How to Sign the Acceptable Use Agreement

from the Welcome page

Some screenshots contain fields that have been blurred out to protect sensitive information.

This document is interactive. If you are viewing it on your computer, perform the action described on the page by clicking on the highlighted area.

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Broadcast Message(s):

The HHS Enterprise Portal is a secure, easy-to-use interface for accessing or requesting access to dozens of state applications, services, and assets.   View Details
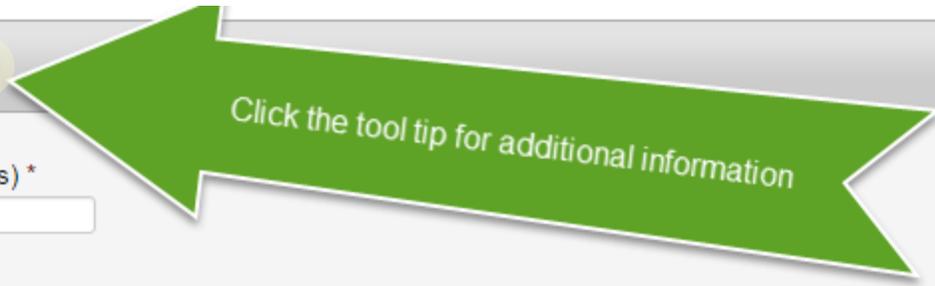
Sign In

Username

Password

Sign In

Forgot Username?

Forgot Password?

New to the portal?   **REGISTER**

Click here to sign Acceptable Use Agreement (AUA)

Navigate to the HHS Enterprise Portal and click here

Provide Employee Details for Signing AUA ?

Employee ID (11 digits) *

SSN *

[ ] - [ ] - [ ]

Date of Birth (mm/dd/yyyy) *

Click the tool tip for additional information

Back   **Submit**

Provide Employee Details for Signing AUA ⑦

Employee ID (11 digits

SSN *

Date of Birth (mm/dd/y

Signing the AUA ✖

What is Acceptable Use Agreement?
The AUA (formerly known as the Computer Use Agreement or CUA) outlines your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS agency sensitive information, and HHS Information Resources. This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. By reading and signing the agreement, you acknowledge that you have read the conditions and agree to its terms.

What is my Employee ID?
The 11-digit number assigned to you when you were hired. Contact your Supervisor to retrieve your ID if you do not know it.

Why must I provide SSN and DOB information?
Your SSN and DOB confirms your identity. It will not be stored in the system after it is entered.

click to close the tool tip

Back   Submit

Provide Employee Details for Signing AUA ?

Employee ID (11 digits) *
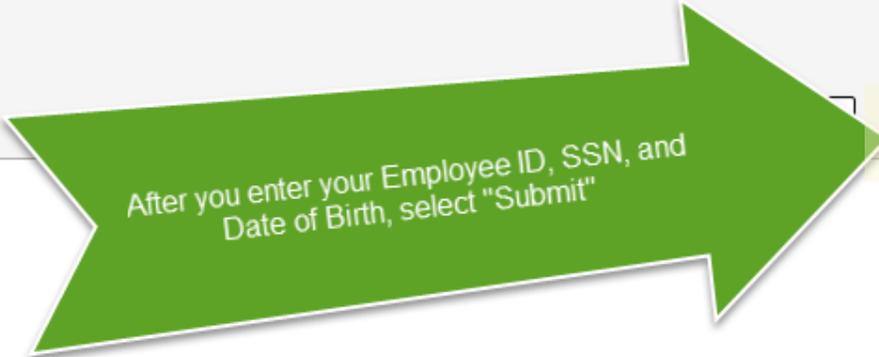
[ ]

SSN *

[···] - [··] - [ ]

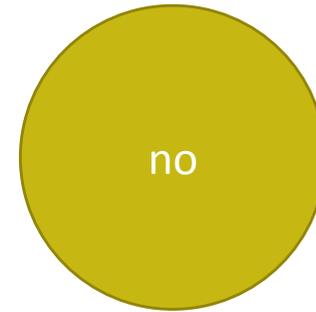Date of Birth (mm/dd/yyyy) *
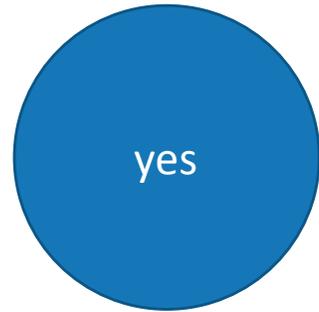
[ ] [🗓]

Submit

After you enter your Employee ID, SSN, and Date of Birth, select "Submit"

Do you have an up-to-date AUA already on file?

yes

no

Acceptable Use Agreement

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

Health and Human Services Acceptable Use Agreement (AUA)

(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

Purpose

The purpose of this document is to inform you of your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS Agency sensitive information, and HHS Information Resources.[1] This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge your understanding, acceptance, and compliance of HHS's Information Resource Acceptable Use provisions. This agreement applies to all persons using HHS Information Resources and/or using, disclosing, creating, transmitting, or maintaining HHS Confidential Information or HHS Agency sensitive information, whether employed by an HHS Agency or not, and is based on policy delineated in the HHS Enterprise Information Security Policy (EIS-Policy), and the HHS Enterprise Information Security Acceptable Use Policy (EIS-AUP). Users are further informed of their responsibilities regarding the use of HHS Information Resources when taking the required annual HHS Enterprise Information Security Acceptable Use Training.

I understand and hereby agree to comply with the following Information Resource Acceptable Use provisions:

Authorized Use

- Information Resources are intended to be used in support of official state-approved business.

- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.

- Proper authorization is required for access to all information owned by HHS Agencies, except for information that is maintained for public access.

- I will not attempt to access or alter any information that I am not authorized to work with in the performance of my job dut...

- I will not enter any unauthorized information, make any unauthorized changes to information, or disclose any information wit...
Information Resource, allowing another party unauthorized access to, or maliciously causing a computer malfunction are violati...

Read the agreement and scroll to the end to enable the confirmation box.

☐ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to

Provide an electronic signature by entering your first and last name ❓ :

First Name [ ]

Last Name [ ]

Cancel   Submit

Acceptable Use Agreement

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

For the purpose of this document, "HHS", "HHS Agency", or "HHS Agencies" include the Health and Human Services Commission, Department of Aging and Disability Services, Department of Family and Protective Services, Department of State Health Services, Department of Assistive and Rehabilitative Services, and/or any successor agency or component part thereof.

Definitions can be found in the HHS Enterprise Information Security Definitions (http://hhscx.hhsc.texas.gov/it/policies-and-guidelines⧉), HHS Privacy Policies and Procedures and the HHS Human Resources Manual (http://hhscx.hhsc.state.tx.us/hr/HRM/contents.htm⧉).

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[1] As defined in HHS EIS-Definitions document:

Section 2054.003(7), Texas Government Code.

Information resources "means the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors."

And as defined in [44 U.S.C., Sec. 3502], NIST SP 800-53 rev 4.

Information and related resources, such as personnel, equipment, funds, and information technology.

[2] HHS security policy, standards, and controls can be found at

http://hhscx.hhsc.texas.gov/it/policies-and-guidelines⧉

[3] http://hhscx.hhsc.texas.gov/it/policies-and-guidelines⧉

[4] http://hhscx.hhsc.texas.gov/it/policies-and-guidelines⧉

☑ 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 ⑦ :

First Name [ ]

Last Name [ ]

Click here after you check the confirmation box and enter your name.

Submit

Acceptable Use Agreement

A signed copy of the AUA is already on file for you, and is currently up to date. The agreement was signed on 08/18/2016 12:26 PM. For security purposes, please click the button below to exit your session.

Acceptable Use Agreement (AUA)

Click here to Exit

Return to the previous page