "Notes (\*Required only if you deny the request)". Below the text area, it states "Maximum character length is 500.". At the bottom right of the dialog, there are two buttons: "Close" and "OK".

6. Click **OK** to complete the request. The user receives an HHS Portal notification and an email that their request has been approved.

## Modifying MIMS Access

### Modifying MIMS Access as a User

A modify request follows the same process as a new request. You can make changes to name, security group, warehouse location and GL account centers.

1. Login to the HHS Enterprise Portal.
2. Click **Manage Access** to open the **Select Items** screen.

**Figure 18. Select Items screen**

**Select Items**

Select up to 15 items.

**Existing Access**

Search:

Username

Access Name	Description	
<input type="checkbox"/> CMS	CMS Medicare Query	44444444111
<input type="checkbox"/> MCATS - LaST	Medicaid Contract Administration Tracking System	44444444111
<input type="checkbox"/> MediMAR	MediMAR	e290600
<input checked="" type="checkbox"/> MIMS	Materials Inventory Management System	f1114444

**New Access**

Search:

Access Name	Description
<input type="checkbox"/> AARS - ITST	Adverse Action Record Sharing System
<input type="checkbox"/> AARS - LaST	Adverse Action Record Sharing System
<input type="checkbox"/> AD HHSC Test	Active Directory - HHS Test Domain
<input type="checkbox"/> ARTSWeb	Accounts Receivable Tracking System Web
<input type="checkbox"/> ASOIG	Automated System for the Office of Inspector General
<input type="checkbox"/> ASPEN ACO ACTS	Automated Survey Processing Environment
<input type="checkbox"/> CAPPs FIN	CAPPs Financials
<input type="checkbox"/> CAPPs HCM	Centralized Accounting & Payroll/Personnel System

Cancel Next

3. Click the **MIMS** checkbox under **Existing Access** to open the **Review Order** screen.

**Figure 19. Review Order screen**

**Review Order**

Empty Cart

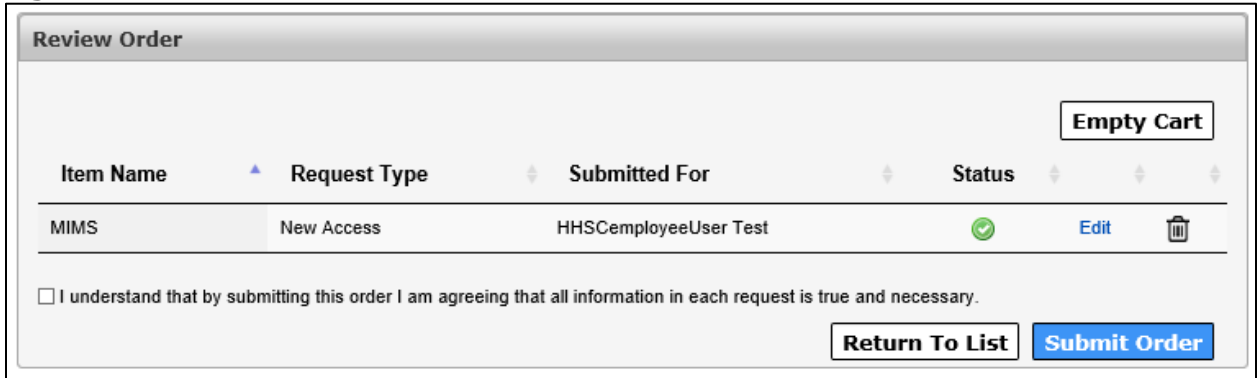
Item Name	Request Type	Submitted For	Status
MIMS	New Access	HHSCemployeeUser Test	Information Required

Return To List Submit Order

4. Click **Information Required** to open the **Provide Information** screen.

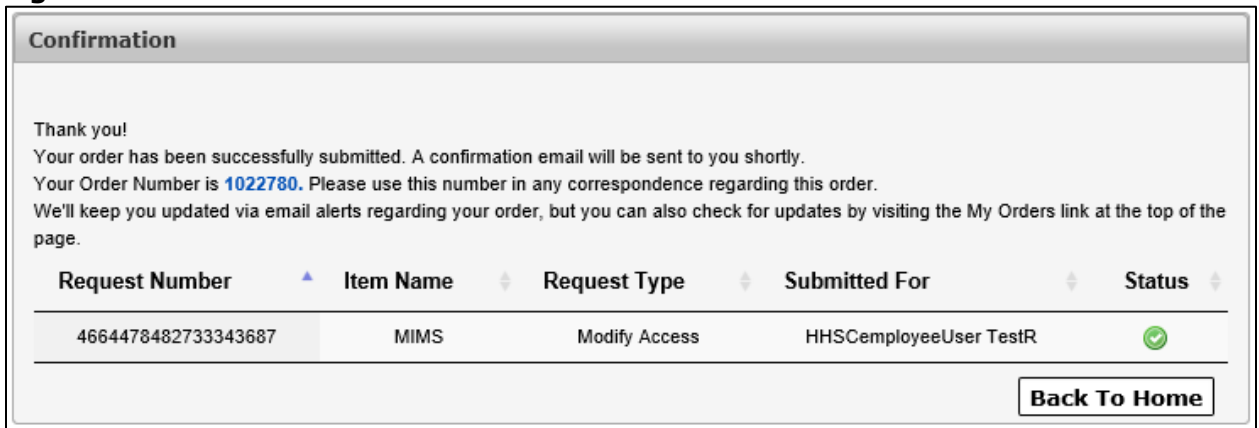
5. Make any necessary changes.
6. Click **Next** to open the **Review Order** screen.

**Figure 20. Review Order screen**



7. Click the checkbox next to the confirmation message to confirm that all information provided is necessary and true.
8. Click **Submit Order** to display the **Confirmation** message. The **Confirmation** message displays the **Request Number**.

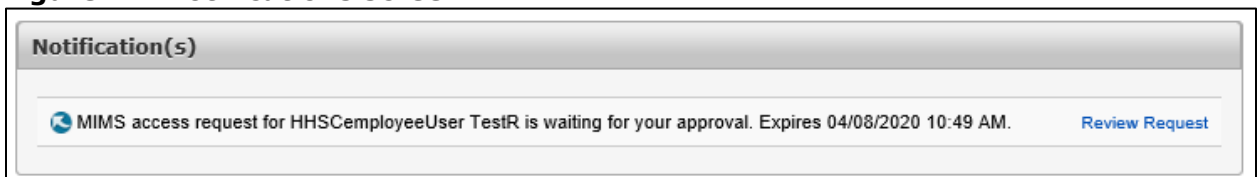
**Figure 21. Confirmation screen**



## Review Modified MIMS Access Request as a Supervisor

1. Login to the HHS Enterprise Portal.
2. Click **Notifications** to open the **Notifications** screen.

**Figure 22. Notifications screen**



3. Click the **Review Request** link to open the **Review Request** screen.

**Figure 23. Review Request screen**

### Review Request

**Request#** 4664478482733343687  
**System:** MIMS  
**Requested By:** HHSCmployeeUser TestR  
**Requested For:** [HHSCmployeeUser TestR](#)  
**Request Date:** 04/03/2020  
**Request Type:** Modify Access - MIMS access request for HHSCmployeeUser TestR is waiting for your approval.

Have you completed FSS-MIMS Standard Operating Procedures? \*  
 Yes  No

**Security Group \***  
Facility Requestor

**Warehouse Location \***  
F77-Austin State Hospital

**GL Account Centers**

- ALL
- 677-Austin Warehouse-MG28\_F3A010
- 677M-Austin Maintenance Warehouse-MG26\_F3A010
- 77ACC-Accounting-MG28\_F3A010
- 77ADM-Admissions-MG75\_F3A010
- 77AED-Adult Education-MG44\_F3A010
- 77APE-Adult Psychiatric Services - E-MG56\_F3A010
- 77APW-Adult Psychiatric Services - W-MG55\_F3A010

**Comments** (Maximum character length is 250)

**History**  
04/03/2020 10:49:27: HHSCmployeeUser TestR -

**Back** **Deny** **Approve**

4. Click **Review Current Access** to open the **Current Access** window.



**Figure 24. Current Access screen**

**Review Request**

Request# 2909968590809405844

System: [View Current Access](#)

Requested By:

Requested For:

Request Date:

Request Type:

Have you completed this request?  
 Yes  No

Security Group \*  
Facility Requestor

Warehouse Location \*  
F76-Abilene State Supported Living Center

Comments (Maximum character length is 250)  
comment here

**Current Access**

Security Group \*  
Facility Requestor

Warehouse Location \*  
F76-Abilene State Supported Living Center

Comments (Maximum character length is 250)  
modify

History  
04/23/2020 13:52:26: HHSCEmployeeUser TestR -

ALL

676-Abilene Warehouse-ABGR\_710000000

676F-Abilene Food Warehouse-ABGR\_710000000

676M-Abilene Maint Warehouse-ABGR\_7102110000

76633-LA 6330-ABGR\_7106110060

76635-LA 6350-ABGR\_7106120060

76636-LA 6360-ABGR\_7106120060

76638-LA 6380-ABGR\_7106140060

76639-LA 6390-ABGR\_7106110060

**Selected GL Account Centers.**

676-Abilene Warehouse-ABGR\_710000000

676F-Abilene Food Warehouse-ABGR\_710000000

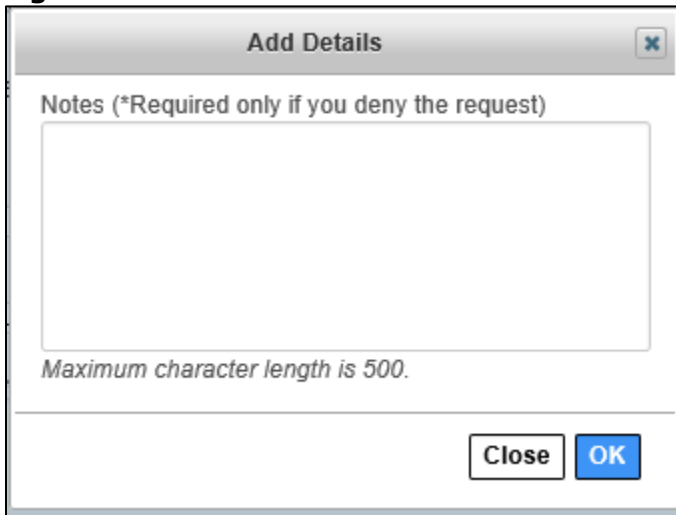
676M-Abilene Maint Warehouse-ABGR\_7102110000

76638-LA 6380-ABGR\_7106140060

**Back** **Deny** **Approve**

5. Thoroughly review the current access and new request to approve the change in access.
6. Click **Approve** or **Deny** as appropriate to open the **Add Details** window. You must provide notes if you are denying the request.

**Figure 25. Add Details window**



Notes (\*Required only if you deny the request)

Maximum character length is 500.

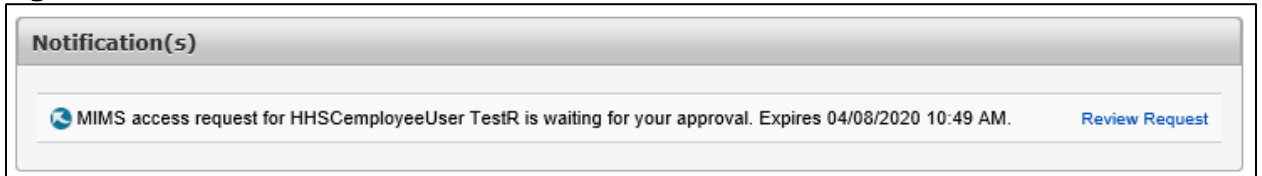
Close OK

7. Click **OK**. The HHS Enterprise Portal sends an email and a notification to the MIMS Approver notifying them that a request is pending in the Enterprise Portal.

## Modifying a MIMS Access Request as a MIMS Approver

1. Login to the HHS Enterprise Portal.
2. Click **Notifications** to open the **Notification** screen.

**Figure 26. Notifications screen**



Notification(s)

MIMS access request for HHSEmployeeUser TestR is waiting for your approval. Expires 04/08/2020 10:49 AM. [Review Request](#)

3. Click the **Review Request** link to open the **Review Request** screen. Thoroughly review the request before approving or denying the request.

**Figure 27. Review Request screen**

### Review Request

**Request#** 4664478482733343687  
**System:** MIMS  
**Requested By:** HHSCemployeeUser TestR  
**Requested For:** [HHSCemployeeUser TestR](#)  
**Request Date:** 04/03/2020  
**Request Type:** Modify Access - MIMS access request for HHSCemployeeUser TestR is waiting for your approval.

Have you completed FSS-MIMS Standard Operating Procedures? \*  
 Yes  No

**Security Group \***  
Facility Requestor

**Warehouse Location \***  
F77-Austin State Hospital

**GL Account Centers \***

- ALL
- 677-Austin Warehouse-MG26\_F3A010
- 677M-Austin Maintenance Warehouse-MG26\_F3A010
- 77ACC-Accounting-MG28\_F3A010
- 77ADM-Admissions-MG75\_F3A010
- 77AED-Adult Education-MG44\_F3A010
- 77APE-Adult Psychiatric Services - E-MG56\_F3A010
- 77APW-Adult Psychiatric Services - W-MG55\_F3A010

**Comments** (Maximum character length is 250)

**History**

- 04/03/2020 10:51:07: HHSCSup Test - so
- 04/03/2020 10:49:27: HHSCemployeeUser TestR -

**Back** **Deny** **Approve**

4. Click **Approve** or **Deny** to open the **Add Details** window. You must add notes if you deny the request. When you approve the request, the notification is removed from your Notification list and the Enterprise Portal sends a notification to an EIAM provisioner that a request is pending.

**Figure 28. Add Details window**

Notes (\*Required only if you deny the request)

Maximum character length is 500.

Close OK

## Modifying a MIMS Access Request as a MIMS IT Provisioner

1. Login to the HHS Enterprise Portal.
2. Click **Manage Tasks** to open the **Task List** screen.

**Figure 29. Task List screen**

Request Number	Item Name	Request Type	Due Date	Requested For	Assigned To	Actions
4864478482733343687	MIMS	Modify Access	04/08/2020 10:52 AM	HHSCemployeeUser TestR		Assign To Me   Assign

Back To Home

3. Click the **Request Number** to open the **Review Request** screen.

**Figure 30. Review Request screen**

### Review Request

**Request#** 4664478482733343687  
**System:** MIMS  
**Requested By:** HHSCemployeeUser TestR  
**Requested For:** [HHSCemployeeUser TestR](#)  
**Request Date:** 04/03/2020  
**Request Type:** Modify Access - Manual modify access for HHSCemployeeUser TestR to receive MIMS.

**Username**  
F1114444

**Have you completed FSS-MIMS Standard Operating Procedures? \***  
 Yes  No

**Security Group \***  
Facility Requestor

**Warehouse Location \***  
F77-Austin State Hospital

**GL Account Centers**

- ALL
- 677-Austin Warehouse-MG28\_F3A010
- 677M-Austin Maintenance Warehouse-MG26\_F3A010
- 77ACC-Accounting-MG28\_F3A010
- 77ADM-Admissions-MG75\_F3A010
- 77AED-Adult Education-MG44\_F3A010
- 77APE-Adult Psychiatric Services - E-MG56\_F3A010
- 77APW-Adult Psychiatric Services - W-MG55\_F3A010

**Comments** (Maximum character length is 250)

**History**

- 04/03/2020 10:52:37: HHSCApprover Test - MIMS Approver
- 04/03/2020 10:51:07: HHSCSup Test - so
- 04/03/2020 10:49:27: HHSCemployeeUser TestR -

**Back** **Reject** **Complete**

4. Thoroughly review the request.
5. Click **Complete** to open the **Add Details** window.

**Figure 31. Add Details window**

Notes (\*Required only if you deny the request)

Maximum character length is 500.

Close OK

6. Click **OK** to complete the request. The user receives an HHS Portal notification and an email that their request has been approved.

## Deleting MIMS Access

### Deleting MIMS Access as a Supervisor

1. Login to the HHS Enterprise Portal.
2. Click **Manage Staff** to open the **My Staff** screen.

**Figure 32. My Staff screen**

My Staff

View Delegation Schedule

Search:

AdminAppAprvr Test Employee	Delegate   Manage Access
HHSC_AP_Aprvr Test Employee	Delegate   Manage Access
SecAprvr Test Employee	Delegate   Manage Access
AM_PO_Aprvr Test Employee	Delegate   Manage Access
HR_Aprvr Test Employee	Delegate   Manage Access
PCS_Aprvr Test Employee	Delegate   Manage Access
HHSCPrvsnr2 Test Employee	Delegate   Manage Access
HHSCemployeeUser TestR Employee	Delegate   Manage Access

3. Click **Manage Access** in the row of the user whose MIMS access you wish to delete to open the **User Summary** screen for that user.

**Figure 33. User Summary screen**

**User Summary: HHSCemployeeUser TestR**

[Add/Modify Access](#)

Item Name	Username	Last Certification	Status	Action
CMS	44444444111	03/09/2020	Inactive	<a href="#">Restore</a>
Enterprise Account	44444444111		Active	
ITIM Account	44444444111		Active	
<a href="#">MCATS - LaST</a>	44444444111	04/01/2020	Active	<a href="#">Suspend   Modify</a>
<a href="#">MediMAR</a>	e290600	04/08/2020	Active	<a href="#">Suspend   Modify</a>
<a href="#">MIMS</a>	f1114444	04/06/2020	Active	<a href="#">Modify</a>

Agreements	Version #	Last Signed
<a href="#">Acceptable Use Agreement (AUA)</a>	1.0	01/24/2020 09:53 AM

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4. Click **Modify** in the MIMS row to open the **Review Order** screen.

**Figure 34. Review Order screen**

**Review Order**

[Empty Cart](#)

Item Name	Request Type	Submitted For	Status
<a href="#">MIMS</a>	<a href="#">Modify Access</a>	HHSCemployeeUser TestR	<a href="#">Information Required</a>

[Return To List](#) [Submit Order](#)

5. Click the **Information Required** link to open the **Provide Information** screen. You can either modify existing access or remove access.

**Figure 35. Provide Information screen**

**Provide Information**

Looks like you already have access! What would you like to do?

[Modify Existing Access](#)

[Remove Access](#)

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

6. Click **Remove Access**.

7. Click **Today's Date** or select the date on which you want the access removed.
8. Click **Next** to return to the **Review Order** screen.
9. Click the check-box next to the confirmation message to confirm the information is necessary and true.
10. Click **Submit Order** to open the **Confirmation** screen. An Enterprise Portal notification and email is sent to the MIMS IT Provisioner notifying them a request is pending in the Enterprise Portal.

**Figure 36. Confirmation screen**

**Confirmation**

Thank you!  
 Your order has been successfully submitted. A confirmation email will be sent to you shortly.  
 Your Order Number is **1022781**. 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
4667713322912978793	MIMS	Remove Access	HHSCemployeeUser TestR	

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## Deleting Access as a MIMS IT Provisioner

1. Login to the HHS Enterprise Portal.
2. Click **Manage Tasks** to open the **Task List** screen.

**Figure 37. Task List screen**

**Task List**

[Show All](#) [Assigned To Me](#) [Refresh](#)

Request Number	Item Name	Request Type	Due Date	Requested For	Assigned To	Actions
<a href="#">4667713322912978793</a>	MIMS	Remove Access	04/08/2020 11:02 AM	HHSCemployeeUser TestR		<a href="#">Assign To Me</a>   <a href="#">Assign</a>

[Back To Home](#)

3. Click the **Request Number** link to open the **Review Request** screen. The **Review Request** screen displays the details and history of the request.



**Figure 38. Review Request screen**

The screenshot shows a window titled "Review Request" with the following details:

Request#	4667713322912978793
System:	MIMS
Requested By:	HHSCSup Test
Requested For:	<a href="#">HHSCemployeeUser TestR</a>
Request Date:	04/03/2020
Request Type:	Remove Access - Complete Manual Deletion for HHSCemployeeUser TestR to remove access MIMS.

History

This is a delete account request initiated by User.

Buttons: Back, Reject, Complete

4. Click **Complete** to open the **Add Details** window. Add notes as necessary.

**Figure 39. Add Details window**

The screenshot shows a window titled "Add Details" with a text area for notes. The text area contains the text: "Notes (\*Required only if you deny the request)". Below the text area, it says "Maximum character length is 500." Buttons: Close, OK

5. Click **OK** to finish processing the request. The user receives an email notifying them that their access has been deleted.