Register for an HHS Enterprise Portal Account

Identity and Access Management

December 2021

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, sigh the Acceptable Use Agreement (AUA), change your password, and answer security questions.

Select the option below that aligns with your specific access category for instructions to complete your Enterprise Portal registration.

- Register for an HHS Enterprise Portal Account as an Employee, Contractor, Temporary Worker, Volunteer or Intern
- Register for an HHS 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 HHS Enterprise Portal Account as a business organization to use the HHS Online Bid Room.
- Register for an HHS Enterprise Portal account as a Term User.
- Register for an HHS Enterprise Portal account to report abuse.

Once your Enterprise Portal Registration is complete, you will receive an email with a username and password. You can then complete the following:

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

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

All HHS Employees, Contractors, Temporary Workers, Volunteers or interns report to a supervisor or HHS sponsor within the HHS organization and have an 11-digit employee ID. Once you have completed your registration, you will receive an email with your username and a temporary password with which you can login to sign the AUA, change your password, answer security questions, and request application or network access. Complete the following steps to register for an Enterprise Portal account:

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 1. Register page
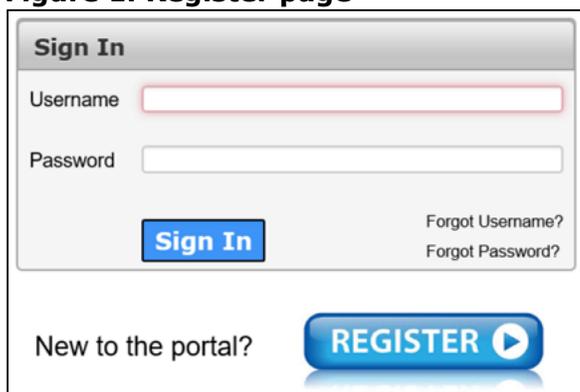
3. Select **I am an HHS Employee, or HHS Contractor, Temporary Worker, Volunteer, or Intern**.
4. Enter your **HHS Employee ID**.
5. Re-enter your **HHS Employee ID**.
6. Click **Next** to open the **Self Registration** page.

Figure 2. Self Registration page

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** top open the **Access Management** page. Complete the steps to request application access. Refer to the *Application Access Guide* for more information.

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

A Non-HHS Government/Private Organization Worker is an employee of a government agency that is not HHS, or an employee who works for a non-government organization that partners with HHS. Both types of employees report to a supervisor in their organization, not an HHS agency. Once you have completed your registration, an access request email is sent to your partner supervisor. An HHS agency sponsor is an HHS employee who will receive communications regarding the partner organization until appropriate approvers have been assigned. After your request has been approved, you will receive an email with your username and a temporary password with which you can login to sign the AUA, change your One-Time password, answer security questions, and request application access. The initial Enterprise Portal access approval may take up to ten days. 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 3. Register page

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

   Figure 4. Self Registration page

4. Click **Next**.

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

Figure 5. Self Registration - Search for Organization

Enter your Organization's Employer Identification Number (EIN) without hyphens.

Search for Organization

Enter EIN *

Re-enter EIN *

Cancel   Next

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 6. 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. Refer to the *Application Access Guide* for more information.

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

A Non-HHS Government/Partner Organization Worker is an employee of a government agency that is not HHS, or an employee who works for a non-government organization that partners with HHS. Both types of employees report to a supervisor in their organization, not an HHS agency. One you have completed your registration; an access request email is sent to your partner supervisor. An HHS agency sponsor is an HHS employee who will receive communications regarding the partner organization until appropriate approvers have been assigned. After your request has been approved, you will receive an email with your username and a temporary password with which you can log in to sign the AUA, change your One-Time Password, answer security questions, and request application access. The initial Enterprise Portal access approval may take up to ten days. 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 7. Register page
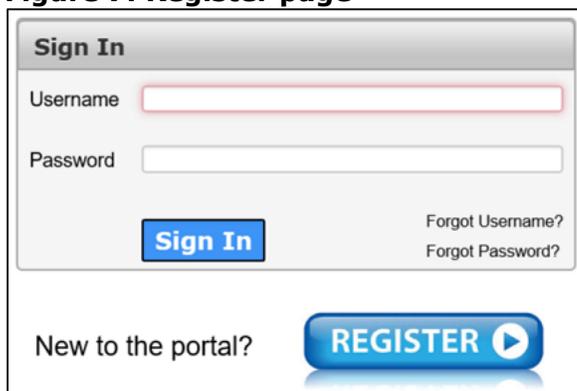
3. Select **I work for a non-HHS Government or Agency Partner Organization**.

Figure 8. 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 9. Search for Organization page

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

Figure 10. 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 11. 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.
14. Click **Next** to open the **Access Management** page. Complete the steps to request application access. Refer to the *Application Access Guide* for more information.

Register for an HHS Enterprise Portal Account as a business to use the HHS online Bid Room

Complete the following steps to register for an HHS Enterprise Portal account as a business to use the HHS Enterprise Portal Online Bid Room.

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

   Figure 12. HHS Enterprise Portal Registration screen
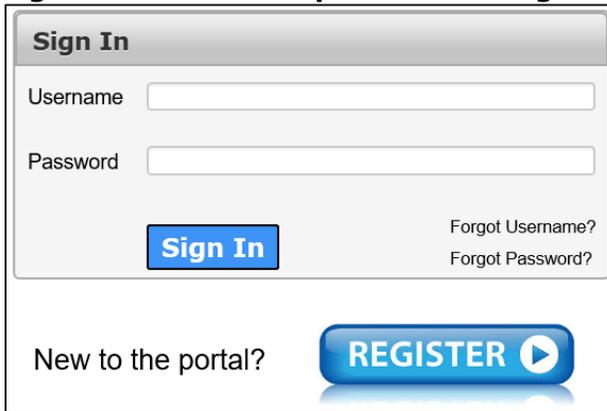
3. Select **I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room**.

   Figure 13. HHS Enterprise Portal Self Registration screen

4. Click **Next** to open the **Request Access: Bidder Registration** screen.
5. Complete the fields on this screen. Fields with an asterisk are required.

Figure 14. HHS Enterprise Portal Request Access: Bidder Registration screen

6. Click **Next** to open the **Self Registration** screen.
7. Click **Done**. You will receive an email with your username and a temporary password.
8. Login to the HHS Enterprise Portal using the username and password supplied in the email to complete your registration by signing the HHS Acceptable Use Agreement (AUA), changing your password and answering security questions.

Register for an HHS Enterprise Portal Account as a Term User

Complete the steps below to register for an HHS Enterprise Portal account as a Term User requesting only EFT access.

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

   Figure 15. HHS Enterprise Portal Registration screen
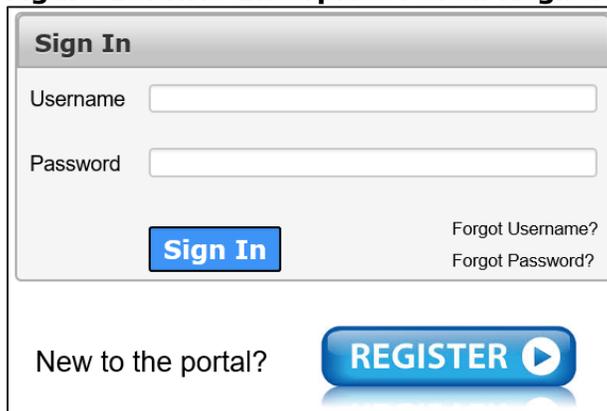
3. Select **I am registering as a Term User to request ONLY EFT access. (You must sign the Terms of Use Agreement). (By selecting this option, you will not be able to request access to other applications.).**
4. Complete the fields on this screen. Fields with an asterisk are required. Fields will vary depending on whether you work for Public Health Region or Local Health Department.

Figure 16. HHS Enterprise Portal Request Access: Terms Use Partner Registration screen

5. Click **Next** to return to the **Self Registration** screen. You will receive an email with your username and a temporary password.
6. Login to the HHS Enterprise Portal using your username and temporary password to sign the Terms of Use agreement, change your password and answer security questions.

Create an HHS Enterprise Portal Account to Report Abuse

Complete the steps below to register for an HHS Enterprise Portal account in order to access the abuse reporting system.

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

Figure 17. HHS Enterprise Portal Registration screen

3. Select None of the above.

Figure 18. HHS Enterprise Portal Self Registration screen

4. Click Next to open the confirmation window.

Figure 19. Report Abuse Online Confirmation Window

5. Click **Yes** to open **the Request Access Citizen Registration** screen.
6. Complete the fields on this screen. Fields with an asterisk are required.

Figure 20. HHS Enterprise Portal Request Access: Citizen Registration screen

7. Click **Next** to open the **Change Password** screen.
8. Enter your password according to the **Password Rules** on the right-hand side of the screen.
9. Re-enter your password to confirm it. All the red X's will change to green checkmarks when you have met all the **Password Rules**.
10. Click **Submit** to return to the **HHS Enterprise Portal Self Registration** screen. Your registration is complete. You can login to the HHS Enterprise Portal to access the Report Abuse application.

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 21. 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 22. 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 23. 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 24. My Profile page

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.