TRAINING FOR IRIS USERS

The HHS Enterprise Portal

Click here to begin
About this Document

This document was designed to be read interactively on your computer, tablet, or smart phone.
This document is not meant to be read in sequential order. If necessary, hide your TOC/thumbnail panel for a better user experience.
Click the arrows at the bottom of the page to move throughout the document.
Click on the area beside the large arrows to move to the next step.
If your access to the portal or IRIS is not granted after it is approved...

Contact the Help Desk at:

Phone: 512-438-4720
Toll Free: 1-800-435-7181 TDD 711
Email: help@hhsc.state.tx.us
Click on the user type that best describes you.

- I am an HHS employee, but not a Supervisor.
- I am an HHS Supervisor.
- I am an HHS Contactor.
Select a topic.

- Register for an HHS Enterprise Portal account.
- Request an IRIS account.
- Sign the Acceptable Use Agreement.

Click here if you are locked out of your account or experiencing other issues...
Select a topic.

- Register for an HHS Enterprise Portal account.
- Request IRIS access for myself.
- Request IRIS access for an employee.
- Delete an employee’s IRIS account.
- Review and approve or deny a staff member’s IRIS access request.

Click here if you are locked out of your account or experiencing other issues...
If you need to remove IRIS access for a staff member, and the original IRIS access request was **NOT** completed through the portal, contact the Help Desk at:

Phone: 512-438-4720  
Toll Free: 1-800-435-7181 TDD 711  
Email: help@hhsc.state.tx.us

Select **OK** to review the steps for removing IRIS access through the portal.
Select a topic.

- Register for an HHS Enterprise Portal account.
- Request IRIS access.

Click here if you are locked out of your account or experiencing other issues...
Navigate to the portal and select **Register**.
Navigate to the portal and select Register
Select your user type
(first option)

Self Registration

- I am an HHS Employee.
- I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.
- I work for a Non-HHS Government Agency or Partner Organization.
- None of the above.

Cancel
Select your user type.
(second option)
Fill out your user profile and click **Next.**
(Fields with asterisks cannot be left empty)
Enter your Employee ID and click **Next**.
Check your inbox for an email that contains your username, temporary password, and link to the portal. Click on the link.
10-Day Request Period

- You will receive an request update via email within 10 days.
- Communicate with your Supervisor if the 10-day period is almost over and you have not received an update. If your Supervisor fails to respond to your request, you will be forced to resubmit an access request.
- You will receive an email after your request has been approved. This email contains your username, temporary password, and a link to the portal. Click the link to access the portal.
Enter your username and temporary password in the fields provided, then click **Sign In**
Enter your username and temporary password in the fields provided, then click **Sign In**.
Sign the Acceptable Use Agreement

- Read the agreement, scrolling to the bottom of the page to enable the confirmation checkbox.
- Check beside the confirmation checkbox.
- Enter your first and last name as it appears in CAPPS (if you are an HHS Employee) or as it was entered when you registered for an account (if you are not an HHS Employee).
- Click Next.
Sign the Acceptable Use Agreement

- Read the agreement, scrolling to the bottom of the page to enable the confirmation checkbox.
- Check beside the confirmation checkbox
- Enter your first and last name as it appears in CAPPS (if you are an HHS Employee) or as it was entered when you registered for an account (if you are not an HHS Employee).
- Click Next.
Create a Password.

Read the password rules before you start. The red text will change to green when a condition is met.
Create a Password.

Read the password rules before you start. The red text will change to green when a condition is met.
Select and answer three security questions.
Answer your security questions.

**Forgot Password**

Step 2: Answer the following questions to recover your password.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your Mother's maiden name?</td>
<td>*****</td>
</tr>
<tr>
<td>What city were you born in?</td>
<td>*****</td>
</tr>
</tbody>
</table>

**Cancel**  **Next**
Sign into the portal and click **Manage Access** under Access Management.
Sign into the portal and click **Manage Staff** under Staff Management on the Main Menu.
Sign into the portal and click **Manage Access** under Access Management on the Main Menu.
Sign into the portal and click **Manage Staff** under Staff Management on the Main Menu.
Sign into the portal and click **Manage Staff** under Staff Management on the Main Menu.
Click **Manage Access** in the row of the staff member you would like to request access for.
Click **Manage Access** in the row of the staff member you would like to request access for.
Click **Add/Modify Access** at the top of the screen.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Last Updated</th>
<th>Username</th>
<th>Last Reviewed</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Account</td>
<td>06/03/2015</td>
<td>cliilith</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>ITIM Account</td>
<td></td>
<td>cliilith</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

**Agreements**

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Version #</th>
<th>Last Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Computer Use Agreement (CUA)</td>
<td>0214</td>
<td>06/03/2015 03:45 PM</td>
</tr>
</tbody>
</table>
Click **Add/Modify Access** at the top of the screen.
Use the scroll bar or search functions to find the IRIS application of your choice. Click the box beside it to add it to your cart.
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<table>
<thead>
<tr>
<th>Access Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUB</td>
<td>Historically Underutilized Business Portal</td>
</tr>
<tr>
<td>IRIS Center Millennium</td>
<td>Integrated Resident Information System - Cerner Millennium</td>
</tr>
<tr>
<td>IRIS Center Works</td>
<td>Integrated Resident Information System - Cerner Works</td>
</tr>
<tr>
<td>IRIS Dendrix</td>
<td>Integrated Resident Information System - Dendrix</td>
</tr>
<tr>
<td>IRIS Incident Management</td>
<td>Integrated Resident Information System - Incident Management</td>
</tr>
<tr>
<td>IRIS P2Sentry</td>
<td>Integrated Resident Information System - P2Sentry</td>
</tr>
<tr>
<td>ITSM (RdM)</td>
<td>Remedy On Demand</td>
</tr>
<tr>
<td>LTS</td>
<td>Legislative Tracking System</td>
</tr>
<tr>
<td>LTSS</td>
<td>Long Term Services and Supports</td>
</tr>
</tbody>
</table>
Use the scroll bar or search functions to find the IRIS application of your choice. Click the box beside it to add it to your cart.
Existing accounts are displayed at the top of the list in shaded rows. Click on the box beside the account to add it to your cart.
Select **Next** after you have made your selection.
Select **Next** after you have made your selection.
Select **Next** after you have made your selection.

### Select Items

<table>
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<tr>
<td>IRIS Dentrix</td>
<td>Integrated Resident Information System - Dentrix</td>
</tr>
<tr>
<td>IRIS Incident Management</td>
<td>Integrated Resident Information System - Incident Management</td>
</tr>
<tr>
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### Agency:
- HHSC
- DADS
- DARS
- DFPS
- DSHS
- Other

### Categories:
- Business Applications
- Database Access
- File System Access
- Reporting Applications
- Server Access
- Desktop Applications
- Email
- Network Access
- Workspace
- Other
- Show all categories
- Clear category filters

**Selected Items:**
1. IRIS Center Millennium
Select **Next** after you have made your selection.
Select **Next** after you have made your selection.
Select **Information Required**.
Select **Information Required.**

<table>
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<tr>
<th>Item Name</th>
<th>Request Type</th>
<th>Submitted For</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRIS Cerner Millennium</td>
<td>New Access</td>
<td>Carolynn Lilith</td>
<td>Information Required</td>
</tr>
</tbody>
</table>

[Review Order]

[Empty Cart]

[Return To List] [Submit Order]
Select **Information Required.**
Select **Information Required**.

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<tr>
<td>IRIS Cerner Millennium</td>
<td>New Access</td>
<td>Carolynn Lilith</td>
<td><img src="https://example.com" alt="Information Required" /></td>
<td><img src="https://example.com" alt="Empty Cart" /></td>
</tr>
</tbody>
</table>

[Return To List] [Submit Order]
Select **Information Required**.

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</thead>
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<tr>
<td>IRIS Cerner Millennium</td>
<td>Modify Access</td>
<td>Carolyynn Lilith</td>
<td><img src="warning-icon.png" alt="" /> Information Required</td>
</tr>
</tbody>
</table>

![Review Order](image-url)
Select **Remove Access** and click **Next**.
Choose to remove user’s access on today’s date, or on a future date.
Choose the access details. The screen will change depending on the type of selections you select.
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Select **Next** after you have finished making your selections.
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Select **Next** after you have finished making your selections.
Read the confirmation message and check the box beside it.

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<tbody>
<tr>
<td>IRIS Center Millennium</td>
<td>New Access</td>
<td>Carolyn Liith</td>
<td>✔️</td>
<td>Edit, Delete</td>
</tr>
</tbody>
</table>

I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

[Submit Order] [Return To List]
Read the confirmation message and check the box beside it.
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I understand that by submitting this order I am agreeing that all information in each request is true and necessary.
Select **Submit Order**.
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- [Return To List](#)
- [Submit Order](#)
Select **Submit Order**

### Review Order

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</tr>
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I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

[Submit Order]
Select **Submit Order**
You will receive a confirmation message containing your order and reference number. To stay updated with the status of the request, click **My Orders** at the top of the screen.
If your access to IRIS is not granted after it is approved...

Contact the Help Desk at:

Phone: 512-438-4720
Toll Free: 1-800-435-7181 TDD 711
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When an access request is up for review, you will receive an email, and a notification will be posted on the your Home page. Click “Review Request” on the notification.
Review the request details. You can make adjustments to the access if needed. Select **Deny** to deny the request. Select **Approve** to approve the request.

**Request## 7458234908234-285**
**System**: IRIS Cerner Millennium
**Requested By**: Jane Whitemore
**Requested For**: Jane Whitemore
**Request Date**: 01/22/2016
**Request Type**: New Access

**Corner Position(s)**
- Physician - Primary Care

**SSLC**
- AB_Abilene State Supported Living Center

**Provider NPI**
- 1245319599

**Provider DEA Registration Number**
- AB123467

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

**History**
- 01/22/2016 10:37:09: Jane Whitemore
After you select one of the options, an Add Details pop-up window will open. You are only required to add details if you are denying the request. Select **OK** to complete the request.
System Use Notification

Warning: This is a Texas Health and Human Services Information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Broadcast Message(s):

- The HHS Enterprise Portal is a secure, easy-to-use interface for accessing or requesting access to dozens of state applications, services, and assets.

Navigate to the HHS Enterprise Portal and click here

New to the portal?

Click here to sign Acceptable Use Agreement (AUA)
What is Acceptable Use Agreement?
The AUA (formerly known as the Computer Use Agreement or CUA) outlines your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS agency sensitive Information, and HHS Information Resources. This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. By reading and signing the agreement, you acknowledge that you have read the conditions and agree to its terms.

What is my Employee ID?
The 11-digit number assigned to you when you were hired. Contact your Supervisor to retrieve your ID if you do not know it.

Why must I provide SSN and DOB information?
Your SSN and DOB confirms your identity. It will not be stored in the system after it is entered.
Provide Employee Details for Signing AU

- Employee ID (11 digits) *
- SSN *
- Date of Birth (mm/dd/yyyy) *

After you enter your Employee ID, SSN, and Date of Birth, select "Submit"
Do you have an up-to-date AUA already on file?

- yes
- no
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. 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.
- Proper authorization is required for access to all information owned by HHS Agencies, except for information that is maintained for public access.
- I will not attempt to access or alter any information that I am not authorized to work with in the performance of my job duties.
- I will not enter any unauthorized Information, make any unauthorized changes to Information, or disclose any Information with Information Resource, allowing another party unauthorized access to, or maliciously causing a computer malfunction are violations.

By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to:

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

[Check box]

[Submit]
Acceptable Use Agreement

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

For the purpose of this document, "HHS", "HHS Agency", or "HHS Agencies" include the Health and Human Services Commission, Department of Aging and Disability Services, Department of Family and Protective Services, Department of State Health Services, Department of Assistive and Rehabilitative Services, and/or any successor agency or component part thereof.


[1] As defined in HHS EIS-Definitions document:
Section 2654.003(7), Texas Government Code.
Information resources "means the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors."
And as defined in [44 U.S.C. Sec. 3502]. NIST SP 800-53 rev 4
Information and related resources, such as personnel, equipment, funds, and information technology.
[2] HHS security policy, standards, and controls can be found at:
http://hhsx.hhsc.texas.gov/it/policies-and-guidelines

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 [ ]

Click here after you check the confirmation box and enter your name.
A signed copy of the AUA is already on file for you, and is currently up to date. The agreement was signed on 08/18/2016 12:26 PM.
For security purposes, please click the button below to exit your session.

Acceptable Use Agreement (ALUA)

Click here to Exit
Lesson Complete

What would you like to do next?

• Return to List of Topics
• Return to Home
• Go to Contact Info
If you are locked out of your account or experiencing other issues...

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