



HHS Enterprise Portal Vaccine Allocation and Ordering System Access Request

Identity and Access Management

December, 2021



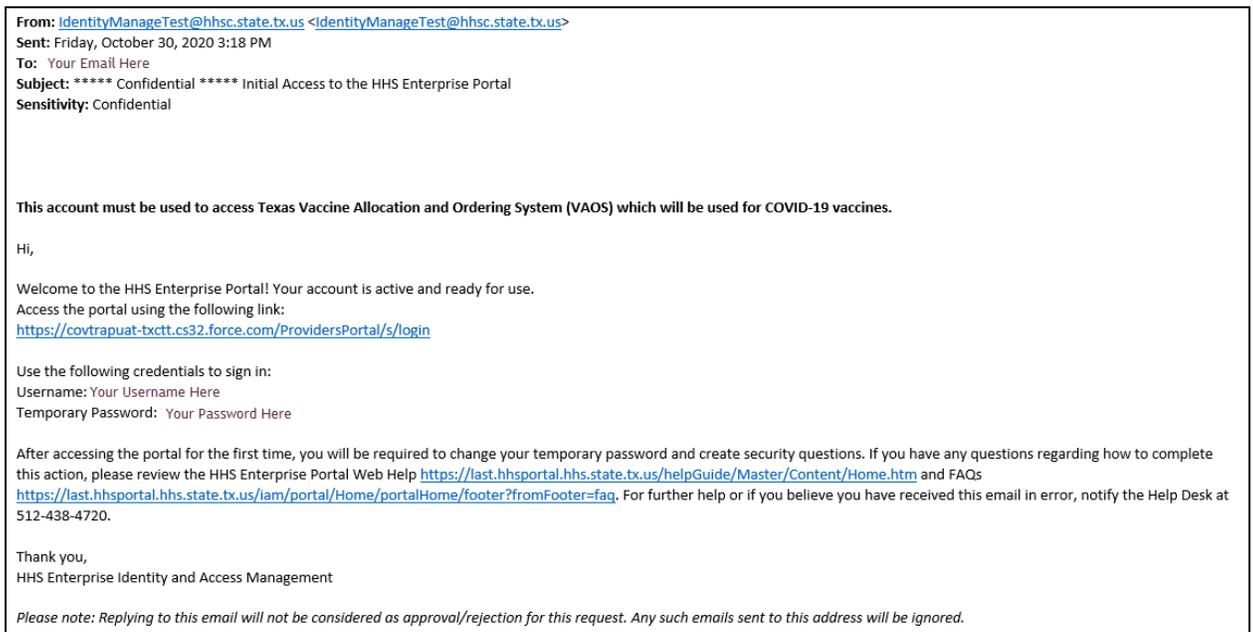
TEXAS
Health and Human
Services

HHS Enterprise Portal Salesforce VO Access Request

You must complete the following steps to gain Salesforce VO access via the HHS Enterprise Portal.

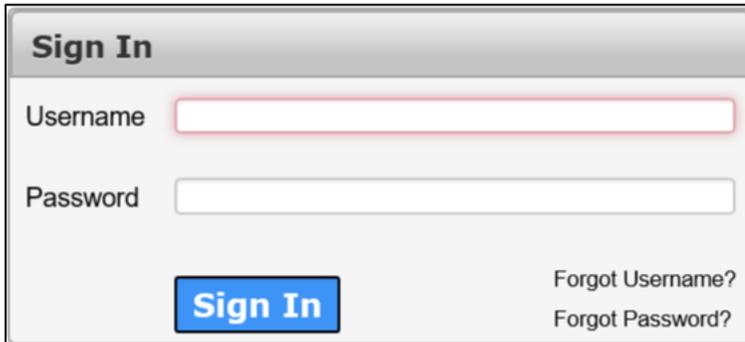
1. After you set up your account in the Pandemic Enrollment and it is approved, you will receive the following email. If you do not receive the email, check your SPAM and JUNK email folders. The email comes encrypted. You will have to de-encrypt the email before you can read it. Instructions to de-encrypt the email are also provided. The email comes from identitymanagement@hsc.state.tx.us.

Figure 1. Sample Email



2. Click the link in the email to open the **HHS Enterprise Portal Sign In** screen.

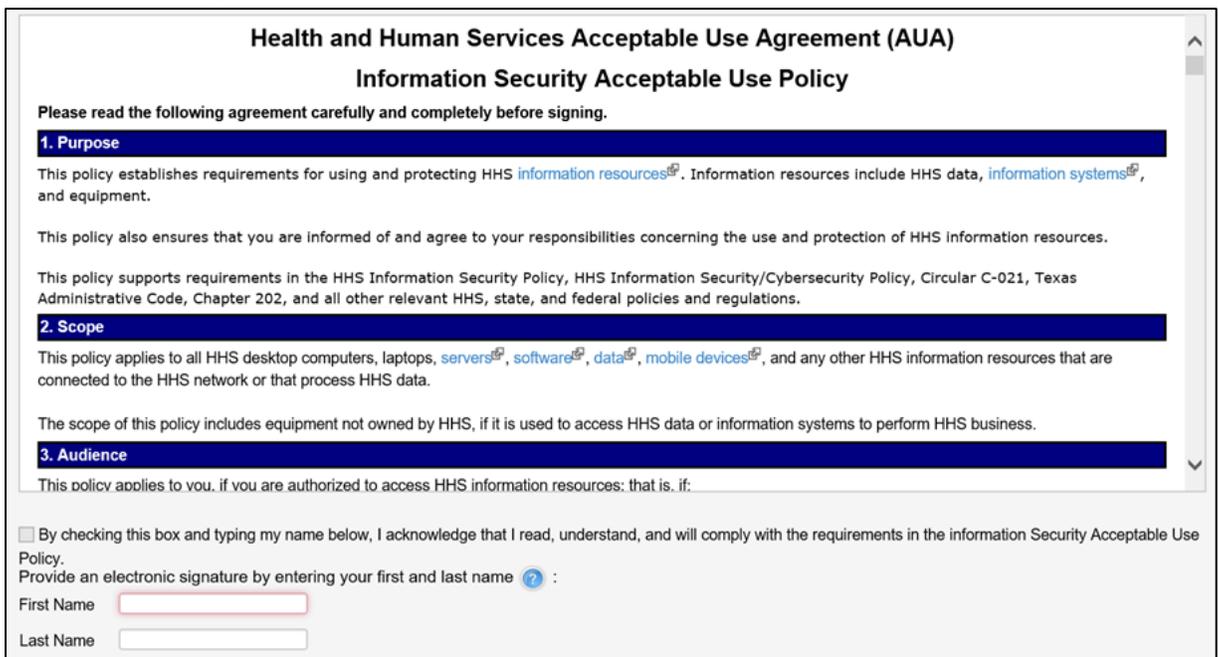
Figure 2. Sign In screen



The image shows a 'Sign In' form with a title bar. Below the title bar are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Sign In' button. To the right of the button are two links: 'Forgot Username?' and 'Forgot Password?'.

3. Enter the **Username** and **Temporary Password** contained in the email.
4. Click **Sign-In** to open the **Acceptable Use Agreement**.

Figure 3. Acceptable Use Agreement screen



The image shows the 'Health and Human Services Acceptable Use Agreement (AUA) Information Security Acceptable Use Policy' screen. It features a title bar, a scrollable content area with sections for Purpose, Scope, and Audience, a checkbox for agreement, and input fields for First Name and Last Name.

Health and Human Services Acceptable Use Agreement (AUA)
Information Security Acceptable Use Policy

Please read the following agreement carefully and completely before signing.

1. Purpose
This policy establishes requirements for using and protecting HHS information resources^{SP}. Information resources include HHS data, information systems^{SP}, and equipment.
This policy also ensures that you are informed of and agree to your responsibilities concerning the use and protection of HHS information resources.
This policy supports requirements in the HHS Information Security Policy, HHS Information Security/Cybersecurity Policy, Circular C-021, Texas Administrative Code, Chapter 202, and all other relevant HHS, state, and federal policies and regulations.

2. Scope
This policy applies to all HHS desktop computers, laptops, servers^{SP}, software^{SP}, data^{SP}, mobile devices^{SP}, and any other HHS information resources that are connected to the HHS network or that process HHS data.
The scope of this policy includes equipment not owned by HHS, if it is used to access HHS data or information systems to perform HHS business.

3. Audience
This policy applies to you, if you are authorized to access HHS information resources: that is, if:

By checking this box and typing my name below, I acknowledge that I read, understand, and will comply with the requirements in the information Security Acceptable Use Policy.
Provide an electronic signature by entering your first and last name [?](#) :

First Name
Last Name

5. Read the **AUA**. You must read and scroll through the entire AUA.
6. 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 its terms** checkbox.
7. Enter your **First Name**. This should exactly match the name used during enrollment in the *Pandemic Provider Vaccine Registration* system.
8. Enter your **Last Name**. This should exactly match the name used during enrollment in the **Pandemic Provider Vaccine Registration** system.
9. Click **Next** to open the **Change Password** screen.
10. Enter a new **Password** according to the **Password Rules**. As each condition is met, the red **X** will change to a green check mark.

Figure 4. Change Password screen

Change Password

You must change your password to continue.

New Password

Confirm New Password

Password Rules

- ✘ The password should not be empty.
- ✘ There should be at least **one upper** case letter.
- ✘ There should be at least **one lower** case letter.
- ✘ There should be at least **one number**.
- ✘ There should be at least **one non-alphabetic** characters from the following: !@#\$%^&*()_+|~='{}[]:;,/
- ✘ Minimum length of the password should be **8 characters**.
- ✘ Maximum length of the password should be **16 characters**.
- ✘ At least **four characters** in the new password must be different from the current password.
- ✘ Both new password fields should contain the same data.
- ✘ The password should not be the same as the username.
- ★ The password should not be the same as your First name or Last name.
- ★ The password should not be the same as the last 24 passwords used.
- ★ The password will expire after 90 days and must be changed after expiration.
- ★ Only one password reset is allowed per 24-hour period.

11. Re-enter your **Password**. You should see that the red **X**'s have changed to green check marks in the **Password Rules** section.
12. Click **Next** to open the **Security Questions** screen.
13. Complete the **Security Questions**. Select a **Question** and complete the **Response** and **Confirm** fields. You must complete the **Response** and **Confirm** fields for each **Question**. Your response for the **Confirm** field must match your response for the **Response** field exactly.

Figure 5. Security Questions screen

Security Questions

To help ensure the security of your HHS Enterprise Portal account, choose three questions and provide your answers below.

Question # 1*

Response # 1*

Confirm # 1*

Question # 2*

Response # 2*

Confirm # 2*

Question # 3*

Response # 3*

Confirm # 3*

14. Click **Next** to open the **My Profile** screen.

Figure 6. My Profile screen

The screenshot shows a web form titled "My Profile". At the top, it states "Fields appearing with an asterisk* cannot be left empty." Below this, there are two sections: "Personal Information" and "Enterprise Portal Information".

Personal Information:

- Prefix: A dropdown menu with a downward arrow.
- First Name*: A text input field containing "VEGAS".
- Middle Name: An empty text input field.
- Last Name*: A text input field containing "GRAND".
- Suffix: An empty text input field.

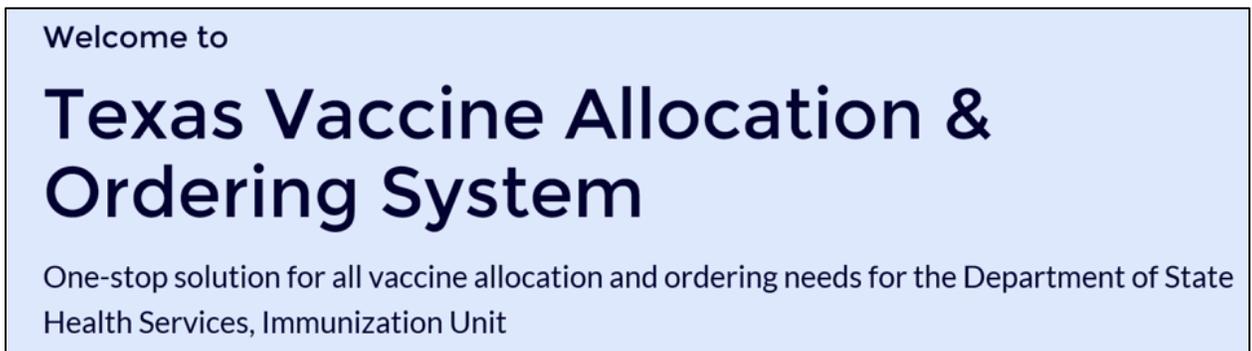
Enterprise Portal Information:

- Username*: A text input field containing "ve4562gr".
- User Type*: A dropdown menu with "Provider" selected.
- Work Email*: A text input field containing "deepan.shanmugam@hhs.texas.gov".
- Mobile #: A text input field containing "###-###-####".

At the bottom right of the form, there are two buttons: "Cancel" and "Next".

15. Verify your personal information on the **My Profile** screen.
16. Click **Next** to be routed to the **Texas Vaccine Allocation & Ordering System Confirmation** screen. Your registration is complete.

Figure 7. Texas Vaccine Allocation & Ordering System Confirmation screen



17. If you get logged out of the system and do not see the **Texas Vaccine Allocation & Ordering System Confirmation** screen, log back in using your username and new password. This opens the **HHS Enterprise Portal Home** screen.
18. Click **Vaccine Allocation and Ordering System** to open the **Texas Vaccine Allocation & Ordering System Confirmation** screen. Your registration is complete.