



Requesting TCT Access Through the Enterprise Portal

Identity and Access Management

December 2021



TEXAS
Health and Human
Services

Register for an HHS Enterprise Portal Account

The Health and Human Services (HHS) Enterprise Portal is a state-of-the-art, ADA compliant cyber gateway for accessing your HHS applications. From the Enterprise Portal you can request application access, manage network access or access your applications. However, you must first register, sign the Acceptable Use Agreement (AUA), change your password, and answer security questions.

This guide will provide instructions for registering for an Enterprise Portal account and requesting TCT access if you fall into one of the following categories:

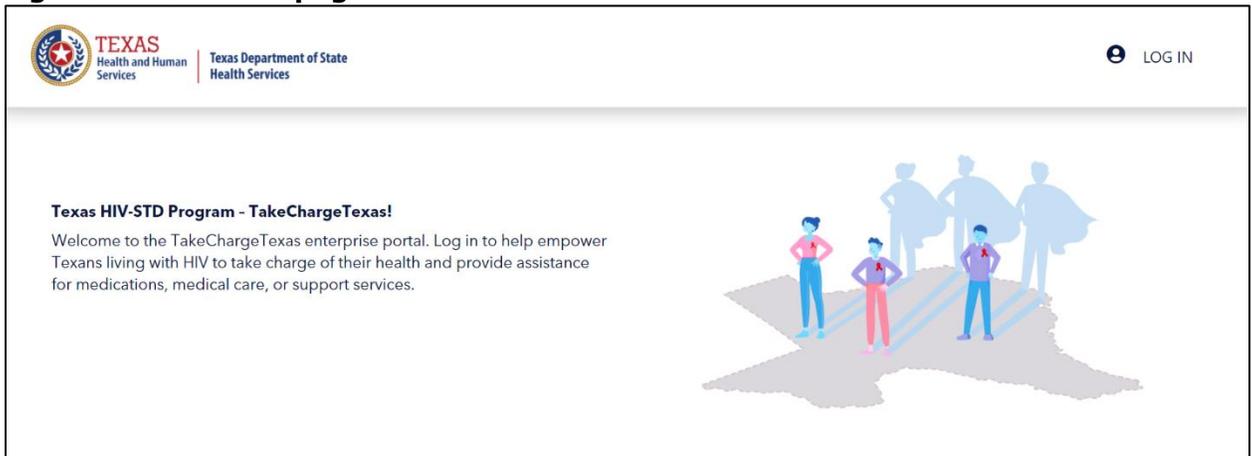
- [You currently have both an Enterprise Portal Account and TCT access.](#)
- [You currently have TCT access but do not have an Enterprise Portal account.](#)
- [You currently have an Enterprise Portal account but do not have TCT access.](#)
- [You do not have an Enterprise Portal Account or TCT access.](#)

You currently have both an Enterprise Portal Account and TCT access.

If you currently have TCT and an Enterprise Portal account, you can now access TCT through the Enterprise Portal. Complete the steps below to access TCT through the Enterprise Portal.

1. Login to the Enterprise Portal using your username and password. You will now see TCT available in your **List of Applications**.
2. Click **TCT** to open the TCT Portal. You must login to the TCT Portal to access it. Your TCT login will be the same username and password as your Enterprise Portal username and password. Alternatively, if you have a saved link (i.e., [HRAR \(texas.gov\)](#)) to the TCT Portal you can use it to log into TCT. Your username and password will be your Enterprise Portal username and password. Once you log in you are presented with the following screen.

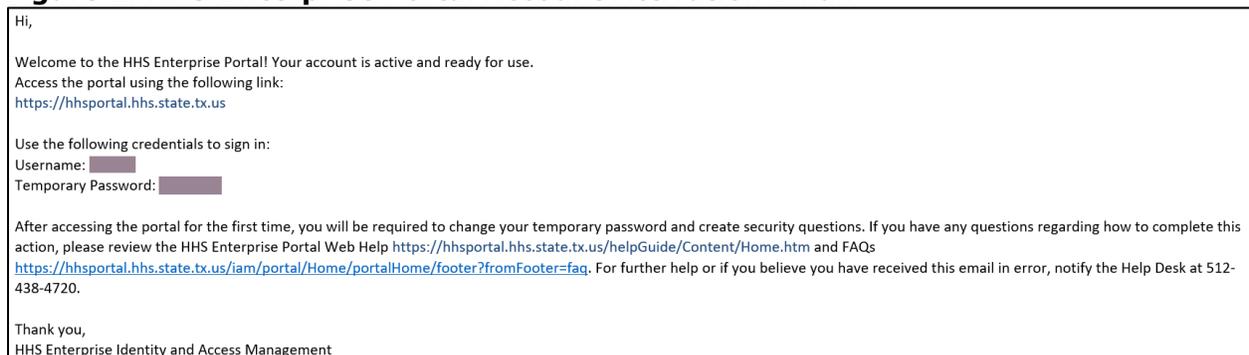
Figure 1. TCT Homepage



You currently have TCT access but do not have an Enterprise Portal account.

If you currently have TCT access but do not have an Enterprise Portal account, your Enterprise Portal account has been created for you. However, you must login to the Enterprise Portal, sign the HHS Acceptable Use Agreement, change your password, and answer security questions. You will receive an email with a link to the Enterprise Portal. An example of the email is shown below.

Figure 2. HHS Enterprise Portal Account Activation Email



Complete the steps below to login to the Enterprise Portal, sign the AUA, change your password, and answer security questions.

1. Access the Enterprise Portal using the link in the email.
2. Enter the username and temporary password sent to you in the email. This opens the **Acceptable Use Agreement** page.

Figure 3. Acceptable Use Agreement page

Health and Human Services Acceptable Use Agreement (AUA)
(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

Purpose

The purpose of this document is to inform you of your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS Agency sensitive information, and HHS Information Resources.^[1] This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge your understanding, acceptance, and compliance of HHS's Information Resource Acceptable Use provisions. This agreement applies to all persons using HHS Information Resources and/or using, disclosing, creating, transmitting, or maintaining HHS Confidential Information or HHS Agency sensitive information, whether employed by an HHS Agency or not, and is based on policy delineated in the HHS Enterprise Information Security Policy (EIS-Policy), and the HHS Enterprise Information Security Acceptable Use Policy (EIS-AUP). Users are further informed of their responsibilities regarding the use of HHS Information Resources when taking the required annual HHS Enterprise Information Security Acceptable Use Training.

I understand and hereby agree to comply with the following Information Resource Acceptable Use provisions:

Authorized Use

- Information Resources are intended to be used in support of official state-approved business.
- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.

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.

Provide an electronic signature by entering your first and last name [?](#) :

First Name

Last Name

3. 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.
4. 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.
5. Enter your **First Name**.
6. Enter your **Last Name**.
7. Click **Next** to open the **Change Password** page.

Figure 4. Change Password page

Change Password

You must change your password to continue.

New Password

Confirm New Password

Password Rules

- ✘ The password should not be empty.
- ✘ There should be at least **one upper** case letter.
- ✘ There should be at least **one lower** case letter.
- ✘ There should be at least **one number**.
- ✘ There should be at least **one non-alphabetic** characters from the following: !@#\$%^&*()_+|~='{}[]:;,/
- ✘ Minimum length of the password should be **8 characters**.
- ✘ Maximum length of the password should be **16 characters**.
- ✘ At least **four characters** in the new password must be different from the current password.
- ✘ Both new password fields should contain the same data.
- ✘ The password should not be the same as the username.
- ★ The password should not be the same as your First name or Last name.
- ★ The password should not be the same as the last 24 passwords used.
- ★ The password will expire after 90 days and must be changed after expiration.
- ★ Only one password reset is allowed per 24-hour period.

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

Figure 5. Security Questions page

Security Questions

To help ensure the security of your HHS Enterprise Portal account, choose three questions and provide your answers below.

Question # 1*

Response # 1*

Confirm # 1*

Question # 2*

Response # 2*

Confirm # 2*

Question # 3*

Response # 3*

Confirm # 3*

11. Complete the **Security Questions**. You must answer and confirm each question.
12. Click **Next** to open the **My Profile** page.
13. 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 6. My Profile page

My Profile

Fields appearing with an asterisk* cannot be left empty.

▶ **Personal Information**

Prefix

First Name*

Middle Name

Last Name*

Suffix

Preferred Name

Personal Email

▶ **Enterprise Portal Information**

Username*

User Type*

Organization Name

▶ **Agency Information**

Work Email*

Work Phone*

Mobile #

Work Fax #

Job Title

Component Code

▶ **Work Location Information**

Physical Address 1

Physical Address 2

Physical City

Physical State

Physical Zip Code

Same as Physical Address

Mailing Address 1

Mailing Address 2

Mailing City

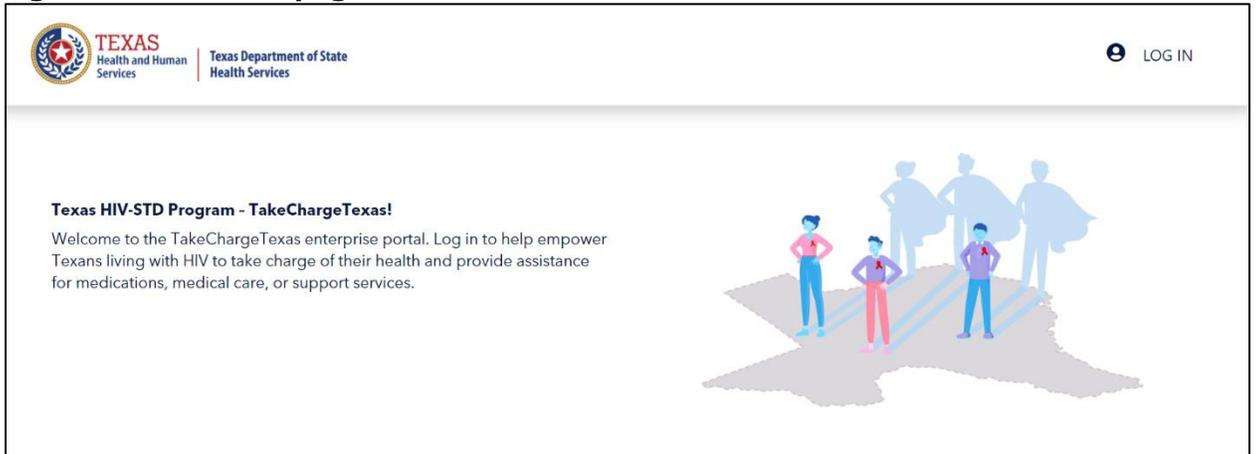
Mailing State

Mailing Zip Code

14. Click **Submit** to complete the process. You now have access to TCT and the Enterprise Portal. To access TCT you can click the TCT link under **My Applications** or if you have the TCT link saved, you can use it to access TCT. Regardless of how you access TCT, your login credentials will be your

Enterprise Portal username and password. Once you have entered your Enterprise Portal username and password on the TCT login screen, you will be presented with the TCT homepage as shown below.

Figure 7. TCT Homepage



Request TCT Access when you already have an Enterprise Portal Account

1. Login to the HHS Enterprise Portal using your username and password.
2. Click **Manage Access** to open the **Select Items** screen.
3. Scroll through the list of applications or enter **TCT** into the **Search** field to find TCT.
4. Click the checkbox next to **TCT** to select it.

Figure 8. HHS Enterprise Portal Select Items Screen

Select Items

Select up to 15 items.

Existing Access

Search:

Access Name	Description	Username
-------------	-------------	----------

New Access

Search:

Access Name	Description
<input checked="" type="checkbox"/> TCT	TakeChargeTexas (Worker Portal)
<input type="checkbox"/> TCT - CONV	TakeChargeTexas (Worker Portal)
<input type="checkbox"/> TCT - DEV	TakeChargeTexas (Worker Portal) for DEV
<input type="checkbox"/> TCT - SIT	TakeChargeTexas (Worker Portal) - SIT

Agency:

HHSC DADS
 DFPS DSHS
 Other

Categories:

Online Forms
 Downloadable IT Forms

[Show all categories](#)
[Clear category filters](#)

Selected Items

1. TCT

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

Figure 9. HHS Enterprise Portal Review Order Screen

Review Order

You have selected an item(s) that is dependent on one or more additional items to grant access. The additional items have been added to your cart.

Empty Cart

Item Name ▲	Request Type ◆	Submitted For ◆	Status ◆	
 TCT	New Access	Laura E Hull		Information Required
 TCT CA	Security Agreement	Laura E Hull		Information Required

Return To List **Submit Order**

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

Figure 10. HHS Enterprise Portal Provide Information Screen

Provide Information: TakeChargeTexas (Worker Portal) (TCT) ?

Complete the following information before submitting your request:

Has the user taken security training? *	Certificate Number *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Does the user have a signed confidentiality agreement? *	Program(s) *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> THMP
	<input type="checkbox"/> CARE
	<input type="checkbox"/> DSHS
	<input type="checkbox"/> HOPWA
	<input type="checkbox"/> Prevention

Business Purpose * (Maximum character length is 250)

Comments (Maximum character length is 250)

Back **Next**

- Complete the fields as described in the table below.

Table 1. TCT Request Access Field Descriptions

Field	Description
Has the user taken security training?	Indicate whether the user has taken security training. The user must complete security training to request access.
Does the user have a signed confidentiality agreement?	Indicate whether the user has signed a confidentiality agreement. The user must have a signed confidentiality agreement on file to request access.
Certificate Number	Enter the Certificate number .
Program(s)	Select the appropriate Program . You will have to select Roles for the Program choice. The Roles will vary depending on the Program selected.
Roles	Select the Roles appropriate for the Program you selected. Roles will vary based on the Program you selected.
Business Purpose	Enter a Business Justification for the access (i.e., why you need the access).
Comments	Enter any other information the provisioner may need in order to complete your access request.

- Click **Next** to return to the **Review Order** screen.
- Click **Information Required** in the TCT CA row to open the **Provide Information: TCT Confidentiality Agreement (TCT CA)** screen.

Figure 11. HHS Enterprise Portal Provide Information Screen

Provide Information: TCT Confidentiality Agreement (TCT CA)

Please review the User Agreement. You must agree to its terms before you can continue.

TERMS OF USE

For a list of legal requirements regarding confidentiality and security, contact your local Ryan White or Ending the HIV Epidemic (EHE) administrator, or review your Data Use Agreement.

For Access to Texas Department of State Health Services' TakeChargeTexas.gov Agency Portal

These Terms of Use establish requirements for access to and protection of the information within TakeChargeTexas.Gov (TCT). Your responsibilities apply to the Enterprise portal, software application, and data stored within TCT.

By accessing this site (TCT) I confirm:

- I am authorized to access the site as approved by my supervisor/manager. I understand the TCT portal contains confidential information that must be safeguarded as required by applicable laws and regulations. **"Confidential Information"** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to an authorized user, or that an authorized user may create, receive, maintain, use, disclose or have access to on behalf of HHS that consists of or includes any or all of the following:

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.

Provide an electronic signature by entering your first and last name  :

First Name*

Last Name*

10. Scroll through and read the entire agreement.
11. Click the confirmation checkbox to indicate you have read and understood the entire agreement.
12. Enter your **First Name** as it appears in CAPPS.
13. Enter your **Last Name** as it appears in CAPPS.
14. Click **Next** to return to the **Review Order** screen.
15. Click the confirmation checkbox to indicate you have read and understood the statement.

Figure 12. HHS Enterprise Portal Review Order Screen

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status		
TCT	New Access	Laura E Hull		Edit	
TCT CA	Security Agreement	Laura E Hull		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](#)

16. Click **Submit Order** to submit your order. You will receive an update via portal notification and email within 10 days of submitting the order. You may also review updates at any time by selecting the **My Orders** link at the top right of the screen. When your TCT access has been approved and provisioned, you will receive an email stating that you have access to TCT.

Figure 13. HHS Enterprise Portal TCT Access Granted Email

Hi,

You have been granted access to TakeChargeTexas (Worker Portal). You can access the application through the following URL:
<https://hhsportal.hhs.state.tx.us>

Your username and password will arrive in a separate email if you do not already have a worker portal account.

For further help or if you believe you have received this email in error, please notify the Help Desk at 512-438-4720.

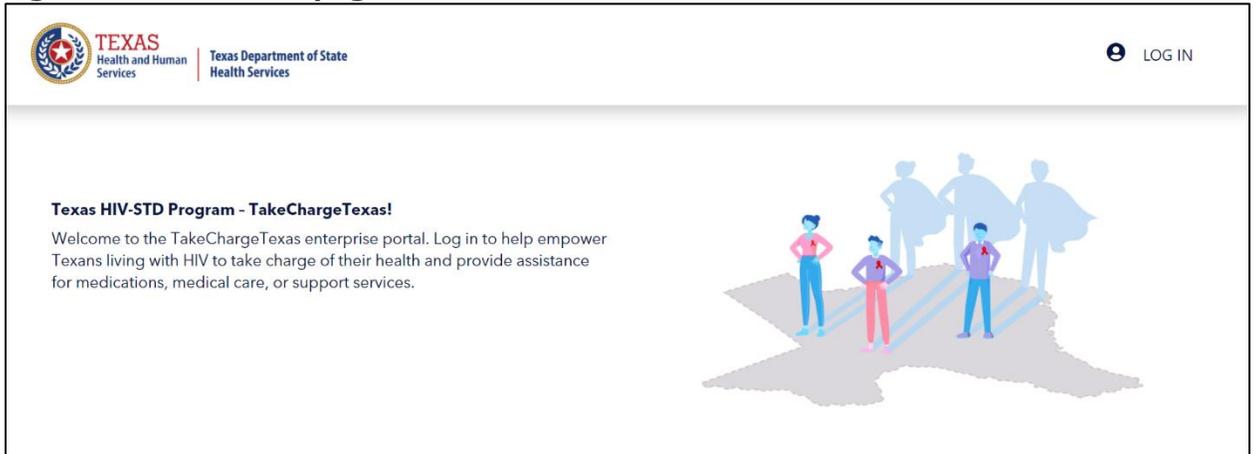
Thank you,

TakeChargeTexas Team

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.

17. Click the link in the email to access the Enterprise Portal. Login to the Enterprise Portal using your username and password. You will now see TCT available in your **List of Applications**.
18. Click **TCT**, in your list of applications, to open the TCT Portal. You must login to the TCT Portal using your Enterprise Portal username and password. Alternatively, if you have a saved link (i.e., [HRAR \(texas.gov\)](https://hrar.texas.gov)) to the TCT Portal you can use it to log into TCT. Your username and password will be your Enterprise Portal username and password. Once you log in you are presented with the following screen.

Figure 14. TCT Homepage



Register for an HHS Enterprise Portal Account and Request TCT Access

If you have never had TCT access before and do not have an Enterprise Portal Account, you will need to complete the following steps to gain access to TCT:

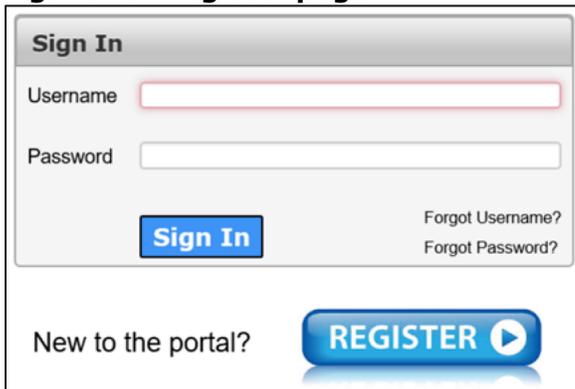
- [Register for an HHS Enterprise Portal Account as an HHS Employee](#)
- [Register for an HHS Enterprise Portal Account as a Contractor](#)
- [Sign the AUA, change your password, answer security questions](#)
- [Request TCT Access](#)

Register for an HHS Enterprise Portal Account as an HHS Employee

Note: New employees can't register for an Enterprise Portal account until your employment record syncs to the Enterprise Portal. This is an automated process that happens every two hours beginning at 9:00am. Therefore, there may be a delay from the time you receive your employee ID and when you can register in the Enterprise Portal. 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.

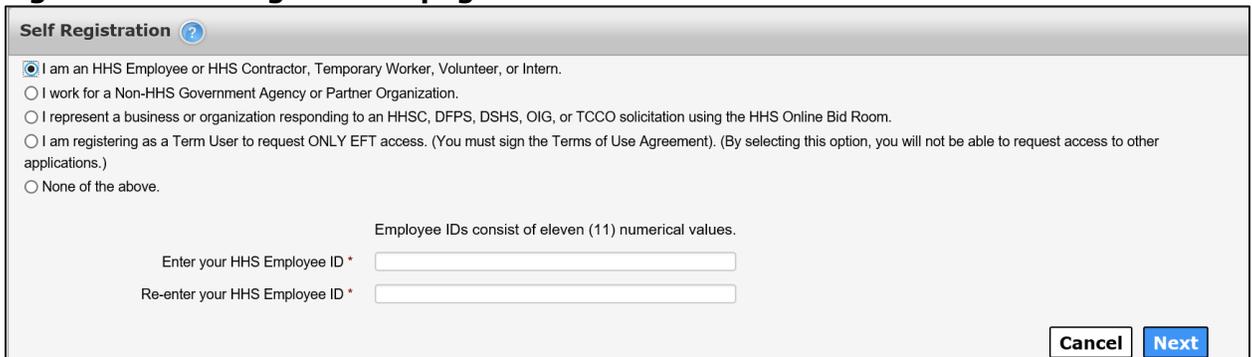
Figure 15. Register page



The screenshot shows a 'Sign In' form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Sign In' button. To the right of the 'Sign In' button are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom left, there is a link 'New to the portal?' and a large blue 'REGISTER' button with a play icon.

3. Select **I am an HHS Employee**.
4. Enter your **HHS Employee ID**.
5. Re-enter your **HHS Employee ID**.
6. Click **Next** to open the **Self Registration** page.

Figure 16. Self Registration page



The screenshot shows the 'Self Registration' page. It has a title bar with a question mark icon. Below the title bar are four radio button options:

- I am an HHS Employee or HHS Contractor, Temporary Worker, Volunteer, or Intern.
- I work for a Non-HHS Government Agency or Partner Organization.
- I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room.
- I am registering as a Term User to request ONLY EFT access. (You must sign the Terms of Use Agreement). (By selecting this option, you will not be able to request access to other applications.)
- None of the above.

Below the options is a note: 'Employee IDs consist of eleven (11) numerical values.' There are two input fields: 'Enter your HHS Employee ID *' and 'Re-enter your HHS Employee ID *'. At the bottom right are 'Cancel' and 'Next' buttons.

7. Click **Done**. You will receive an email with a temporary password.
8. Login to the Enterprise portal using your **Username** and **Temporary Password**.
9. Follow the instructions contained within this document to sign the AUA, change your one-time password, and answer security questions.
10. Click **Next** to open the **Access Management** page. See the section titled [Request TCT Access](#) to request TCT access.

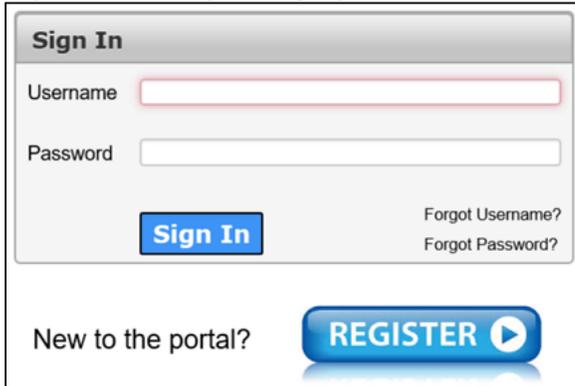
Register for an HHS Enterprise Portal Account as a Contractor, Temporary Worker, Volunteer, or Intern

An HHS Contract Employee is an employee who has contractor status with HHS, and reports to a supervisor within one of the HHS agencies. Once you have completed your registration, an access request email is sent to your supervisor. After your supervisor approves your request, you will receive an email with your username and a temporary password with which you can login to the Enterprise Portal to sign the AUA, change your password, answer security questions and

request application access. It may take up to ten days for your request to be approved. Complete the following steps to register for an Enterprise Portal account:

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

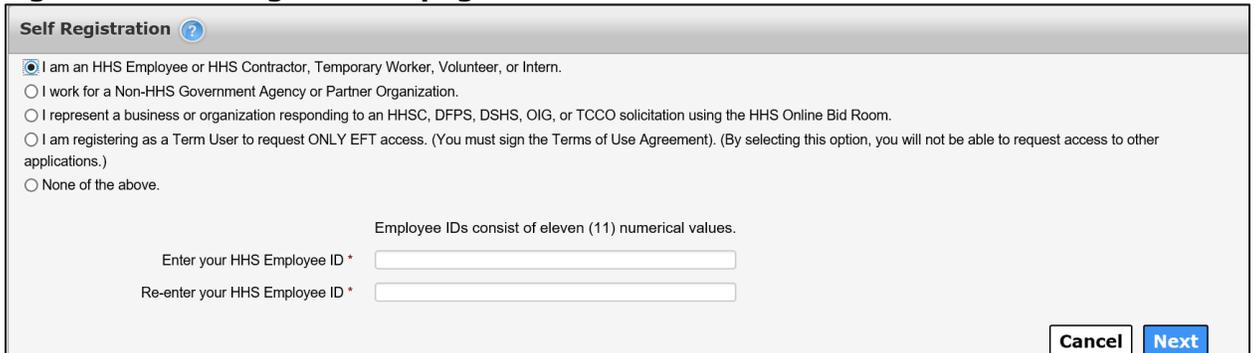
Figure 17. Register page



The screenshot shows a 'Sign In' form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Sign In' button. To the right of the 'Sign In' button are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom left, there is a link 'New to the portal?' and a large blue 'REGISTER' button with a play icon.

3. Select **I work as a Contractor, Temporary Worker, Volunteer or Intern.**

Figure 18. Self Registration page



The screenshot shows the 'Self Registration' page. At the top, there is a header 'Self Registration' with a help icon. Below the header, there are five radio button options:

- I am an HHS Employee or HHS Contractor, Temporary Worker, Volunteer, or Intern.
- I work for a Non-HHS Government Agency or Partner Organization.
- I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room.
- I am registering as a Term User to request ONLY EFT access. (You must sign the Terms of Use Agreement). (By selecting this option, you will not be able to request access to other applications.)
- None of the above.

Below the options, there is a note: 'Employee IDs consist of eleven (11) numerical values.' There are two input fields: 'Enter your HHS Employee ID *' and 'Re-enter your HHS Employee ID *'. At the bottom right, there are two buttons: 'Cancel' and 'Next'.

4. Click **Next** to open the **Request Access: HHS Contract Employee** page.
5. Complete the fields on the **Request Access: HHS Contract Employee** page. Fields designated with an asterisk are required. If you do not have an HHS agency email account, you can use a personal email account to register. Once you receive an agency email, you will need to up-date it in the **My Profile** section.

Figure 19. Request Access: HHS Contract Employee page

Request Access: HHS Contract Employee

▶ **Personal Information**

Prefix ▼

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

Personal Email

▶ **Enterprise Portal Information**

Username *

User Type* ▼

- Username can contain a-z, A-Z, or 0-9
- Username can only contain the following special characters _ - . @
- Numeric only Usernames are not allowed
- A green  means your selected username is available.
- A red  means your selected username is unavailable.

▶ **Agency Information**

Work Email*

Confirm Work Email *

Work Phone *

Mobile #

Work Fax #

▶ **Work Location Information**

Physical Address 1

Physical Address 2

Physical City

Physical State ▼

Physical Zip Code

Same as Physical Address

Mailing Address 1

Mailing Address 2

Mailing City

Mailing State ▼

Mailing Zip Code

▶ **Supervisor Information**

Supervisor First Name *

Supervisor Last Name *

Supervisor Email Address *

6. Click **Next**.
7. Click **Done** on the **Self Registration** page. Your Enterprise Portal access request is forwarded to your HHS supervisor. Once they have approved the request, you will receive an email with a temporary password.
8. Login to the Enterprise Portal using your **Username** and **Temporary Password**.

9. Follow the instructions contained within this document to sign the AUA, change your **One-Time Password**, and answer security questions.
10. Click **Next** to open the **Access Management** page. See the [Request TCT Access](#) section to request TCT access.

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 20. Acceptable Use Agreement page

Health and Human Services Acceptable Use Agreement (AUA)
(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

Purpose

The purpose of this document is to inform you of your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS Agency sensitive information, and HHS Information Resources.[1] This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge your understanding, acceptance, and compliance of HHS's Information Resource Acceptable Use provisions. This agreement applies to all persons using HHS Information Resources and/or using, disclosing, creating, transmitting, or maintaining HHS Confidential Information or HHS Agency sensitive information, whether employed by an HHS Agency or not, and is based on policy delineated in the HHS Enterprise Information Security Policy (EIS-Policy), and the HHS Enterprise Information Security Acceptable Use Policy (EIS-AUP). Users are further informed of their responsibilities regarding the use of HHS Information Resources when taking the required annual HHS Enterprise Information Security Acceptable Use Training.

I understand and hereby agree to comply with the following Information Resource Acceptable Use provisions:

Authorized Use

- Information Resources are intended to be used in support of official state-approved business.
- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.

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.

Provide an electronic signature by entering your first and last name ? :

First Name

Last Name

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 its terms** checkbox.
4. Enter your **First Name**.
5. Enter your **Last Name**.
6. Click **Next** to open the **Change Password** page.

Figure 21. Change Password page

Change Password

You must change your password to continue.

New Password

Confirm New Password

Password Rules

- ✘ The password should not be empty.
- ✘ There should be at least **one upper** case letter.
- ✘ There should be at least **one lower** case letter.
- ✘ There should be at least **one number**.
- ✘ There should be at least **one non-alphabetic** characters from the following: !@#\$%^&*()_+|~='{}[]:;.,/
- ✘ Minimum length of the password should be **8 characters**.
- ✘ Maximum length of the password should be **16 characters**.
- ✘ At least **four characters** in the new password must be different from the current password.
- ✘ Both new password fields should contain the same data.
- ✘ The password should not be the same as the username.
- ★ The password should not be the same as your First name or Last name.
- ★ The password should not be the same as the last 24 passwords used.
- ★ The password will expire after 90 days and must be changed after expiration.
- ★ Only one password reset is allowed per 24-hour period.

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 22. Security Questions page

Security Questions

To help ensure the security of your HHS Enterprise Portal account, choose three questions and provide your answers below.

Question # 1*

Response # 1*

Confirm # 1*

Question # 2*

Response # 2*

Confirm # 2*

Question # 3*

Response # 3*

Confirm # 3*

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 23. My Profile page

My Profile

Fields appearing with an asterisk* cannot be left empty.

▶ **Personal Information**

Prefix

First Name*

Middle Name

Last Name*

Suffix

Preferred Name

Personal Email

▶ **Enterprise Portal Information**

Username*

User Type*

Organization Name

▶ **Agency Information**

Work Email*

Work Phone*

Mobile #

Work Fax #

Job Title

Component Code

▶ **Work Location Information**

Physical Address 1

Physical Address 2

Physical City

Physical State

Physical Zip Code

Same as Physical Address

Mailing Address 1

Mailing Address 2

Mailing City

Mailing State

Mailing Zip Code

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** to request TCT access. See the section titled [Request TCT Access](#) to request TCT access.

Request TCT Access

After you have created your Enterprise Portal account, you must order TCT access. Note that the user must complete security training and have a signed confidentiality agreement before access can be requested. Complete the steps below to order TCT Access.

1. Click **Manage Access** to open the **Select Items** screen.
2. Scroll through the list of applications or enter **TCT** into the **Search** field to find TCT.
3. Click the checkbox next to **TCT** to select it.

Figure 24. HHS Enterprise Portal Select Items Screen

Select Items

Select up to 15 items.

Existing Access

Search:

Access Name	Description	Username
-------------	-------------	----------

New Access

Search:

Access Name	Description
<input checked="" type="checkbox"/> TCT	TakeChargeTexas (Worker Portal)
<input type="checkbox"/> TCT - CONV	TakeChargeTexas (Worker Portal)
<input type="checkbox"/> TCT - DEV	TakeChargeTexas (Worker Portal) for DEV
<input type="checkbox"/> TCT - SIT	TakeChargeTexas (Worker Portal) - SIT

Agency:

HHSC DADS
 DFPS DSHS
 Other

Categories:

Online Forms
 Downloadable IT Forms

[Show all categories](#)
[Clear category filters](#)

Selected Items

1. TCT

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

Figure 25. HHS Enterprise Portal Review Order Screen

Review Order

You have selected an item(s) that is dependent on one or more additional items to grant access. The additional items have been added to your cart.

Empty Cart

Item Name ▲	Request Type ◆	Submitted For ◆	Status ◆	
+ TCT	New Access	Laura E Hull	⚠	Information Required
+ TCT CA	Security Agreement	Laura E Hull	⚠	Information Required

Return To List **Submit Order**

5. Click **Information Required** next to **TCT** to open the **TCT Provide Information** screen.

Figure 26. HHS Enterprise Portal Provide Information Screen

Provide Information: TakeChargeTexas (Worker Portal) (TCT) ?

Complete the following information before submitting your request:

Has the user taken security training? *
 Yes No

Certificate Number *

Does the user have a signed confidentiality agreement? *
 Yes No

Program(s) *
 THMP
 CARE
 DSHS
 HOPWA
 Prevention

Business Purpose * (Maximum character length is 250)

Comments (Maximum character length is 250)

Back **Next**

- Complete the fields as described in the table below.

Table 2. TCT Request Access Field Descriptions

Field	Description
Has the user taken security training?	Indicate whether the user has taken security training. The user must complete security training to request access.
Does the user have a signed confidentiality agreement?	Indicate whether the user has signed a confidentiality agreement. The user must have a signed confidentiality agreement on file to request access.
Certificate Number	Enter the Certificate number .
Program(s)	Select the appropriate Program . You will have to select Roles for the Program choice. The Roles will vary depending on the Program selected.
Roles	Select the Roles appropriate for the Program you selected. Roles will vary based on the Program you selected.
Business Purpose	Enter a Business Justification for the access (i.e., why you need the access).
Comments	Enter any other information the provisioner may need in order to complete your access request.

- Click **Next** to return to the **Review Order** screen.
- Click **Information Required** in the TCT CA row to open the **Provide Information: TCT Confidentiality Agreement (TCT CA)** screen.

Figure 27. HHS Enterprise Portal Provide Information Screen

Provide Information: TCT Confidentiality Agreement (TCT CA)

Please review the User Agreement. You must agree to its terms before you can continue.

TERMS OF USE

For a list of legal requirements regarding confidentiality and security, contact your local Ryan White or Ending the HIV Epidemic (EHE) administrator, or review your Data Use Agreement.

For Access to Texas Department of State Health Services' TakeChargeTexas.gov Agency Portal

These Terms of Use establish requirements for access to and protection of the information within TakeChargeTexas.Gov (TCT). Your responsibilities apply to the Enterprise portal, software application, and data stored within TCT.

By accessing this site (TCT) I confirm:

- I am authorized to access the site as approved by my supervisor/manager. I understand the TCT portal contains confidential information that must be safeguarded as required by applicable laws and regulations. **"Confidential Information"** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to an authorized user, or that an authorized user may create, receive, maintain, use, disclose or have access to on behalf of HHS that consists of or includes any or all of the following:

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.

Provide an electronic signature by entering your first and last name  :

First Name*

Last Name*

9. Scroll through and read the entire agreement.
10. Click the confirmation checkbox to indicate you have read and understood the entire agreement.
11. Enter your **First Name** as it appears in CAPPS.
12. Enter your **Last Name** as it appears in CAPPS.
13. Click **Next** to return to the **Review Order** screen.
14. Click the confirmation checkbox to indicate you have read and understood the statement.

Figure 28. HHS Enterprise Portal Review Order Screen

Item Name	Request Type	Submitted For	Status		
TCT	New Access	Laura E Hull		Edit	
TCT CA	Security Agreement	Laura E Hull		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](#)

15. Click **Submit Order** to submit your order. You will receive an update via portal notification and email within 10 days of submitting the order. You may also review updates at any time by selecting the My Orders link at the top right of the screen. When your TCT access has been approved and provisioned, you will receive an email stating that you have access to TCT.

Figure 29. HHS Enterprise Portal TCT Access Granted Email

Hi,

You have been granted access to TakeChargeTexas (Worker Portal). You can access the application through the following URL:
<https://hhsportal.hhs.state.tx.us>

Your username and password will arrive in a separate email if you do not already have a worker portal account.

For further help or if you believe you have received this email in error, please notify the Help Desk at 512-438-4720.

Thank you,

TakeChargeTexas Team

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.

16. Click the link in the email to access the Enterprise Portal. Login to the Enterprise Portal using your username and password. You will now see TCT available in your **List of Applications**.
17. Click **TCT**, in your list of applications, to open the TCT Portal. You must login to the TCT Portal using your Enterprise Portal username and password. Alternatively, if you have a saved link (i.e., [HRAR \(texas.gov\)](https://hrar.texas.gov)) to the TCT Portal you can use it to log into TCT. Your username and password will be your Enterprise Portal username and password. Once you log in you are presented with the following screen.

Figure 30. TCT Homepage

