



# **MBOW Application Access**

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**Identity and Access Management**

November 2022



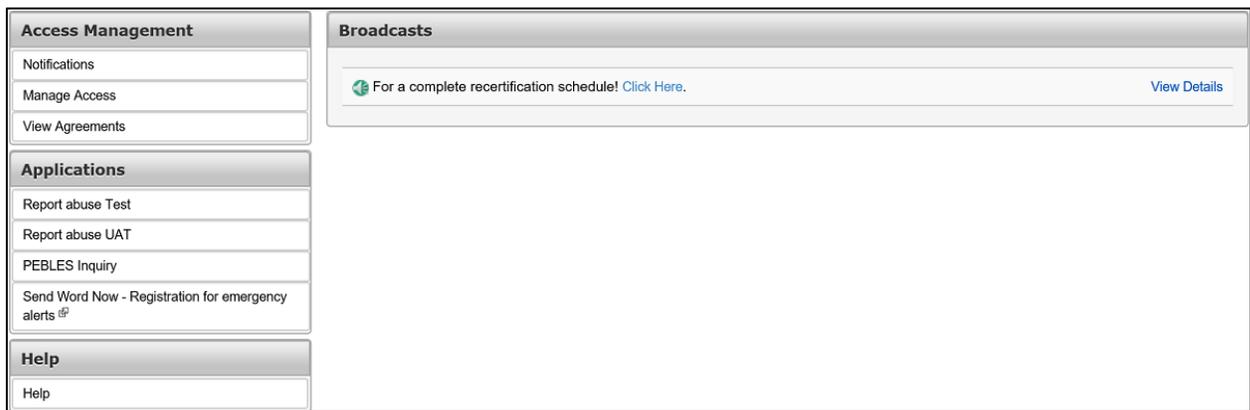
**TEXAS**  
Health and Human  
Services

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. See the *Register for an HHS Enterprise Portal Account Guide* for more information.

Complete the following steps to request access to the Mental and Behavioral Health Outpatient Warehouse (MBOW) application:

1. Navigate to the HHS Enterprise Portal <https://hhsportal.hhs.state.tx.us>.
2. Login to the HHS Enterprise Portal using your username and password to open the **HHS Enterprise Portal Dashboard**. Applications that you currently have an account for are located under the **Applications** tab.

**Figure 1. HHS Enterprise Portal Dashboard**



3. Click **Manage Access** under the **Access Management** tab on the **Main Menu** to open the **Select Items** page.

**Figure 2. Select Items page**

The screenshot shows the 'Select Items' page with a left-hand navigation menu and a main content area. The navigation menu includes 'Access Management' (Notifications, Manage Access, View Agreements), 'Applications' (Report abuse Test, Report abuse UAT, PEBLES Inquiry, Send Word Now - Registration for emergency alerts), and 'Help' (Help). The main content area is titled 'Select Items' and contains the instruction 'Select up to 15 items.' It is divided into two sections: 'Existing Access' and 'New Access'. The 'Existing Access' section has a search field and a table with columns 'Access Name', 'Description', and 'Username'. One item is listed: 'EFTServer' with description 'Globalscape Security file transfer'. The 'New Access' section also has a search field and a table with columns 'Access Name' and 'Description'.

4. Type **MBOW** into the **Search** field in the **New Access** area.
5. Click the check-box next to **ERE** to select it.

**Figure 3. Select Items page**

This screenshot shows the 'Select Items' page after a search for 'MBOW' in the 'New Access' section. The 'Existing Access' section remains the same with four items: 'CAPPS HCM', 'ImmTrac2', 'TMHP', and 'ITSM'. The 'New Access' section now shows a search field containing 'MBOW' and a table with one item: 'ERE' with description 'Enterprise Reporting - MBOW/QAI Data Mart'.

6. Click **Next** to open the **Review Order** page.

**Figure 4. Review Order page**

Item Name	Request Type	Submitted For	Status
ERE	New Access		Information Required

7. Click the **Information Required** link to open the **Provide Information** page for Mental and Behavioral Health Outpatient Warehouse (BusinessObjects MBOW).

**Figure 5. Provide Information page**

Complete the following information before submitting your request:

- Only select the application you know you will need.
- Only select the role(s) you know you will need. You can select more than one role.

Applications \*

MBOW (Mental and Behavioral Health Outpatient Warehouse)

QAI Data Mart (ERE)

Comments (Maximum character length is 250)

8. Select **MBOW (Mental and Behavioral Health Outpatient Warehouse)**.

**Figure 6. Provide Information page**

**Provide Information: Enterprise Reporting – MBOW/QAI Data Mart (ERE)**

**Complete the following information before submitting your request:**

- Only select the application you know you will need.
- Only select the role(s) you know you will need. You can select more than one role.

Applications \*

MBOW (Mental and Behavioral Health Outpatient Warehouse)

QAI Data Mart (ERE)

▶ MBOW

Please refer to the [?](#) to select the correct role.

Role \*

Business Objects Report Analyst

HHS User Groups (Internal to IDD) \* [?](#)

MBOW MH Users

MBOW IDD Users

HHS Developers Groups [?](#)

MBOW Central Office Developers Ad Hoc (All MH Development)

MBOW Central Office Developers (MH Contract Management)

MBOW MHI Developers (Internal to IDD)

MBOW Developers (For DCS Service Delivery)

Comments (Maximum character length is 250)

9. Complete the fields as described in the table below. Click the blue question marks for clarification on specific fields.

**NOTE:** If you are an external partner, your screen will have only the **MBOW** option as shown below. Select your **Security Group** and click **Next**.

**Figure 7. Provide Information page - External Partners**

**Provide Information: Enterprise Reporting – MBOW/QAI Data Mart (ERE)**

**Complete the following information before submitting your request:**

- Only select the application you know you will need.
- Only select the role(s) you know you will need. You can select more than one role.

Applications \*

MBOW (Mental and Behavioral Health Outpatient Warehouse)

▶ MBOW

Role \*

Business Objects Report Analyst

Security Group(s) \*

010 - [dropdown arrow]

Comments *(Maximum character length is 250)*

[text area]

10. Click **Next** to open the **Review Order** page.
11. Click the **I understand by submitting this order I am agreeing that all information in each request is true and necessary** checkbox.
12. Click **Submit Order**.

**Provide Information: Mental and Behavioral Health Output Warehouse (BusinessObjects MBOW) field descriptions**

Field	Description	Required Field?
Role	<p>Indicates your Role. Valid Values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>MBOW MH Users:</b> Internal users for Mental Health.</li> <li>• <b>MBOW IDD Users:</b> Internal Intellectual or Developmental Disabilities (IDD) users.</li> <li>• <b>MBOW Central Office Developers Ad Hoc:</b> This group has full access to Mental Health Service program – They can modify certain reports and send directly to the users.</li> <li>• <b>MBOW Central Office Developers:</b> For the MH Contract Management group.</li> <li>• <b>MBOW MHI Developers:</b> Users developing MHI reports. This project is the CARE conversion initiative.</li> <li>• <b>MBOW Developers:</b> Only for HHSC DCS Service Delivery team, administration and development support (full access to the system).</li> </ul>	Yes

Field	Description	Required Field?
<b>HHS User Groups (Internal to IDD)</b>	<p>Indicates the HHS User Group to which you belong. Valid Values are as follows:</p> <ul style="list-style-type: none"> <li>● <b>MBOW MH Users:</b> Internal users for Mental Health.</li> <li>● <b>MBOW IDD Users:</b> Internal Intellectual or Developmental Disabilities (IDD) users</li> </ul>	Yes
<b>HHS Developers Groups</b>	<p>Indicates the HHS Developers Groups to which you belong. Do not complete this section if you do not belong to one of these groups. Valid Values are as follows:</p> <ul style="list-style-type: none"> <li>● <b>MBOW Central Office Developers Ad Hoc:</b> This group has full access to Mental Health Service program – They can modify certain reports and send directly to the users.</li> <li>● <b>MBOW Central Office Developers:</b> For the MH Contract Management group.</li> <li>● <b>MBOW MHI Developers:</b> Users developing MHI reports. This project is the CARE conversion initiative.</li> <li>● <b>MBOW Developers:</b> Only for HHSC DCS Service Delivery team, administration and development support (full access to the system).</li> </ul>	No
<b>Comments</b>	Provides space for you to add any additional information the application access approver may need to know.	No