



HHS Enterprise Portal Add New Partner Organization

Identity Access Management

July 2022



TEXAS
Health and Human
Services

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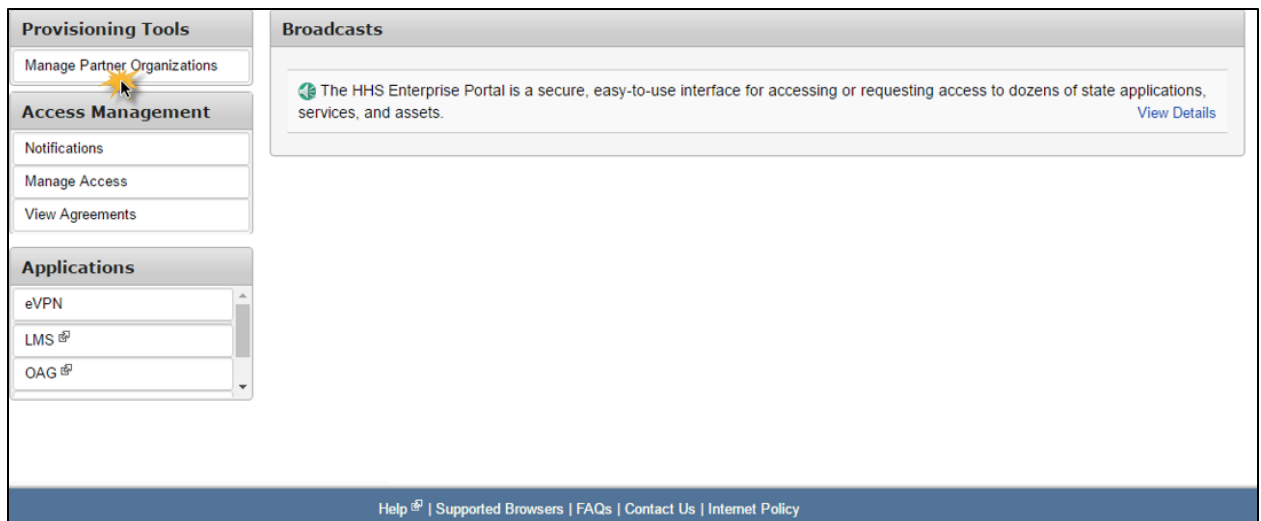
Add a New Partner Organization

The action described in this document can only be performed by individuals who have been assigned the "Partner Organization Managers" role. If you do not have those permissions or if you are unsure, contact the help desk.

Complete the steps below to add a partner organization.

1. Click the **Manage Partner Organizations** link under **Provisioning Tools** on the **Main Menu**.

Figure 1. HHS Enterprise Portal Home screen



2. On the **Manage Partner Organizations** screen, select **Add Organization**.

Figure 2. HHS Enterprise Portal Manage Partner Organizations screen

The screenshot shows the 'Manage Partner Organizations' screen. At the top, there is a header bar with the title 'Manage Partner Organizations'. Below the header, there is a search instruction: 'Search for an existing Partner Organization by providing its name and/or Tax Identification Number.' To the right of this instruction is a blue button labeled 'Add Organization'. Below the search instruction, there are two input fields: 'Tax Identification Number' and 'Organization Name'. At the bottom right, there are two buttons: 'Clear' and 'Search'.

3. On the **Add Partner Organization** screen, enter the organization's details. All fields are required except for **Description**.

Figure 3. HHS Enterprise Portal Add Partner Organization screen

The screenshot shows the 'Add Partner Organization' screen. At the top, there is a header bar with the title 'Add Partner Organization'. Below the header, there are several input fields: 'Organization Name *', 'Tax Identification Name *', 'Description', 'Contact Name *', 'Contact Phone*', 'Contact Email*', and 'HHS Agency Sponsor*'. To the right of the 'HHS Agency Sponsor*' field is a blue link labeled 'Search Agency Sponsor'. At the bottom right, there are two buttons: 'Back' and 'Submit'.

4. To add an agency sponsor: Select the **Search Agency Sponsor** lookup beside **HHS Agency Sponsor**.

Figure 4. HHS Enterprise Portal Add Partner Organization screen

Add Partner Organization

Organization Name * Austin Women's Health Center

Tax Identification Name * 11223344556

Description

Contact Name * Kaya Dylan

Contact Phone* 512-555-5555

Contact Email* kaya.dylan@womenshealth.org

HHS Agency Sponsor* [Search Agency Sponsor](#)

[Back](#) [Submit](#)

What is an Agency Sponsor?

An HHS employee who will receive communications regarding the partner organization until appropriate approvers have been assigned.

5. On the **Search for User** screen, enter information in at least one field and select **Search**.

Note: check beside "Include Inactive Users" if you want your search results to include HHS personal who have not yet registered in the portal.

Figure 5. HHS Enterprise Portal Search for User screen

Search for User

Last Name

First Name

Username/EID

Email Id

Agency

Location

Employee Type

Include Inactive Users ☐

[Back](#) [Clear](#) [Search](#)

6. Search results appear at the bottom of the page. Select the last name of the user to assign them as the **HHS Agency Sponsor**. If the user's status is inactive, contact the user and alert them of their new role. They will need to create a portal account immediately to accept their new role.

Figure 6. HHS Enterprise Portal Search for User screen

Search for User

Last Name

First Name

Username/EID

Email Id

Agency

Location

Employee Type

Include Inactive Users ☐

[Back](#) [Clear](#) [Search](#)

Last Name	First Name	Agency	Status
Phillips	Katherine	HHSC	Active

7. Click **Submit** on the **Add Partner Organization** screen to complete the process. The organization is now added to the system.

Figure 7. HHS Enterprise Portal Add Partner Organization screen

Add Partner Organization

Organization Name *	Austin Women's Health Center
Tax Identification Name *	11223344556
Description	
Contact Name *	Kaya Dylan
Contact Phone*	512-555-5555
Contact Email*	kaya.dylan@womenshealth.org
HHS Agency Sponsor*	Katherine Phillips

[Search Agency Sponsor](#)

Back

Submit