

SAS Viya Approver Process

**Identity Access Management
June, 2022**



TEXAS
Health and Human
Services

SAS Viya Approver Process

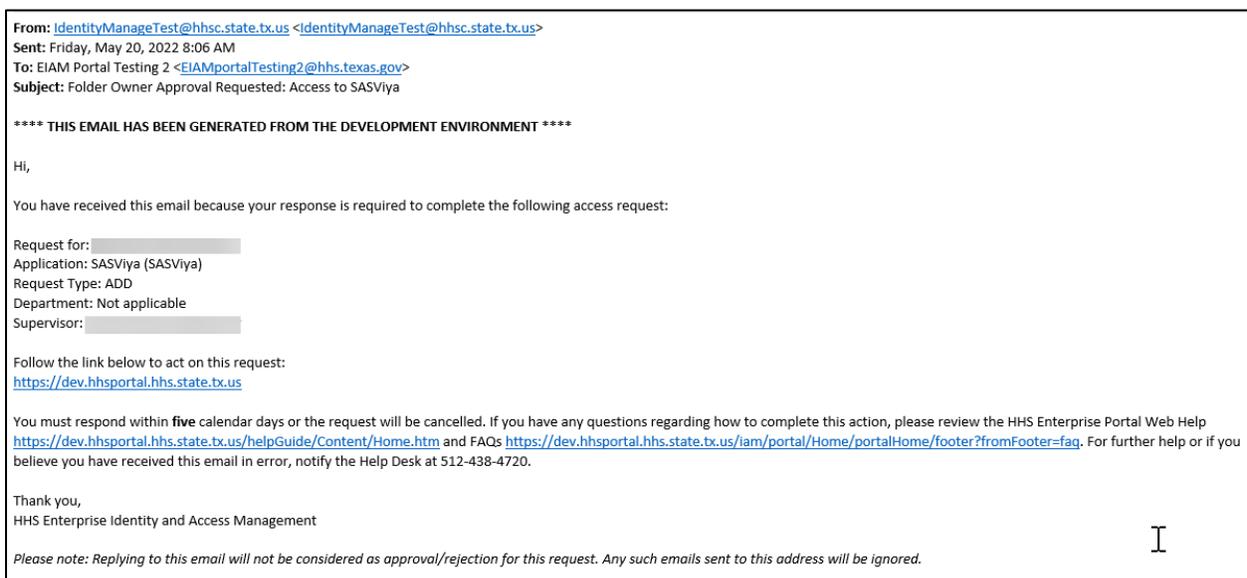
This guide is meant to provide instruction for SAS Viya folder approvers, not supervisor approvers (i.e., first line approvers). Supervisor approver processes can be found in the Enterprise Portal WebHelp.

As a SAS Viya access request approver, it is your responsibility to approve or deny folder access requests made by SAS Viya users. There is a minimum of two approvers for each folder so that if an Approver is out, the other Approver can approve/deny requests. You may wish to work with your partner Approver to set up a system for responding to folder access requests.

Users will log in to the Enterprise Portal and place their requests via the Manage Access link on the Home screen. Once they submit their request, and their supervisor approves it, you will receive an email as shown below. You must respond to the request within five calendar days, or the request will be cancelled, and the user will have to re-request access.

Note that the email below is from a test environment. Your email may vary slightly.

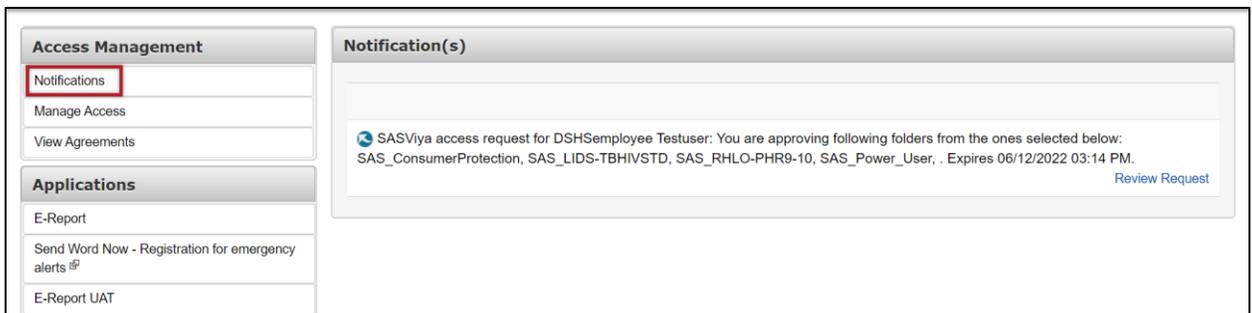
Figure 1. SAS Viya Approver Notification Email



Complete the steps below to approve or deny the request. If you are an Approver for multiple folders and the user requested access to multiple folders, you must complete these steps for each Notification you received.

1. Log into the Enterprise Portal using your **Username** and **Password**. For HHS Employees, Contractors, Volunteers and Interns, your Username is your CAPPS Employee ID.
2. Click the **Notifications** link under **Access Management** to open the **Notifications** screen. If you are an approver for more than one folder you may get more than one email notification for a single individual. The email notifications will tell you which folder(s) you are approving/denying. However, please carefully review all the folders requested.

Figure 2. HHS Enterprise Portal Notifications screen



3. Click the **Review Request** link to open the **Review Request** screen. The **Review Request** screen displays the name of the folders for which you are an approver that the user requested. If you are reviewing a request for more than one folder, closely review all the folders you are approving in the **Review Request** screen. You will either approve all the folders or deny all the folders; it is not possible to approve some and deny some.

You will see requests for all folders that the individual is requesting so you may see folders checked for which you are not an approver. You can ignore those checked folders because the approvers for those folders will address the requests for those folders.

Figure 3. Enterprise Portal Review Request screen

Review Request

Request# 4597362767485800169

System: SASviya

Requested By: DSHEmployee Testuser

Requested For: [DSHEmployee Testuser](#)

Request Date: 06/07/2022

Request Type: New Access - SASviya access request for DSHEmployee Testuser: You are approving following folders from the ones selected below: SAS_ConsumerProtection, SAS_LIDS-TBHIVSTD, SAS_RHLO-PHR9-10, SAS_Power_User, .

Folder Access *

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Consumer Protection | <input checked="" type="checkbox"/> LIDS - TB/HIV/STD | <input checked="" type="checkbox"/> RHLO - PHR 9/10 |
| <input type="checkbox"/> CHI - VSS | <input type="checkbox"/> HIV Surveillance | <input type="checkbox"/> FCHS (Pop_B, Clinical Services) |
| <input type="checkbox"/> CHI - HPCDP | <input type="checkbox"/> HIV Prevention | <input type="checkbox"/> ERT-PHP (PHP, ERT, COVID) |
| <input type="checkbox"/> CHI - EEDRS | <input type="checkbox"/> STD | <input type="checkbox"/> CD Program (CD, Zoonosis, HIV/STD, Immunizations, TB) |
| <input type="checkbox"/> Birth Defects Branch | <input type="checkbox"/> TB | <input type="checkbox"/> OBPH (Bids) |
| <input type="checkbox"/> Blood Lead Branch | <input type="checkbox"/> TCT | <input type="checkbox"/> SHSS-TXHS (Community/Outreach) |
| <input type="checkbox"/> Environmental Toxicology Branch | <input type="checkbox"/> Office of Practice & Learning (OPL) | <input type="checkbox"/> CHS - HPRU |
| <input type="checkbox"/> Cancer Registry Branch | <input type="checkbox"/> HealthECOM | <input type="checkbox"/> CNWS |
| <input type="checkbox"/> Med Research | <input type="checkbox"/> Office of Public Health Policy & Practice (OPHPP) | <input type="checkbox"/> HPRC |
| <input type="checkbox"/> CHI - MCH Epi | <input type="checkbox"/> HealthECON | <input type="checkbox"/> HSU |
| <input type="checkbox"/> Unit Projects | <input type="checkbox"/> Health Disparities | <input type="checkbox"/> TPCO |
| <input type="checkbox"/> MMMRC | <input type="checkbox"/> Other Project | <input type="checkbox"/> CHS - THCIC |
| <input type="checkbox"/> PRAMS | <input type="checkbox"/> RHLO Shared | <input type="checkbox"/> HCDCS |
| <input type="checkbox"/> CAH | <input type="checkbox"/> RHLO AIM | <input type="checkbox"/> HCDCS Training |
| <input type="checkbox"/> OH | <input type="checkbox"/> VPFTF | <input type="checkbox"/> HCDCS Provider |
| <input type="checkbox"/> HTMB | <input type="checkbox"/> Syndromic Surveillance | <input type="checkbox"/> HCDCS Inpatient |
| <input type="checkbox"/> TECH | <input type="checkbox"/> TEA | <input type="checkbox"/> HCDCS Outpatient |
| <input type="checkbox"/> DASH | <input type="checkbox"/> Special Projects | <input type="checkbox"/> HCDCS EmergData |
| <input type="checkbox"/> ASTHOLC | <input type="checkbox"/> RHLO - Central Office OBPH | <input type="checkbox"/> HCDCS PUDF |
| <input type="checkbox"/> DATA | <input type="checkbox"/> RHLO - PHR 2/3 | <input type="checkbox"/> HCDCS RDF |
| <input type="checkbox"/> LIDS - IDPS | <input type="checkbox"/> Epidemiology | <input type="checkbox"/> HCDCS Reports |
| <input type="checkbox"/> Healthcare Safety Unit (HCS) | <input type="checkbox"/> Zoonosis | <input type="checkbox"/> HEDIS |
| <input type="checkbox"/> Zoonosis Control Branch (ZCB) | <input type="checkbox"/> HIV/STD | <input type="checkbox"/> CHS - HIR |
| <input type="checkbox"/> Emerging and Acute Infectious Disease Unit (EAIDU) | <input type="checkbox"/> RLHO - PHR 8 | <input type="checkbox"/> VEDM |
| <input type="checkbox"/> EAIDU-Data Analysts | <input type="checkbox"/> Epi | <input type="checkbox"/> CAT |
| <input type="checkbox"/> LIDS - Immunizations | <input type="checkbox"/> TB | <input type="checkbox"/> DL |
| <input type="checkbox"/> Ace (School & Childcare, Epi, Peri HepB) | <input type="checkbox"/> Zoo | <input type="checkbox"/> CHS - AAU |
| <input type="checkbox"/> Vsg (Flu Allocation) | <input type="checkbox"/> OPBH | <input type="checkbox"/> AAT |
| <input type="checkbox"/> ImmTrac | <input type="checkbox"/> Immunizations | <input type="checkbox"/> Data Viz |
| <input type="checkbox"/> LIDS - PHID | <input type="checkbox"/> HIV/STD | <input type="checkbox"/> COVID |

Role * ?

- Please read role descriptions before selecting. Most people will want the power user role. Data scientist role is very limited and will require additional approval.

Power User v

Business Justification * (Maximum character length is 250)

testtttttttt

Comments (Maximum character length is 250)

History

06/07/2022 15:14:03: DSHS supervisor -

06/07/2022 15:13:37: DSHEmployee Testuser -

Back
Deny
Approve

4. Complete the access approval/denial. You must verify all folders for which you are an approver.
 - **Approve:** Click the **Approve** button to approve the request. You do not need to enter comments in the dialog window if you are approving the request. Click **OK** to complete the approval process. Once all folders in an order have been approved, the user will receive an email stating that their folder access has been granted. If even one folder in an order is denied, the entire order is canceled, and the user will have to re-submit the order.
 - **Deny:** Click the **Deny** button to deny the request. You must enter comments in the dialog box if you are denying the request. You must include the following information in your denial:
 - ▶ State that the request is denied.
 - ▶ State the actual folder name to which you are denying access.
 - ▶ Explain they must re-submit their entire request without the offending folder.

Click **OK** to complete the denial process.

Figure 4. Enterprise Portal Add Details dialog box

Add Details [X]

Notes (*Required only if you deny the request)

Your request for the Consumer Protection folder has been denied. Please resubmit your entire request again without the Consumer Protection folder included.

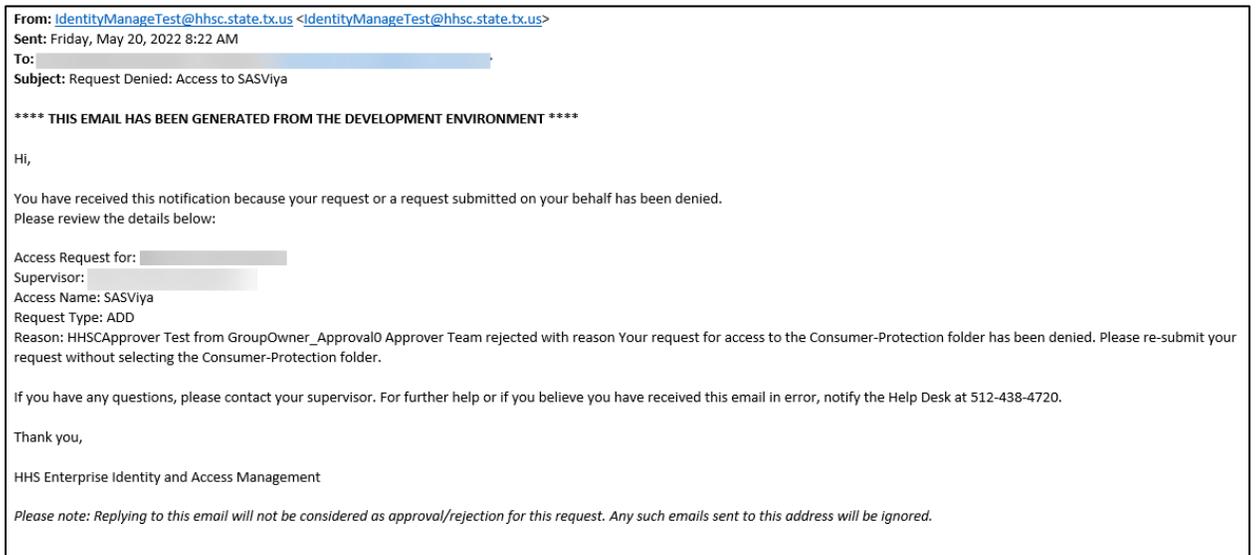
Maximum character length is 500.

Close OK

The user will receive an email that contains the comments you put in the approval/denial dialog window. Again, you are not required to enter

comments when you approve the request, but you must enter comments when you deny the request. An example of the denial email is shown below.

Figure 5. SAS Viya User Denial Email



If a user requests access to folders with different approvers and one approver denies the request, the entire request is canceled. The notifications for the other approvers will disappear in the HHS Enterprise Portal when the entire order is canceled. The user will have to resubmit their entire request. Therefore, it is possible that you will get multiple requests for the same person. There is no mechanism to inform all approvers when a request is denied.

Notifications for Folder Approvers

The following scenarios outline some common situations you will encounter as a SAS Viya Folder Approver. There may be other scenarios, but these are the most common. Please refer to the screenshot below for all scenarios.

Scenario One

The first and second approvers are the same for a set of folders, and the user should have access to all the folders.

Margaret is the First Approver for the folders: CHS-HPRU, CNWS, HPRC, and HSU, and TPCO. John is the second approver for the same set of folders. Margaret and John will each receive one email notification and one notification on the

Notifications screen. Assuming the user should have access to all five folders, Margaret will only have to review/complete one request.

Scenario Two

The First and Second Approvers are different for a set of folders, and the user should have access to all the folders requested.

If Margaret is the first approver for the CHS-HPRU folder and all its child folders (e.g., CNWS, HPRC, HSU, TPCO) but each of the sub-folders has a different second approver (none of which are John), Margaret will get five individual notification emails for each folder being requested (e.g., 5 separate emails) and will have five notifications on her Notifications screen. The other approvers will also get an email notification for each folder for which s/he is an approver. One of the approvers from each folder will need to log into Enterprise Portal and approve or deny access to each requested folder. If Margaret is the one to sign into the Enterprise Portal and approve these requests, she will need to complete/approve all the requests (e.g., five individual requests).

Scenario Three

The first and second approvers are the same for a set of folders, but the user should not have access to one or more of the folders requested.

Margaret is the First Approver for the folders: CHS-HPRU, CNWS, HPRC, and HSU, and TPCO. John is the second approver for the same set of folders. Margaret and John will each receive one email notification and one notification on the Notifications screen. If the user should not have access to all five folders, Margaret will only have to review/complete one request, but she should deny the request.

Scenario Four

The First and Second Approvers are different for a set of folders, but the user should not have access to one or more of the folders requested.

If Margaret is the first approver for the CHS-HPRU folder and all its child folders (e.g., CNWS, HPRC, HSU, TPCO) but each of the sub-folders has a different second approver (none of which are John), Margaret will get five individual notification emails for each folder being requested (e.g., 5 separate emails) and will have five notifications on her Notifications screen. The other approvers will also get an email notification for each folder for which s/he is an approver. One of the approvers from each folder will need to log into Enterprise Portal and approve or deny access to each requested folder. If Margaret is the one to sign into the Enterprise Portal and approve/deny these requests, she will need to complete/approve all the requests

(e.g., five individual requests). If the user requested access to a folder which they should not have access, Margaret will need to deny that request. Once she completes the denial, all other request notifications will 'disappear' from the approvers Notification screens and the entire order will be canceled. The best practice would be for Margaret to review all folders being requested for which she is an approver at once. If any should be denied, she should do that first since the denial will cancel out the entire request, regardless of whether the requester should get access to other folders.

Figure 6. HHS Enterprise Portal Review Request screen

Review Request

Request# 4597362767485800169

System: SASViya

Requested By: DSHSEmployee Testuser

Requested For: DSHSEmployee Testuser

Request Date: 06/07/2022

Request Type: New Access - SASViya access request for DSHSEmployee Testuser: You are approving following folders from the ones selected below: SAS_ConsumerProtection, SAS_LIDS-TBHIVSTD, SAS_RHLO-PHR9-10, SAS_Power_User, .

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| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Consumer Protection | <input checked="" type="checkbox"/> LIDS - TB/HIV/STD | <input checked="" type="checkbox"/> RHLO - PHR 9/10 |
| <input type="checkbox"/> CHI - VSS | <input type="checkbox"/> HIV Surveillance | <input type="checkbox"/> FCHS (Pop_B, Clinical Services) |
| <input type="checkbox"/> CHI - HPCDP | <input type="checkbox"/> HIV Prevention | <input type="checkbox"/> ERT-PHP (PHP, ERT, COVID) |
| <input type="checkbox"/> CHI - EEDRS | <input type="checkbox"/> STD | <input type="checkbox"/> CD Program (CD, Zoonosis, |
| <input type="checkbox"/> Birth Defects Branch | <input type="checkbox"/> TB | HIV/STD, Immunizations, TB) |
| <input type="checkbox"/> Blood Lead Branch | <input type="checkbox"/> TCT | <input type="checkbox"/> OBPH (Bids) |
| <input type="checkbox"/> Environmental Toxicology Branch | <input type="checkbox"/> Office of Practice & Learning (OPL) | <input type="checkbox"/> SHSS-TXHS (Community/Outreach) |
| <input type="checkbox"/> Cancer Registry Branch | <input type="checkbox"/> HealthECOM | <input type="checkbox"/> CHS - HFRU |
| <input type="checkbox"/> Med Research | <input type="checkbox"/> Office of Public Health Policy & Practice (OPHPP) | <input type="checkbox"/> CNWS |
| <input type="checkbox"/> CHI - MCH Epi | <input type="checkbox"/> HealthECON | <input type="checkbox"/> HPRC |
| <input type="checkbox"/> Unit Projects | <input type="checkbox"/> Health Disparities | <input type="checkbox"/> HSU |
| <input type="checkbox"/> MMMRC | <input type="checkbox"/> Other Project | <input type="checkbox"/> TPCO |
| <input type="checkbox"/> PRAMS | <input type="checkbox"/> RHLO Shared | <input type="checkbox"/> CHS - THCIC |
| <input type="checkbox"/> CAH | <input type="checkbox"/> RHLO AIM | <input type="checkbox"/> HCDCS |
| <input type="checkbox"/> OH | <input type="checkbox"/> Special Projects | <input type="checkbox"/> HCDCS Training |
| <input type="checkbox"/> ASTHOLC | <input type="checkbox"/> RHLO - Central Office OBPH | <input type="checkbox"/> HCDCS EmergData |
| <input type="checkbox"/> DATA | <input type="checkbox"/> HIV/STD | <input type="checkbox"/> HCDCS PUDF |
| <input type="checkbox"/> Emerging and Acute Infectious Disease Unit (EAIDU) | <input type="checkbox"/> RLHO - PHR 8 | <input type="checkbox"/> CHS - HIR |
| <input type="checkbox"/> EAIDU-Data Analysts | <input type="checkbox"/> Epi | <input type="checkbox"/> VEDM |
| <input type="checkbox"/> LIDS - Immunizations | <input type="checkbox"/> TB | <input type="checkbox"/> CAT |
| <input type="checkbox"/> Ace (School & Childcare, Epi, Peri HepB) | <input type="checkbox"/> Zoo | <input type="checkbox"/> DL |
| <input type="checkbox"/> Vsg (Flu Allocation) | <input type="checkbox"/> OPBH | <input type="checkbox"/> CHS - AAU |
| <input type="checkbox"/> ImmTrac | <input type="checkbox"/> Immunizations | <input type="checkbox"/> AAT |
| <input type="checkbox"/> LIDS - PHID | <input type="checkbox"/> HIV/STD | <input type="checkbox"/> Data Viz |
| | | <input type="checkbox"/> COVID |

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