



HHS Enterprise Portal Re-certification Help Guide

Identity and Access Management

February, 2022



TEXAS
Health and Human
Services

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HHS Enterprise Portal

The HHS Enterprise Portal is the secure, easy to use site that allows you to access or request new/modified access to multiple state applications from one location. The Enterprise Portal is available 24 hours a day, 7 days a week from any computer, tablet, or smartphone.

The portal provides tools designed specifically to help supervisors manage employees' access to the Enterprise Portal and the applications they access through the Enterprise Portal.

Certifying Access

The certification process is a unique feature of the Enterprise Portal designed specifically for supervisors and designated partner approvers.

To ensure your staff's access is current, you are required to review and certify their access during the annual certification month for each application. You will receive email and Enterprise Portal notifications when certifications are due for each application. You have 30 days to certify your staff's access for each application before their access is suspended or deleted. If no action is taken to restore your staff's access, their accounts are deleted for each application that is not certified. Different applications are due for recertification each month.

Staff members may require certification to applications not listed under their User Summary screen. Only applications that have been implemented into the HHS Enterprise Portal are available for review and certification.

Recertification Timeline

Day 1: Supervisor receives an email and portal notification instructing you to review and certify your staff's access. The user also receives an email.

Day 5: 1st reminder email is sent to the supervisor and staff alerting them of the upcoming due date.

Day 10: 2nd reminder email is sent to the supervisor and staff alerting them of the upcoming due date.

Day 16: Escalation – 3rd reminder email is sent to the supervisor and the 2nd level supervisor alerting them of the upcoming due date. A second level supervisor is the supervisor of the supervisor or someone with a supervisor role. The supervisors can act and have 15 days to complete the certification before the user's account is suspended or deleted.

Day 20: 4th reminder email is sent to the staff, supervisor, and 2nd level supervisor alerting them of the upcoming suspension.

Day 25: 5th reminder email is sent to the staff, supervisor, and 2nd level supervisor alerting them of the upcoming suspension.

Day 31: Staff’s access to integrated applications is suspended immediately for automatically provisioned applications. The process for manually provisioned applications is initiated. The supervisor or user have 30 days to restore the staff’s suspended account before it is deleted.

Day 61: Staff account is deleted if no action is taken to restore access.

When a staff member’s access is up for review, you will receive an email reminder and a notification on the **Notifications** screen of the portal. Select **Review** on the notification to access the staff member’s **User Summary** screen.

Certify Access

1. Click **Notifications** to view your certifications and notifications.

Figure 1. Certifications and Notifications Screen

Access Management			
Notifications			
Manage Access			
View Agreements			
Staff Management			
Manage Staff			
Manage Onboarding			
Applications			
Report abuse Test			
Report abuse UAT			
PEBLES Inquiry			
Send Word Now - Registration for emergency alerts			
Help			
Help			

Certification(s)			
Search: <input type="text"/>			
Application Name	User Name	Due Date	Action
PSWIN	George Smith	02/01/2021 12:45 PM	View Details
PSWIN	Jane Hostly	02/01/2021 12:45 PM	View Details

Notification(s)	
	Request for Jane Hostly to receive PSWIN access was granted by the Provisioner. View Details Dismiss
	Request for George Smith to receive PSWIN access was granted by the Provisioner. View Details Dismiss
	Request for George Smith to receive PSWIN has been submitted and routed for further action. View Details Dismiss
	Request for Jane Hostly to receive PSWIN has been submitted and routed for further action. View Details Dismiss

2. Click **View Details** to open the **Certify Request** screen.

Figure 2. Certify Request Screen

Access Management

- Notifications
- Manage Access
- View Agreements

Staff Management

- Manage Staff
- Manage Onboarding

Applications

Help

- Help

Certify Request (PSWIN)

Name: **George Smith**
Phone No: **999-999-9999**
Email: **@hhs.texas.gov**
Supervisor Name: **Lois Lane**
Supervisor Email: **@hhs.texas.gov**

Security Group *
DHS Basic Users

PSWIN requires Texas Medicaid & Healthcare Partnership (TMHP) access via VPN. Users without active TMHP VPN access will be granted access when PSWIN is provisioned.
Do you have active TMHP VPN access? *
 Yes
 No

Comments (Maximum character length is 250)

Back **Modify** **Suspend** **Certify**

3. Click **Certify**. You can also **Modify** or **Suspend** access from this screen.

Certify and Modify

You can also certify the user's access while modifying the access.

1. Click **View Details** to open the **Certify Request** screen.

Figure 3. Certify Request screen

Access Management

- Notifications
- Manage Access
- View Agreements

Staff Management

- Manage Staff
- Manage Onboarding

Applications

Help

- Help

Certify Request (PSWIN)

Name: **George Smith**
Phone No: **999-999-9999**
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Do you have active TMHP VPN access? *
 Yes
 No

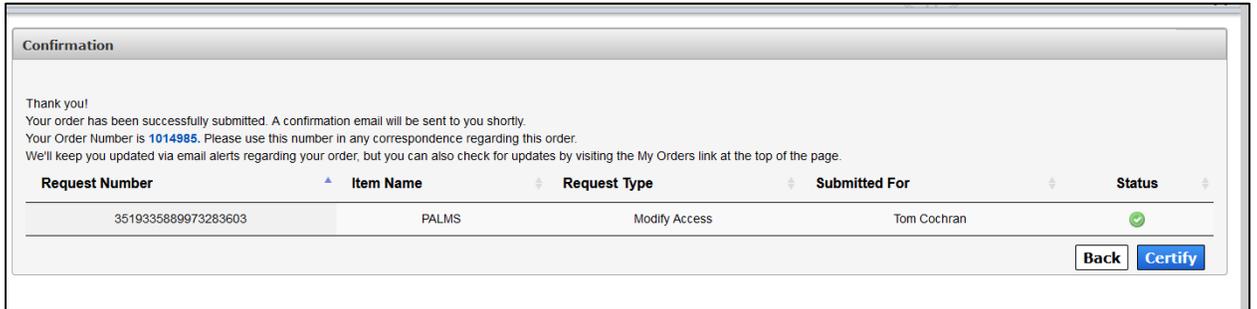
Comments (Maximum character length is 250)

Back **Modify** **Suspend** **Certify**

2. Click the **Modify** button to open the **Provide Information** screen for that application.
3. Make your modifications as necessary.

4. Click **Submit** to submit your order. This opens the order **Confirmation** screen.

Figure 4. Order Confirmation screen



5. Click **Certify**.