Requesting TCT Access Through the Enterprise Portal

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.

This guide will provide instructions for registering for an Enterprise Portal account and requesting TCT access if you fall into one of the following categories:
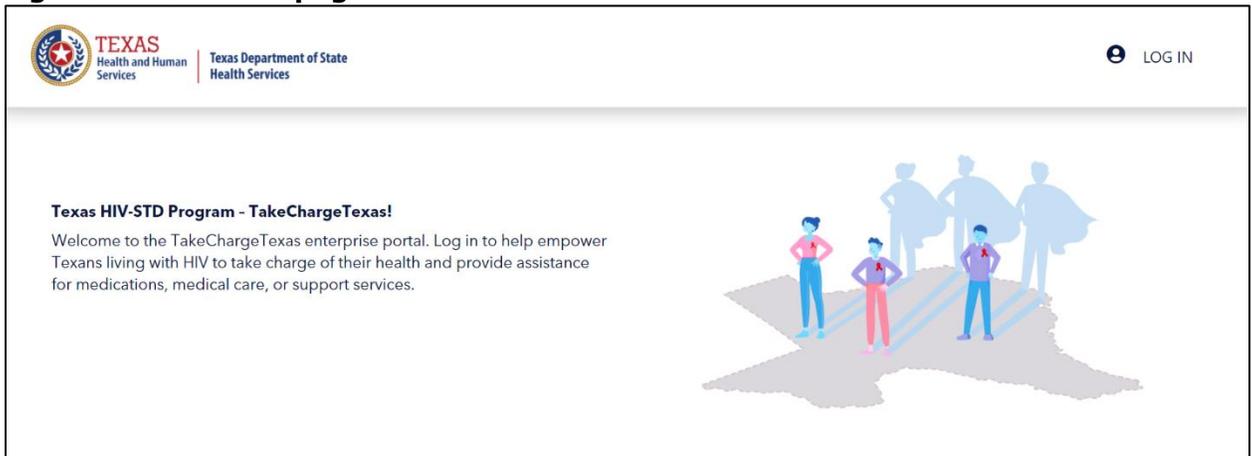
- [You currently have both an Enterprise Portal Account and TCT access.](#)
- [You currently have TCT access but do not have an Enterprise Portal account.](#)
- [You currently have an Enterprise Portal account but do not have TCT access.](#)
- [You do not have an Enterprise Portal Account or TCT access.](#)

You currently have both an Enterprise Portal Account and TCT access.

If you currently have TCT and an Enterprise Portal account, you can now access TCT through the Enterprise Portal. Complete the steps below to access TCT through the Enterprise Portal.

1. Login to the Enterprise Portal using your username and password. You will now see TCT available in your **List of Applications**.
2. Click **TCT** to open the TCT Portal. You must login to the TCT Portal to access it. Your TCT login will be the same username and password as your Enterprise Portal username and password. Alternatively, if you have a saved link (i.e., [HRAR (texas.gov)](#))to the TCT Portal you can use it to log into TCT. Your username and password will be your Enterprise Portal username and password. Once you log in you are presented with the following screen.
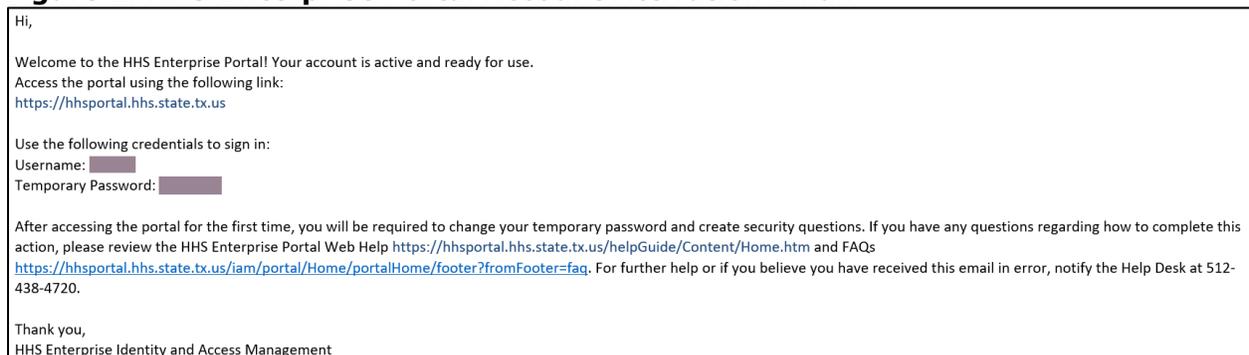
Figure 1. TCT Homepage

You currently have TCT access but do not have an Enterprise Portal account.

If you currently have TCT access but do not have an Enterprise Portal account, your Enterprise Portal account has been created for you. However, you must login to the Enterprise Portal, sign the HHS Acceptable Use Agreement, change your password, and answer security questions. You will receive an email with a link to the Enterprise Portal. An example of the email is shown below.

Figure 2. HHS ENterprise Portal Account Activation Email

Hi,

Welcome to the HHS Enterprise Portal! Your account is active and ready for use.
Access the portal using the following link:
https://hhsportal.hhs.state.tx.us

Use the following credentials to sign in:
Username:
Temporary Password:

After accessing the portal for the first time, you will be required to change your temporary password and create security questions. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Web Help https://hhsportal.hhs.state.tx.us/helpGuide/Content/Home.htm and FAQs
https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,
HHS Enterprise Identity and Access Management

Complete the steps below to login to the Enterprise Portal, sign the AUA, change your password, and answer security questions.

1. Access the Enterprise Portal using the link in the email.
2. Enter the username and temporary password sent to you in the email. This opens the **Acceptable Use Agreement** page.

Figure 3. Acceptable Use Agreement page

3. 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.
4. 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.
5. Enter your **First Name**.
6. Enter your **Last Name**.
7. Click **Next** to open the **Change Password** page.

Figure 4. Change Password page

8. Enter a new **Password** according to the **Password Rules**. As each condition is met, the red X will change to a green check mark.
9. Re-enter your **Password**. You should see that all the red x's have changed to green check marks in the **Password Rules** section.
10. Click **Next** to open the **Security Questions** page.

Figure 5. Security Questions page

11. Complete the **Security Questions**. You must answer and confirm each question.
12. Click **Next** to open the **My Profile** page.
13. 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 6. My Profile page

My Profile

Fields appearing with an asterisk* cannot be left empty.

▸ **Personal Information**

Prefix	[dropdown]
First Name*	Dorothy
Middle Name	
Last Name*	Brownwood
Suffix	
Preferred Name	
Personal Email	

▸ **Enterprise Portal Information**

Username *	DBrownwood
User Type*	Partner Employee
Organization Name	Al's Test Company

▸ **Agency Information**

Work Email*	Laura.Hull@hhs.texas.gov
Work Phone*	210-912-7998
Mobile #	###-###-####
Work Fax #	###-###-####
Job Title	
Component Code	[dropdown]

▸ **Work Location Information**

Physical Address 1	
Physical Address 2	
Physical City	
Physical State	[dropdown]
Physical Zip Code	
	☐Same as Physical Address
Mailing Address 1	
Mailing Address 2	
Mailing City	
Mailing State	[dropdown]
Mailing Zip Code	

Cancel   Submit

14. Click **Submit** to complete the process. You now have access to TCT and the Enterprise Portal. To access TCT you can click the TCT link under **My Applications** or if you have the TCT link saved, you can use it to access TCT. Regardless of how you access TCT, your login credentials will be your

Enterprise Portal username and password. Once you have entered your Enterprise Portal username and password on the TCT login screen, you will be presented with the TCT homepage as shown below.

Figure 7. TCT Homepage
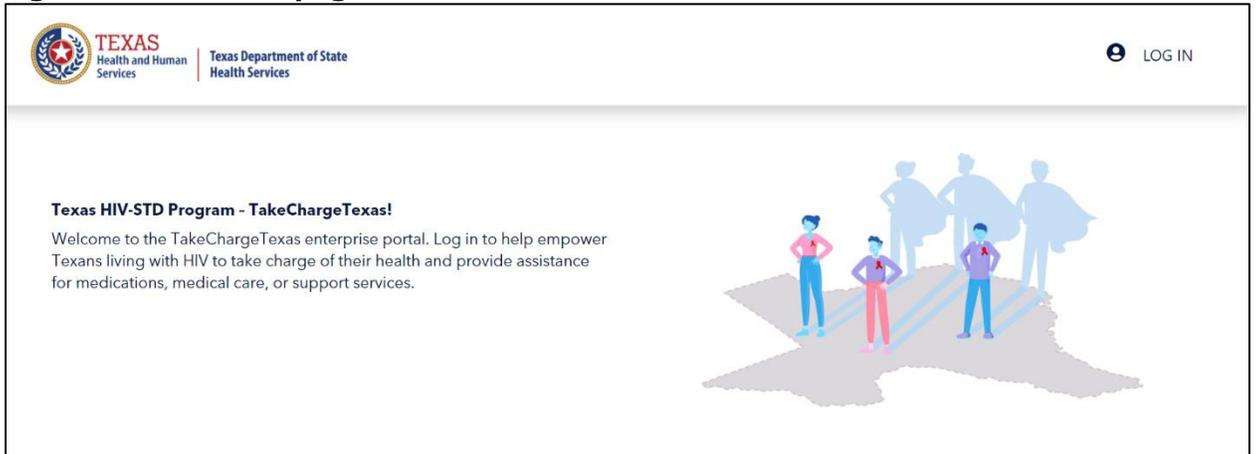
Request TCT Access when you already have an Enterprise Portal Account

1. Login to the HHS Enterprise Portal using your username and password.
2. Click **Manage Access** to open the **Select Items** screen.
3. Scroll through the list of applications or enter **TCT** into the **Search** field to find TCT.
4. Click the checkbox next to **TCT** to select it.

Figure 8. HHS Enterprise Portal Select Items Screen

Select Items

Select up to 15 items.

Existing Access

Search: [_____]

Access Name ⬍	Description ⬍	Username ⬍

New Access

Search: [tct]

Access Name ⬍	Description ⬍ ⬍
☑ TCT	TakeChargeTexas (Worker Portal)
☐ TCT - CONV	TakeChargeTexas (Worker Portal)
☐ TCT - DEV	TakeChargeTexas (Worker Portal) for DEV
☐ TCT - SIT	TakeChargeTexas (Worker Portal) - SIT

Agency:

☐ HHSC ☐ DADS
☐ DFPS ☐ DSHS
☐ Other

Categories:

☐ Online Forms
☐ Downloadable IT Forms

Show all categories
Clear category filters

Selected Items
1. TCT

[Cancel] [Next]

5. Click **Next** to open the **Review Order** screen.

Figure 9. HHS Enterprise Portal Review Order Screen

6. Click **Information Required** next to **TCT** to open the **TCT Provide Information** screen.

Figure 10. HHS Enterprise Portal Provide Information Screen

7. Complete the fields as described in the table below.

Table 1. TCT Request Access Field Descriptions

Field	Description
Has the user taken security training?	Indicate whether the user has taken security training. The user must complete security training to request access.
Does the user have a signed confidentiality agreement?	Indicate whether the user has signed a confidentiality agreement. The user must have a signed confidentiality agreement on file to request access.
Certificate Number	Enter the **Certificate number**.
Program(s)	Select the appropriate **Program**. You will have to select Roles for the **Program** choice. The **Roles** will vary depending on the **Program** selected.
Roles	Select the **Roles** appropriate for the **Program** you selected. **Roles** will vary based on the **Program** you selected.
Business Purpose	Enter a **Business Justification** for the access (i.e., why you need the access).
Comments	Enter any other information the provisioner may need in order to complete your access request.

8. Click **Next** to return to the **Review Order** screen.
9. Click **Information Required** in the TCT CA row to open the **Provide Information: TCT Confidentiality Agreement (TCT CA)** screen.

Figure 11. HHS Enterprise Portal Provide Information Screen

Provide Information: TCT Confidentiality Agreement (TCT CA)

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

> **TERMS OF USE**
>
> For a list of legal requirements regarding confidentiality and security, contact your local Ryan White or Ending the HIV Epidemic (EHE) administrator, or review your Data Use Agreement.
>
> **For Access to Texas Department of State Health Services' TakeChargeTexas.gov Agency Portal**
>
> These Terms of Use establish requirements for access to and protection of the information within TakeChargeTexas.Gov (TCT). Your responsibilities apply to the Enterprise portal, software application, and data stored within TCT.
>
> By accessing this site (TCT) I confirm:
>
> - I am authorized to access the site as approved by my supervisor/manager. I understand the TCT portal contains confidential information that must be safeguarded as required by applicable laws and regulations. **"Confidential Information"** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to an authorized user, or that an authorized user may create, receive, maintain, use, disclose or have access to on behalf of HHS that consists of or includes any or all of the following:

☐ 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* [   ]

Cancel   Next

10. Scroll through and read the entire agreement.
11. Click the confirmation checkbox to indicate you have read and understood the entire agreement.
12. Enter your **First Name** as it appears in CAPPS.
13. Enter your **Last Name** as it appears in CAPPS.
14. Click **Next** to return to the **Review Order** screen.
15. Click the confirmation checkbox to indicate you have read and understood the statement.

Figure 12. HHS Enterprise Portal Review Order Screen

16. Click **Submit Order** to submit your order. You will receive an update via portal notification and email within 10 days of submitting the order. You may also review updates at any time by selecting the **My Orders** link at the top right of the screen. When your TCT access has been approved and provisioned, you will receive and email stating that you have access to TCT.

Figure 13. HHS Enterprise Portal TCT Access Granted Email

Hi,

You have been granted access to TakeChargeTexas (Worker Portal). You can access the application through the following URL:
https://hhsportal.hhs.state.tx.us

Your username and password will arrive in a separate email if you do not already have an worker portal account.

For further help or if you believe you have received this email in error, please notify the Help Desk at 512-438-4720.

Thank you,

TakeChargeTexas Team

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

17. Click the link in the email to access the Enterprise Portal.
Login to the Enterprise Portal using your username and password. You will now see TCT available in your **List of Applications**.
18. Click **TCT**, in your list of applications, to open the TCT Portal. You must login to the TCT Portal using your Enterprise Portal username and password. Alternatively, if you have a saved link (i.e., HRAR (texas.gov))to the TCT Portal you can use it to log into TCT. Your username and password will be your Enterprise Portal username and password. Once you log in you are presented with the following screen.

Figure 14. TCT Homepage
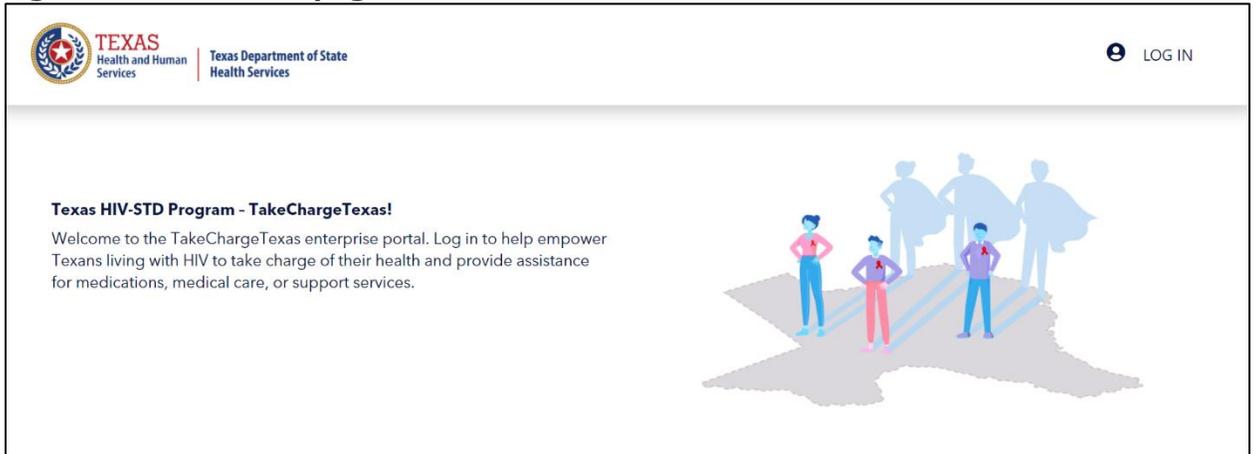
Register for an HHS Enterprise Portal Account and Request TCT Access

If you have never had TCT access before and do not have an Enterprise Portal Account, you will need to complete the following steps to gain access to TCT:

- Register for an HHS Enterprise Portal Account as an HHS Employee
- Register for an HHS Enterprise Portal Account as a Contractor
- Sign the AUA, change your password, answer security questions
- Request TCT Access

Register for an HHS Enterprise Portal Account as an HHS Employee

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 15. Register page
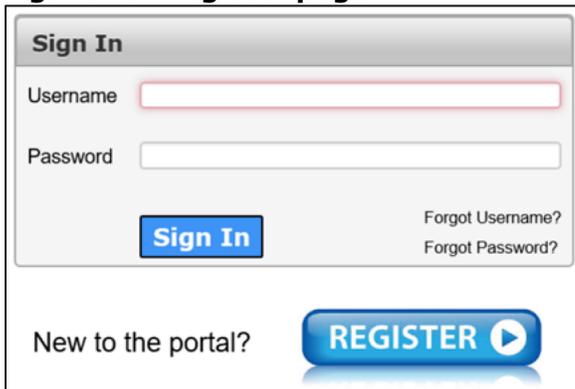
3. Select **I am an HHS Employee**.
4. Enter your **HHS Employee ID**.
5. Re-enter your **HHS Employee ID**.
6. Click **Next** to open the **Self Registration** page.

Figure 16. 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** to open the **Access Management** page. See the section titled Request TCT Access to request TCT access.

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

An HHS Contract Employee is an employee who has contractor status with HHS, and reports to a supervisor within one of the HHS agencies. Once you have completed your registration, an access request email is sent to your supervisor. After your supervisor approves your request, you will receive an email with your username and a temporary password with which you can login to the Enterprise Portal to sign the AUA, change your password, answer security questions and

request application access. It may take up to ten days for your request to be approved. Complete the following steps to register for an Enterprise Portal account:

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

Figure 17. Register page
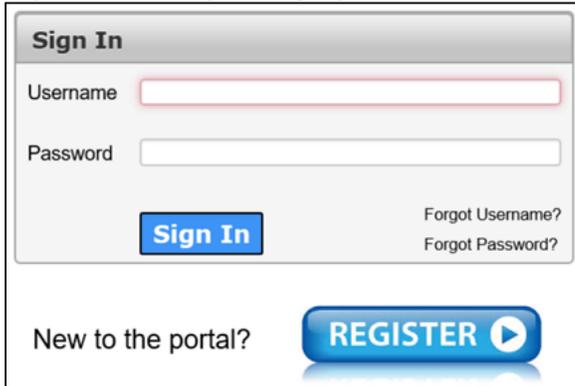
3. Select **I work as a Contractor, Temporary Worker, Volunteer or Intern**.

Figure 18. Self Registration page

4. Click **Next** to open the **Request Access: HHS Contract Employee** page.
5. Complete the fields on the **Request Access: HHS Contract Employee** page. Fields designated with an asterisk are required. If you do not have an HHS agency email account, you can use a personal email account to register. Once you receive an agency email, you will need to up-date it in the **My Profile** section.

Figure 19. Request Access: HHS Contract Employee page

6. Click **Next**.
7. Click **Done** on the **Self Registration** page. Your Enterprise Portal access request is forwarded to your HHS supervisor. Once they have approved the request, 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** to open the **Access Management** page. See the [Request TCT Access](#) section to request TCT access.

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 20. 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 21. 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 22. 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 23. 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** to request TCT access. See the section titled Request TCT Access to request TCT access.

Request TCT Access

After you have created your Enterprise Portal account, you must order TCT access. Note that the user must complete security training and have a signed confidentiality agreement before access can be requested. Complete the steps below to order TCT Access.

1. Click **Manage Access** to open the **Select Items** screen.
2. Scroll through the list of applications or enter **TCT** into the **Search** field to find TCT.
3. Click the checkbox next to **TCT** to select it.

Figure 24. HHS Enterprise Portal Select Items Screen

4. Click **Next** to open the **Review Order** screen.

Figure 25. HHS Enterprise Portal Review Order Screen

5. Click **Information Required** next to **TCT** to open the **TCT Provide Information** screen.

Figure 26. HHS Enterprise Portal Provide Information Screen

6. Complete the fields as described in the table below.

Table 2. TCT Request Access Field Descriptions

Field	Description
Has the user taken security training?	Indicate whether the user has taken security training. The user must complete security training to request access.
Does the user have a signed confidentiality agreement?	Indicate whether the user has signed a confidentiality agreement. The user must have a signed confidentiality agreement on file to request access.
Certificate Number	Enter the **Certificate number**.
Program(s)	Select the appropriate **Program**. You will have to select Roles for the **Program** choice. The **Roles** will vary depending on the **Program** selected.
Roles	Select the **Roles** appropriate for the **Program** you selected. **Roles** will vary based on the **Program** you selected.
Business Purpose	Enter a **Business Justification** for the access (i.e., why you need the access).
Comments	Enter any other information the provisioner may need in order to complete your access request.

7. Click **Next** to return to the **Review Order** screen.
8. Click **Information Required** in the TCT CA row to open the **Provide Information: TCT Confidentiality Agreement (TCT CA)** screen.

Figure 27. HHS Enterprise Portal Provide Information Screen

Provide Information: TCT Confidentiality Agreement (TCT CA)

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TERMS OF USE

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For Access to Texas Department of State Health Services' TakeChargeTexas.gov Agency Portal

These Terms of Use establish requirements for access to and protection of the information within TakeChargeTexas.Gov (TCT). Your responsibilities apply to the Enterprise portal, software application, and data stored within TCT.

By accessing this site (TCT) I confirm:

- I am authorized to access the site as approved by my supervisor/manager. I understand the TCT portal contains confidential information that must be safeguarded as required by applicable laws and regulations. **"Confidential Information"** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to an authorized user, or that an authorized user may create, receive, maintain, use, disclose or have access to on behalf of HHS that consists of or includes any or all of the following:

☐ 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* [   ]

Cancel   Next

9. Scroll through and read the entire agreement.
10. Click the confirmation checkbox to indicate you have read and understood the entire agreement.
11. Enter your **First Name** as it appears in CAPPS.
12. Enter your **Last Name** as it appears in CAPPS.
13. Click **Next** to return to the **Review Order** screen.
14. Click the confirmation checkbox to indicate you have read and understood the statement.

Figure 28. HHS Enterprise Portal Review Order Screen

15. Click **Submit Order** to submit your order. You will receive an update via portal notification and email within 10 days of submitting the order. You may also review updates at any time by selecting the My Orders link at the top right of the screen. When your TCT access has been approved and provisioned, you will receive and email stating that you have access to TCT.

Figure 29. HHS Enterprise Portal TCT Access Granted Email

Hi,

You have been granted access to TakeChargeTexas (Worker Portal). You can access the application through the following URL:
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Your username and password will arrive in a separate email if you do not already have an worker portal account.

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Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

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    Login to the Enterprise Portal using your username and password. You will now see TCT available in your **List of Applications**.
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Figure 30. TCT Homepage