Requesting REVAOS Access

Identity Access Management

June 2022

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Requesting RE VAOS Access

Staff needing Responsible Entity access in VAOS will need to request access in the HHS Enterprise Portal*.

COH and SAMHD users need to register with the HHS Portal as a Partner Employee

Also, if you meet either of the following criteria, you will not be able to request access to VAOS. In this case, if you need access to REVAOS, you should create a second Enterprise Portal account and register as a Partner for this second account:

● Users who login to the Enterprise Portal with 2-4-2 Immtrac ID (e.g., 2 letters-4 numbers-2 letters - Example: ab1234xy).
● Users who already have VAOS account and login to VAOS via the Enterprise Portal.

See one of the following sections below to create your second account if you meet the above criteria:

● [Register for an Enterprise Portal Account as a Non-HHS Government Agency or Partner Organization **with** a Known Employer Identification Number (EIN).](#)

● [Register for an HHS Enterprise Portal Account as a Non-Government Agency or Partner Organization **without** a Known Employer Identification Number (EIN)](#)

Requesting RE VAOS Access

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

Figure 1. HHS Enterprise Portal Select Items screen

3. Search for **REVAOS**.
4. Select **REVAOS**.
5. Click **Next** to open the **Review Order** screen.

Figure 2. HHS Enterprise Portal Review Order screen

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

Figure 3. HHS Enterprise Portal Provide Information screen

7. Select your **User Type** from the drop-down list (e.g., Local Health Department or Regional).

    ◊ For Regional access, select **Region**, then select the appropriate **Region** from the drop-down list.
    ◊ For LHD access, select **Local Health Department**, then select the appropriate **Region** and **Sub Region**.

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

    Figure 4. HHS Enterprise Portal Review Order screen

9. Click the confirmation dialog box indicating the information you are submitting is true and correct.
10. Click **Submit** order to complete the order and open the **Confirmation** screen.

Once the order is submitted, the user will receive an email titled **Request Submitted:Access to REVAOS** from identitymanagement@hhsc.state.tx.us.

Figure 5. Submitted:Access to REVAOS email example

From: identitymanagement@hhsc.state.tx.us <identitymanagement@hhsc.state.tx.us>
Sent:
To:
Subject: Request Submitted: Access to REVAOS

Hi,

The following request has been submitted.
Please review the details below:

Request for:
Requested by: Self
Application: REVAOS
Status: Waiting for Approval from Supervisor
Request Type:

You will receive a new status within **ten** calendar days. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Web Help https://hhsportal.hhs.state.tx.us/helpGuide/Content/Home.htm and FAQs https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,
HHS Enterprise Identity and Access Management

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

Once the RE's direct supervisor approves the request, the user will receive another email titled **Access to REVAOS**. The request has now been sent to the Central Office.

Figure 6. Access to REVAOS email example

From: identitymanagement@hhsc.state.tx.us <identitymanagement@hhsc.state.tx.us>
Sent:
To:
Subject: Access to REVAOS

Hi,

You have received this notification because your request or a request submitted on your behalf has been updated.
Please review the details below:

Access Request for: REVAOS
Request Type: Add
Status: Approved by
Details: Moved to the next group for processing

You will receive a new status within **ten** calendar days. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Web Help https://hhsportal.hhs.state.tx.us/helpGuide/Content/Home.htm and FAQs https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,
HHS Enterprise Identity and Access Management

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

Once approved by the direct supervisor at the Central Office, the RE will receive an email titled **Request Approved by REVAOS Application Approver**.

Figure 7. Request Approved by REVAOS Application Approver email example

From: identitymanagement@hhsc.state.tx.us <identitymanagement@hhsc.state.tx.us>
Sent:
To:
Subject: Request Approved by REVAOS Application Approver: Access to REVAOS

Hello,

The following access request has been approved and has moved to the next group for processing:

Requestee Name:
Supervisor:
Request Access For: REVAOS
Request Type:
Partial Rejection Reason(if any):

You will receive a new status within **ten** calendar days. If you have any questions, please contact your supervisor.

Thank you,
HHS Enterprise Identity and Access Management

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

Regional Supervisor Process

Review and approve or deny staff access requests

A notification appears on your Notifications screen when a staff member submits an access request. Click the **Review Request** link to open the request details. At a minimum, the standard **Review Request** screen displays the following information:

- Request Number
- Name of Application
- Requester
- Recipient of the access request
- Request Date
- Request Type
- History of actions performed on the request

Other fields may be available depending on the user and request type. (If you are supervising contractors, you will approve their profile from this page.)

Figure 8. HHS Enterprise Portal Review Request screen

Approve the Request

Some requests will allow you to edit the requests before approving. If you are not ready to commit to the approval/denial, click **Back** (option 3 in the screenshot) to exit the request without performing an action. You have ten days to perform an action on a request. If you do not act on the request within ten days, the system will cancel the request and the requester will have to resubmit their request.

1. Select **Approve** (option 1 in the screenshot) to approve the request and open the **Add Details** dialog box. Entering details is not required if you are approving the request.
2. Click **OK** to complete the approval.

Deny the Request

1. Click **Deny** (option 2 in the screenshot) to deny the request and open the **Add Details** dialog box. You must enter details if you are denying the request.
2. Click **OK** on the dialog box to complete the denial.

Grantee RE Access Request

Grantee staff *(City of Houston (COH) and San Antonio Metro Health Department (SAMHD))* and users that are already utilizing their employee ID for a provider VAOS account, need to register with the HHS Enterprise Portal as a Partner Employee (i.e., get a new account with Enterprise Portal for REVAOS). Select one of the following options:

- Register for an Enterprise Portal Account as a Non-HHS Government Agency or Partner Organization **with** a Known Employer Identification Number (EIN).

- Register for an HHS Enterprise Portal Account as a Non-Government Agency or Partner Organization **without** a Known Employer Identification Number (EIN)

Register for an Enterprise Portal Account as a Non-HHS Government Agency or Partner Organization with a Known Employer Identification Number (EIN).

Complete the following steps to register for an Enterprise Portal account:

1. Navigate to the Enterprise Portal https://hhsportal.hhs.state.tx.us.
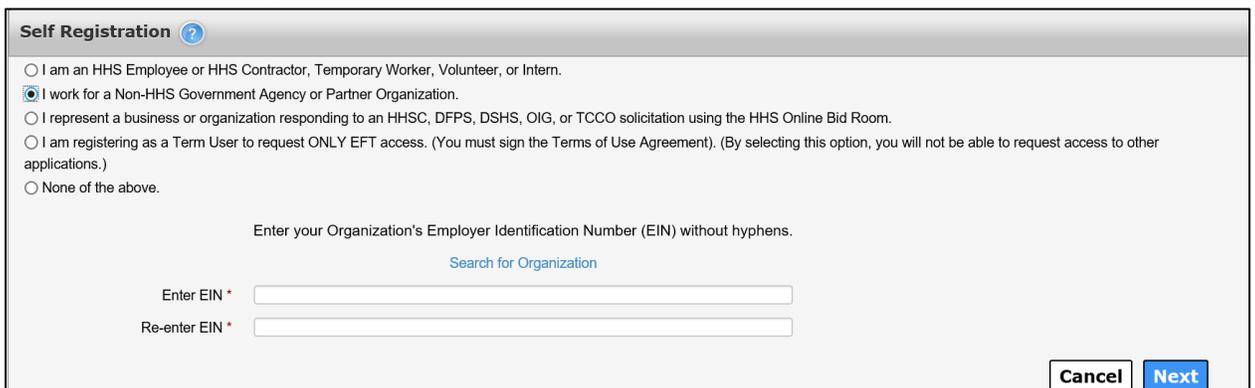2. Click the **Register** button to open the **Self Registration** page.

Figure 9. Register page
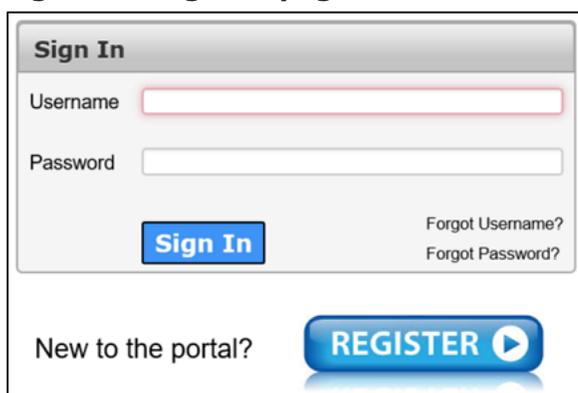
3. Select **I work for a Non-HHS Government Agency or Partner Organization**.

Figure 10. Self Registration page

4. Click **Next**.
5. Enter your **Organization's Employer Identification Number (EIN)** without hyphens.

Figure 11. Self Registration - Search for Organization

6. Click **Next** to open the **Request Access: Non-HHS Agency/Private Organization Employee** page.
7. Complete the information on the **Request Access: Non-HHS Agency/Private Organization Employee** page. Fields with an asterisk are required.

Figure 12. Request Access: Non-HHS Agency/Private Organization Employee page

8. Click **Next**.
9. Click **Done**. Your Enterprise Portal access request will be forwarded to your partner supervisor. An HHS Partner approver is an employee of HHS that is the point of contact or liaison between the partner organization and HHS. Once they have approved the request, you will receive an email with a temporary password.
10. Login to the Enterprise Portal using your **Username** and **Temporary Password**.
11. Follow the instructions contained within this document to sign the AUA, change your One-Time password, and answer security questions.

12. Click **Next** to open the **Access Management** page. Complete the steps to request application access.

Register for an HHS Enterprise Portal Account as a Non-Government Agency or Partner Organization without a Known Employer Identification Number (EIN)

Complete the following steps to register for an HHS Enterprise Portal account.

1. Navigate to the Enterprise Portal: https://hhsportal.hhs.state.tx.us.
2. Click the **Register** button.

Figure 13. Register page
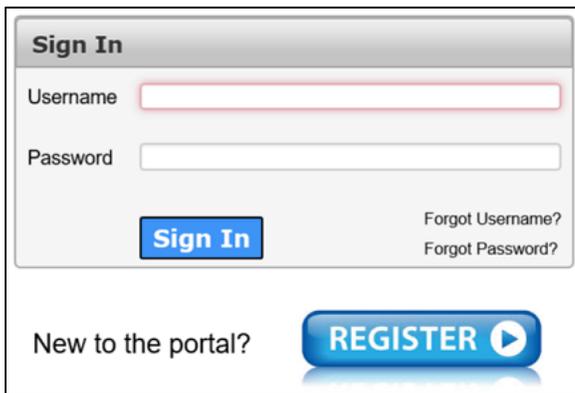
3. Select **I work for a non–HHS Government or Agency Partner Organization**.

Figure 14. Self Registration - Search for Organization

4. Select **Search for Organization** if you do not know your organization's EIN.
5. Enter your **Organization Name**.

Figure 15. Search for Organization page

6. Select **Search** to open the **Search Results** screen.

Figure 16. Search Results page

7. Locate and click your **Organization** to select it. If you are unable to find your organization, contact the Helpdesk at 512-438-4720 or Toll Free at 1-855-435-7181.
8. Click **Next** to open the **Request Access: Non-Agency/Private Organization Employee** page.
9. Complete the information on the **Request Access: Non-Agency/Private Organization Employee** page. Fields with an asterisk are required.

Figure 17. Request Access: Non-Agency/Private Organization Employee page

10. Click **Next**.
11. Click **Done**. Your Enterprise Portal access request will be forwarded to your HHS Partner Approver. Once they have approved the request, you will receive an email with a temporary password.
12. Login to the Enterprise Portal using your **Username** and **Temporary Password**.
13. Follow the instructions contained within this document to sign the AUA, change your password, and answer security questions.

Sign the Acceptable Use Agreement (AUA), Change Your Password and Answer Security Questions

1. Login to your account using your username and the temporary password contained in the email. This opens the **Acceptable Use Agreement** page.

Figure 18. Acceptable Use Agreement page

2. Read the AUA. You must read and scroll through the entire AUA to activate the **By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms** checkbox.
3. Click the **By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with it's terms** checkbox.
4. Enter your **First Name**.
5. Enter your **Last Name**.
6. Click **Next** to open the **Change Password** page.

Figure 19. Change Password page

7. Enter a new **Password** according to the **Password Rules**. As each condition is met, the red X will change to a green check mark.
8. Re-enter your **Password**. You should see that all the red x's have changed to green check marks in the **Password Rules** section.
9. Click **Next** to open the **Security Questions** page.

Figure 20. Security Questions page

10. Complete the **Security Questions**. You must answer and confirm each question.
11. Click **Next** to open the **My Profile** page.
12. Verify your personal information on the **My Profile** page. Your **My Profile** page may look different from the one shown below depending on the type of employee you are.

Figure 21. My Profile page

My Profile

Fields appearing with an asterisk* cannot be left empty.

▶ **Personal Information**

Prefix	[dropdown]
First Name*	Dorothy
Middle Name	
Last Name*	Brownwood
Suffix	
Preferred Name	
Personal Email	

▶ **Enterprise Portal Information**

Username *	DBrownwood
User Type*	Partner Employee
Organization Name	Al's Test Company

▶ **Agency Information**

Work Email*	Laura.Hull@hhs.texas.gov
Work Phone*	210-912-7998
Mobile #	###-###-####
Work Fax #	###-###-####
Job Title	
Component Code	[dropdown]

▶ **Work Location Information**

Physical Address 1	
Physical Address 2	
Physical City	
Physical State	[dropdown]
Physical Zip Code	
	☐ Same as Physical Address
Mailing Address 1	
Mailing Address 2	
Mailing City	
Mailing State	[dropdown]
Mailing Zip Code	

Cancel   Submit

13. Click **Next** to request application access. If you get logged out of the system, log back in using your username and new password.
14. Click **Manage Access**.

15. Follow the instructions in the *Application Access Guide* to request access to specific applications.