Automated Background Check System (ABCS)- Approving Access Guide
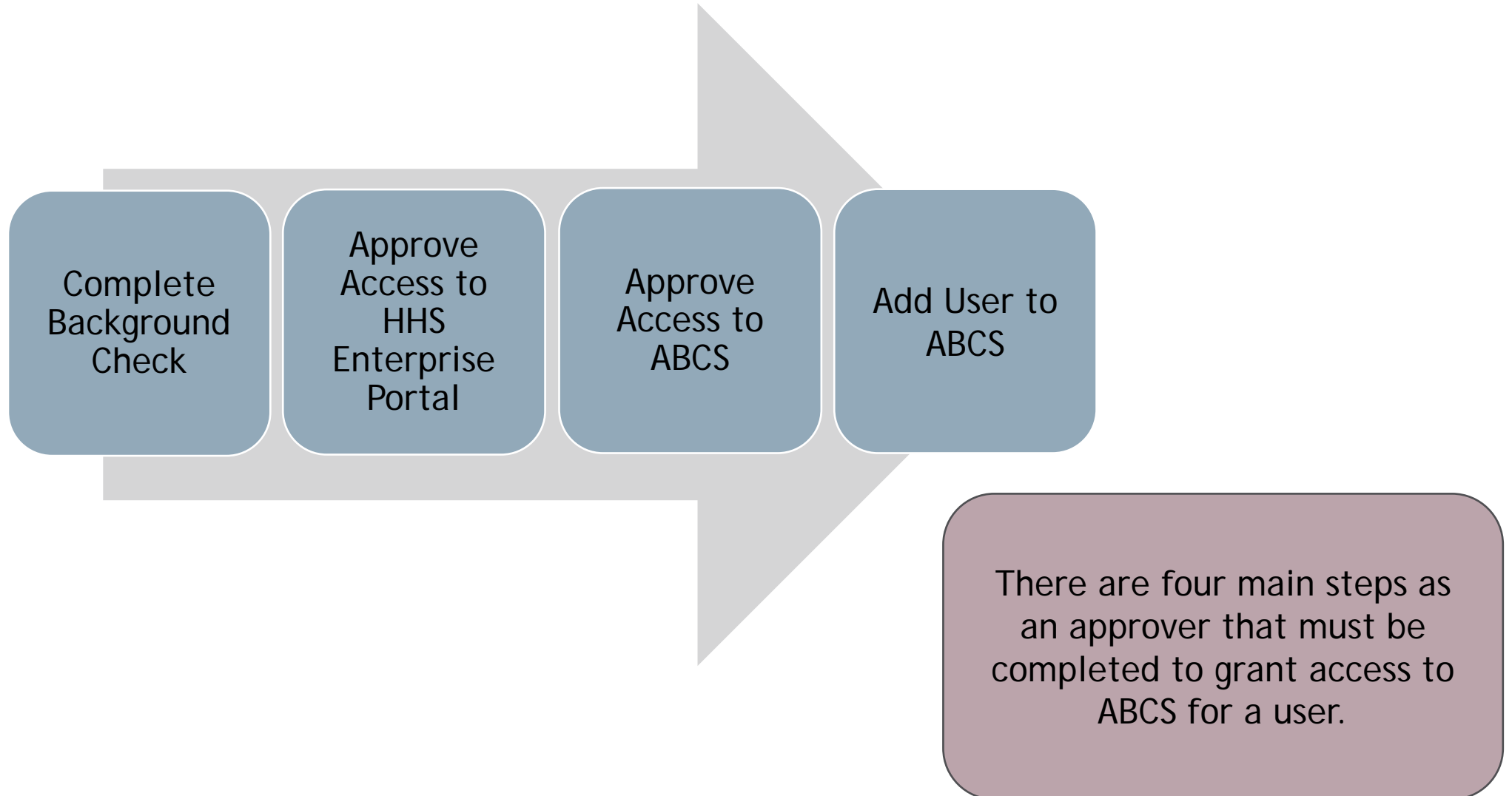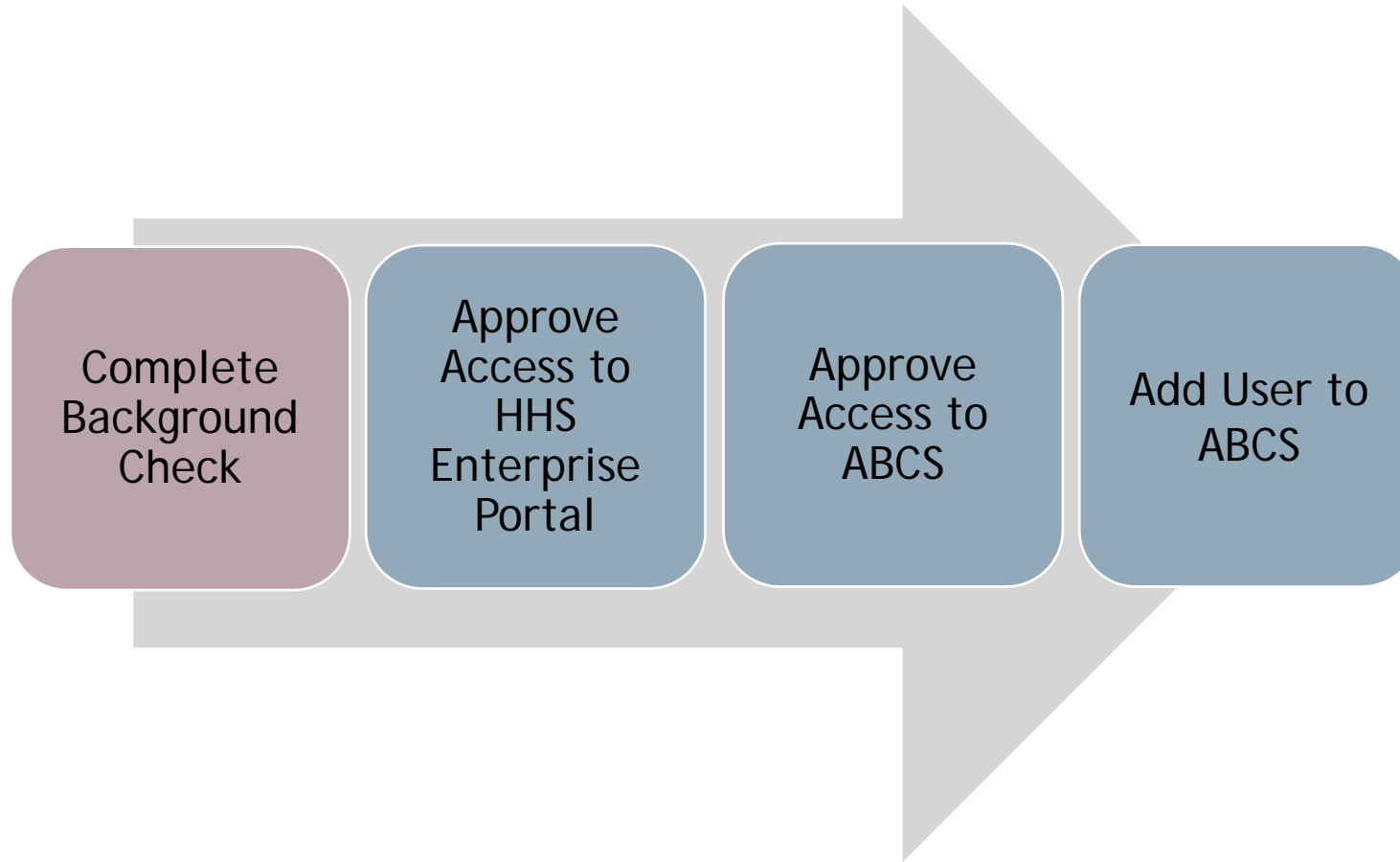
December 2016

How do I approve access to ABCS?

| Complete Background Check | Approve Access to HHS Enterprise Portal | Approve Access to ABCS | Add User to ABCS |

There are four main steps as an approver that must be completed to grant access to ABCS for a user.

Step 1: Complete Background Check

Before a user may access ABCS, a background check should be submitted and completed on the individual by an existing ABCS user or administrator on the contract.

For new contracts, DFPS staff must initiate the background check for the initial user before completing the approval steps.
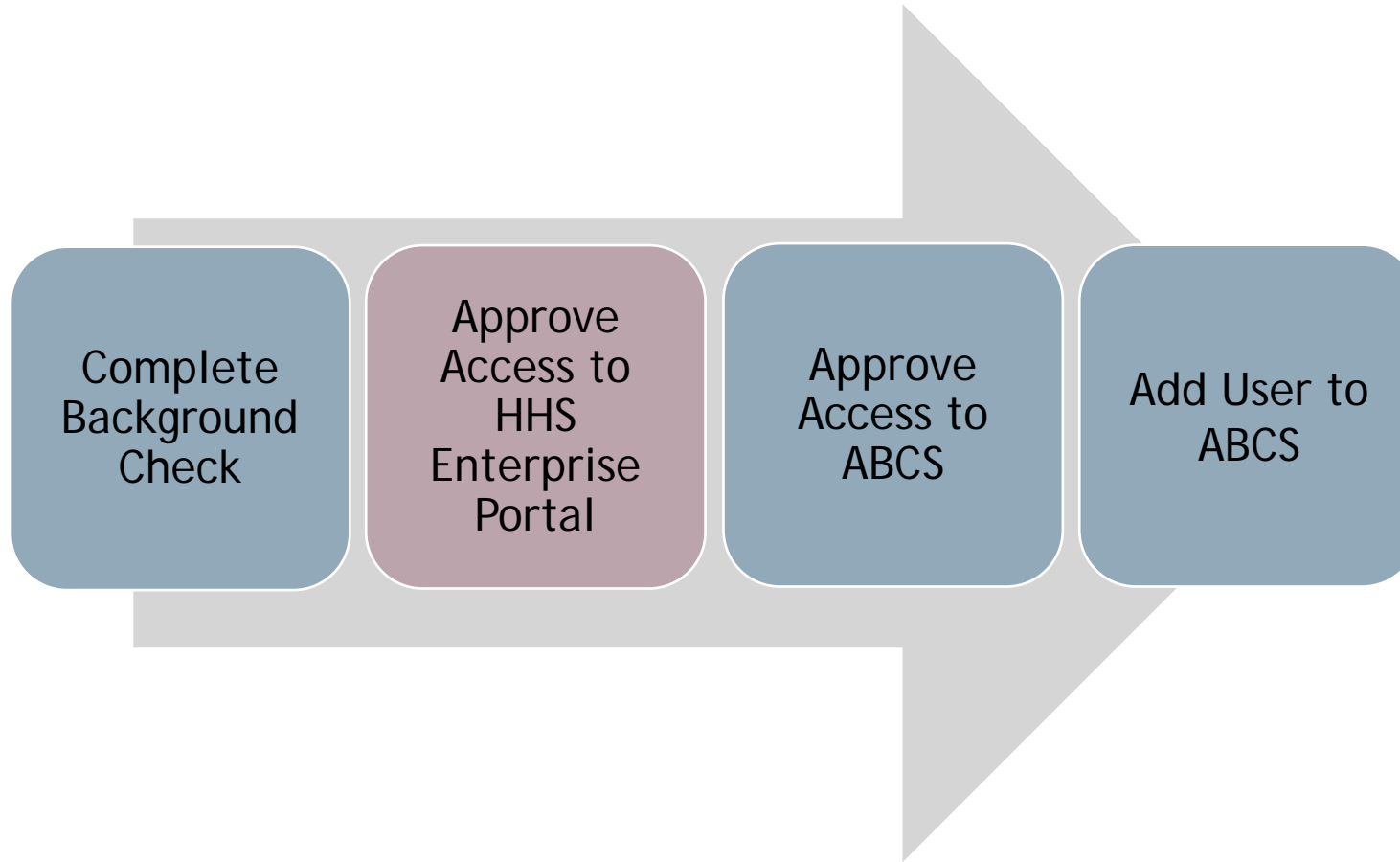
For additional instructions on submitting background checks in ABCS, see:
- *Using ABCS resource document* or
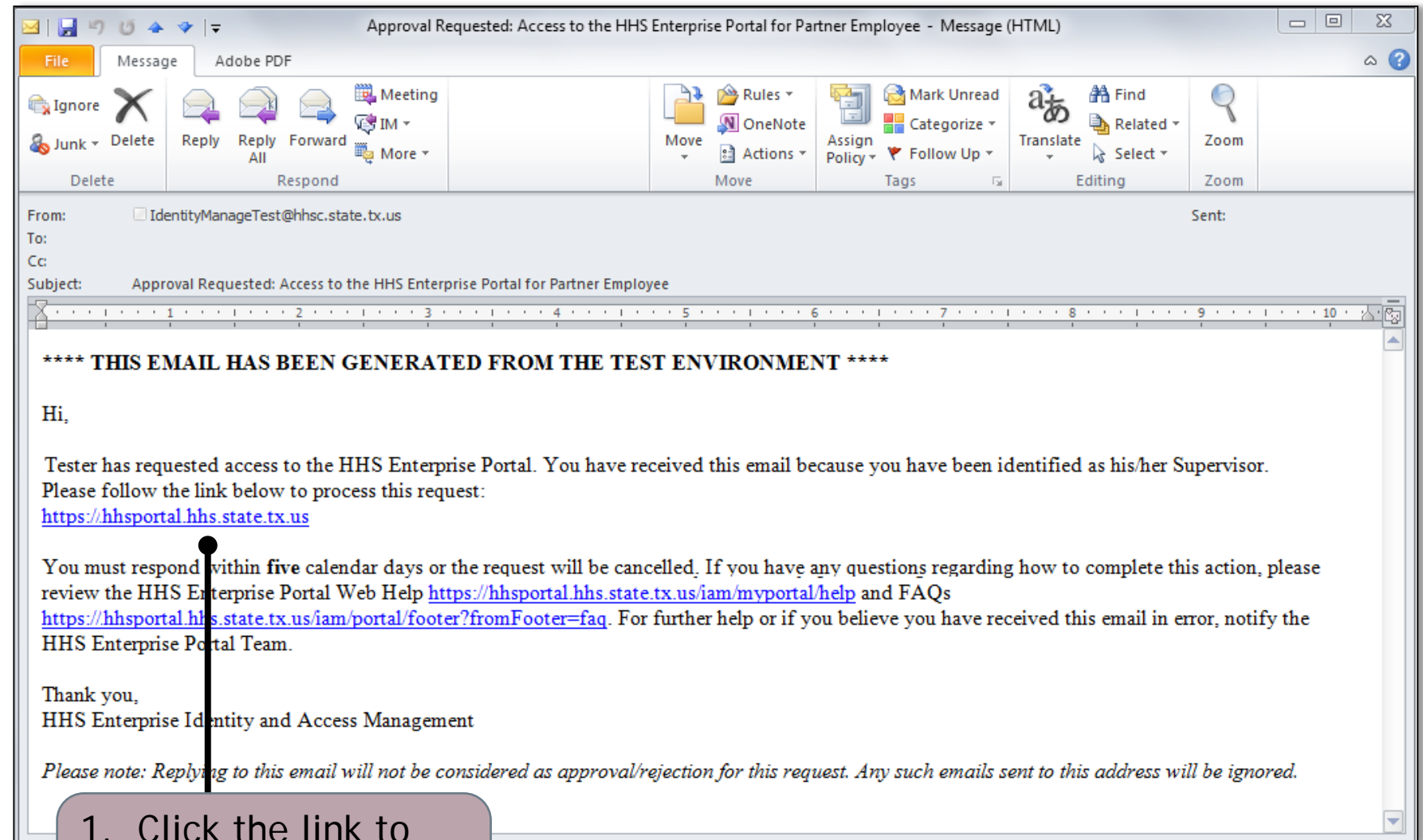- *ABCS User Guide*

The background check must indicate the individual is cleared to work in the capacity requested in order to be approved for access to ABCS

Step 1: Complete Background Check

Step 2: Approve Request to HHSC Portal

After the user has registered for a new HHS Enterprise Portal account, you will receive an email indicating a request for access has been made for an organization you are listed as the designated approver or agency sponsor of.

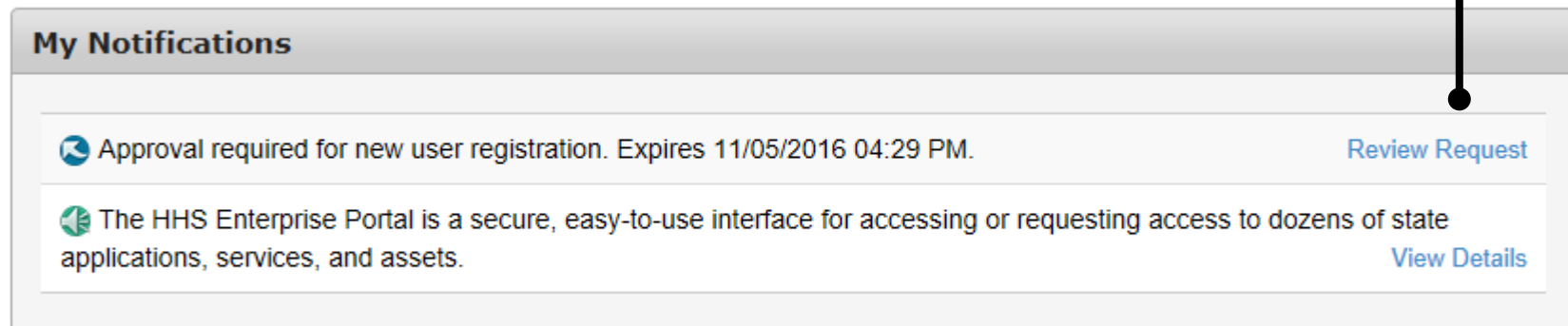Approval Requested: Access to the HHS Enterprise Portal for Partner Employee - Message (HTML)

File   Message   Adobe PDF

Ignore   Junk ▾   Delete   Reply   Reply All   Forward   More ▾   Meeting   IM ▾   Move   Rules ▾   OneNote   Actions ▾   Assign Policy ▾   Mark Unread   Categorize ▾   Follow Up ▾   Translate   Related ▾   Select ▾   Find   Zoom

Delete   Respond   Move   Tags   Editing   Zoom

From: IdentityManageTest@hhsc.state.tx.us   Sent:
To:
Cc:
Subject: Approval Requested: Access to the HHS Enterprise Portal for Partner Employee

**** **THIS EMAIL HAS BEEN GENERATED FROM THE TEST ENVIRONMENT** ****

Hi,

Tester has requested access to the HHS Enterprise Portal. You have received this email because you have been identified as his/her Supervisor. Please follow the link below to process this request:
https://hhsportal.hhs.state.tx.us

You must respond within **five** calendar days or the request will be cancelled. 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/iam/myportal/help and FAQs https://hhsportal.hhs.state.tx.us/iam/portal/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the HHS Enterprise Portal Team.

Thank you,
HHS Enterprise Identity and Access Management

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.

1. Click the link to the HHS Enterprise Portal

Step 2: Approve Access to HHSC Portal

2. Login to the HHS Enterprise Portal at https://hhsportal.hhs.state.tx.us entering **Username** and **Password**

3. Select **Sign In**

**If HHS Enterprise Portal account has not yet been created, see *Requesting Access to ABCS* resource document or view *ABCS User Guide* for further instructions.

Sign In

Username |

Password

Forgot Username?

Sign In

Forgot Password?

New to the portal? **REGISTER** ▶

Click here to sign Acceptable Use Agreement (AUA)

4. In the My Notifications section on the HHS Enterprise Portal Home Page, locate the notification requesting new user registration. Select **Review Request**

My Notifications

🔘 Approval required for new user registration. Expires 11/05/2016 04:29 PM. Review Request

🌐 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
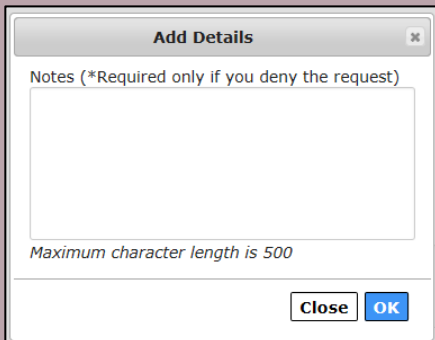
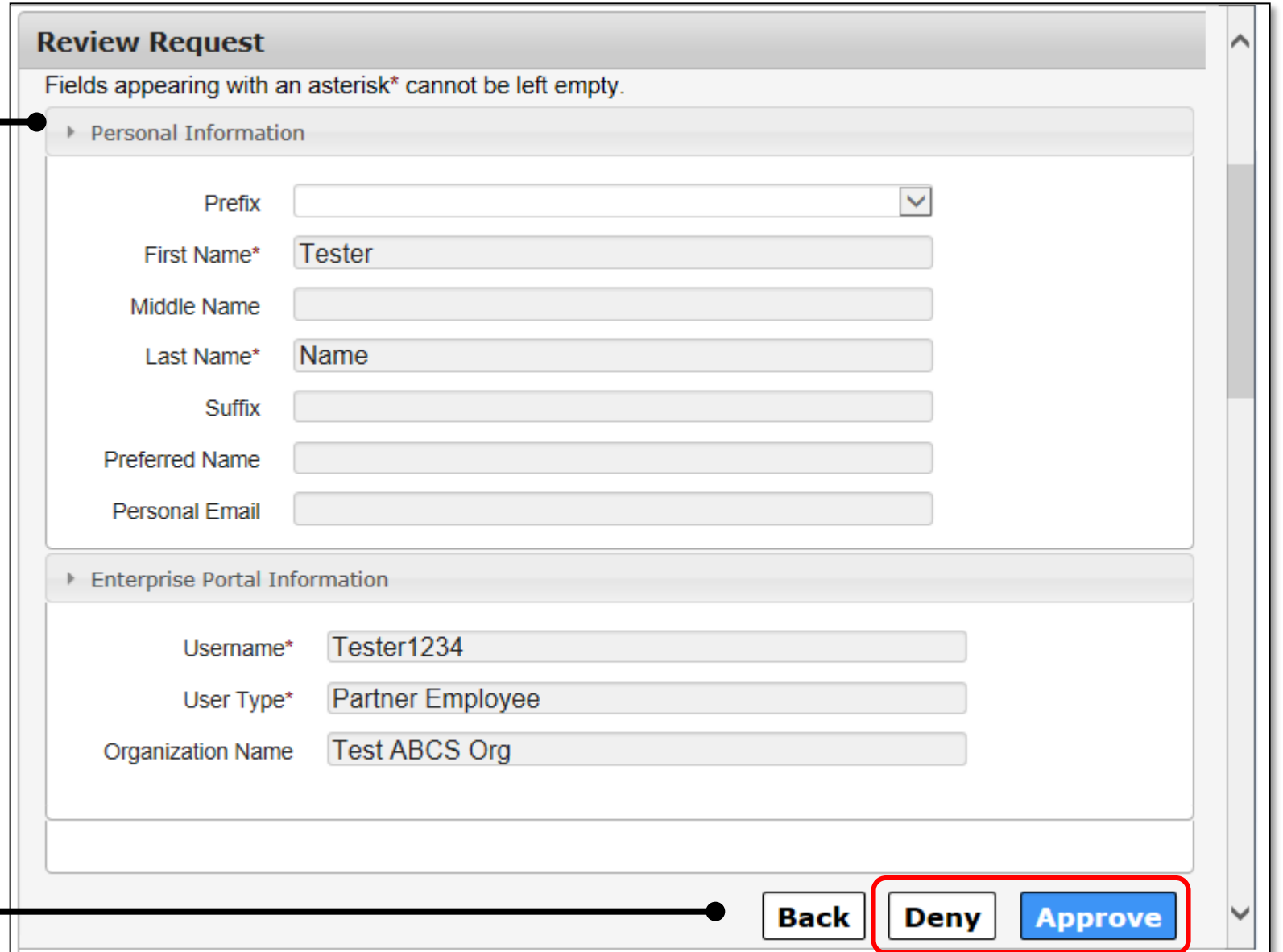Step 2: Approve Access to HHSC Portal

5. Verify user information submitted is accurate and identified user is associated with organization

6. Complete request selecting **Approve** or **Deny**

*If denied, comments must be provided explaining denial

Add Details ✕

Notes (*Required only if you deny the request)

Maximum character length is 500

Close | OK

Review Request

Fields appearing with an asterisk* cannot be left empty.

▸ Personal Information

Prefix	▼
First Name*	Tester
Middle Name	
Last Name*	Name
Suffix	
Preferred Name	
Personal Email	

▸ Enterprise Portal Information

Username*	Tester1234
User Type*	Partner Employee
Organization Name	Test ABCS Org

Back | Deny | Approve

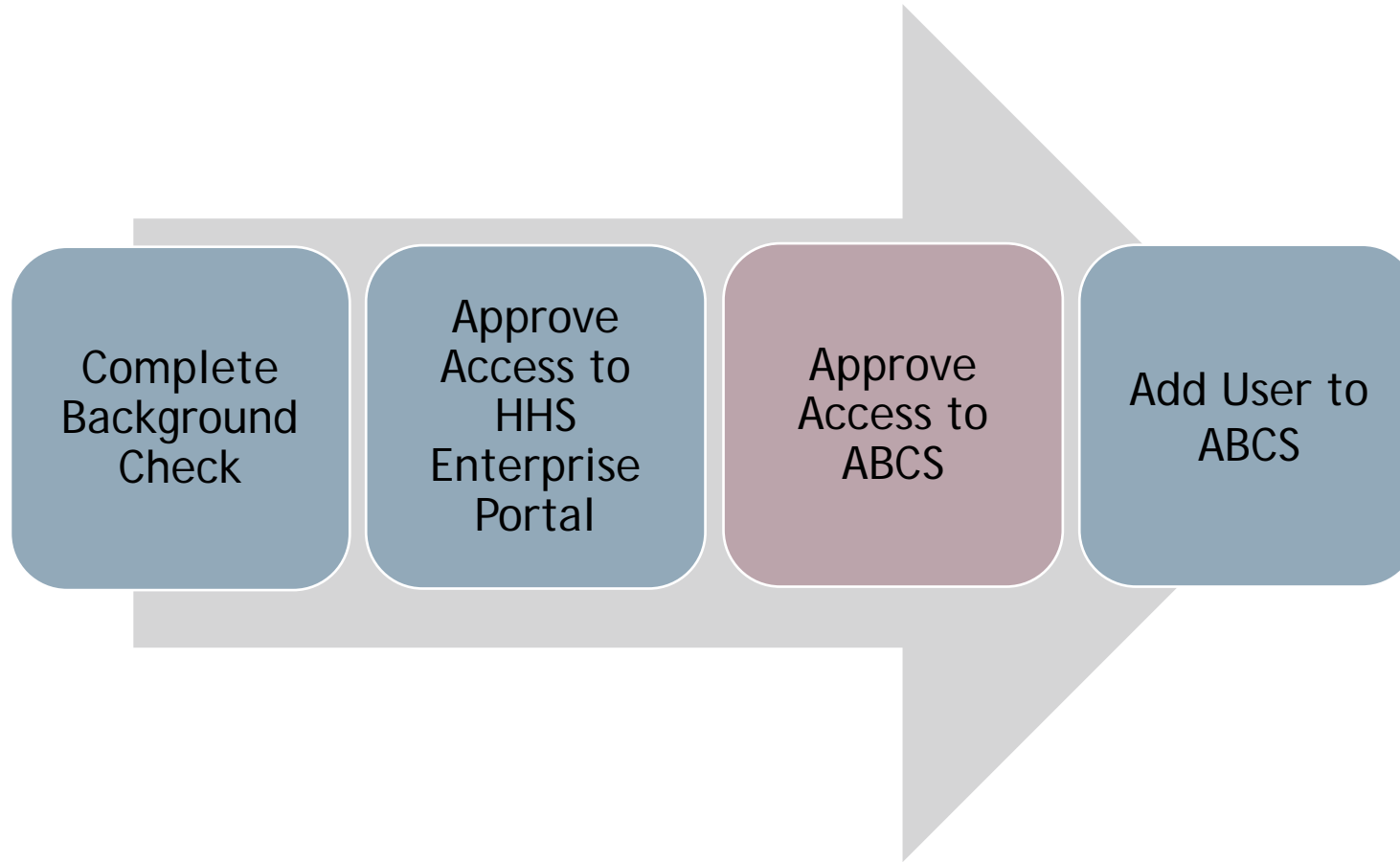Step 2: Approve Access to HHSC Portal

The requestor will receive an email indicating their request for HHS Enterprise Portal access has been approved.

The requestor will use login credentials provided to complete registration steps for portal access and submit a request for access to ABCS.

Step 2: Approve Access to HHSC Portal

***** Confidential ***** Initial Access to the HHS Enterprise Portal - Message (HTML)

File   Message   Adobe PDF

From: IdentityManageTest@hhsc.state.tx.us   Sent:
To:
Cc:
Subject: ***** Confidential ***** Initial Access to the HHS Enterprise Portal

**** THIS EMAIL HAS BEEN GENERATED FROM THE TEST ENVIRONMENT ****

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: Username123
Temporary Password: Temporary123

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/iam/myportal/help and FAQs https://hhsportal.hhs.state.tx.us/iam/portal/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the HHS Enterprise Portal Team.

Thank you,
HHS Enterprise Identity and Access Management

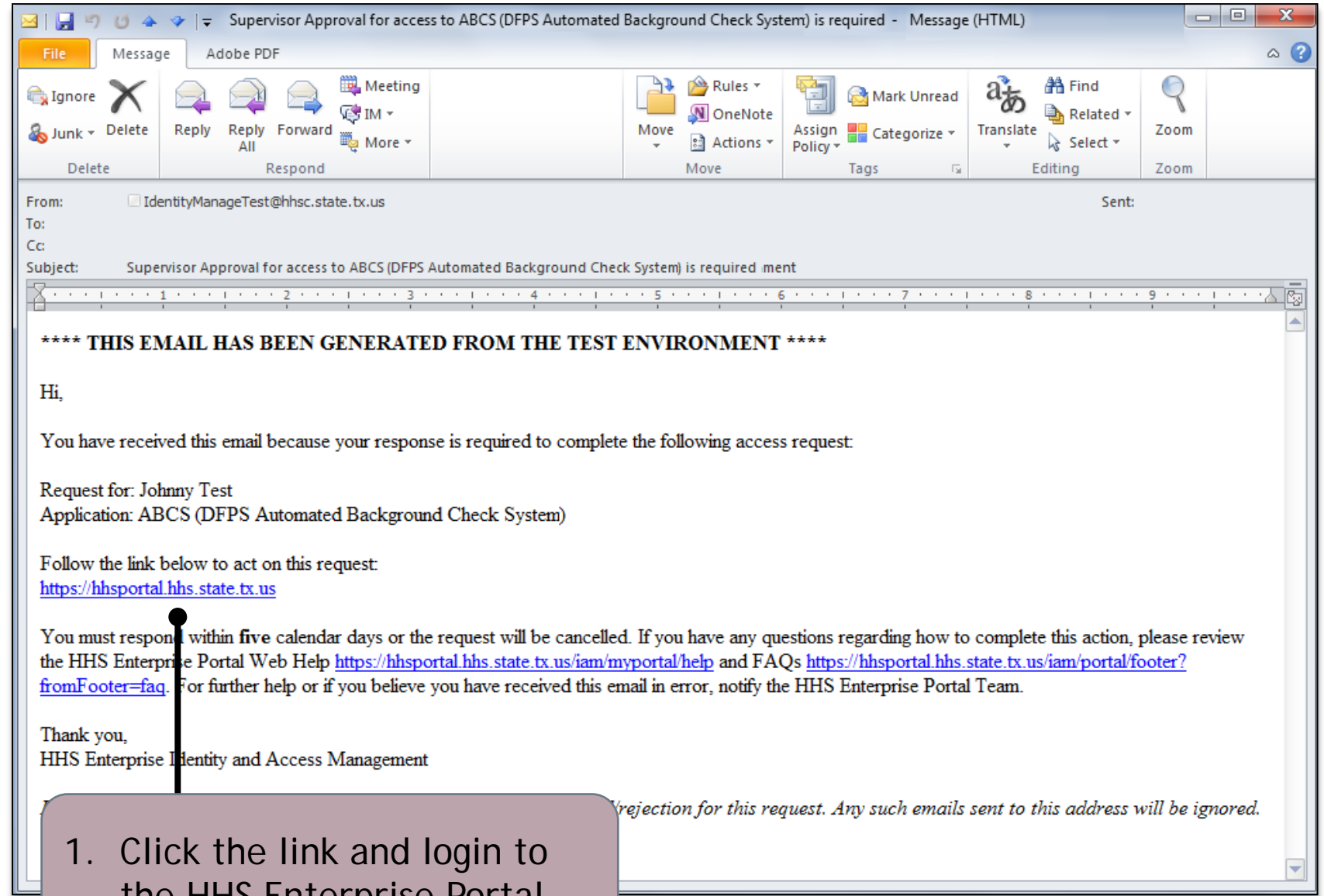*Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.*

Step 3: Approve Access to ABCS

After the user has requested access to ABCS in the HHS Enterprise Portal, you will receive an email indicating a request for ABCS access has been made for an organization you are listed as the designated approver or agency sponsor of.
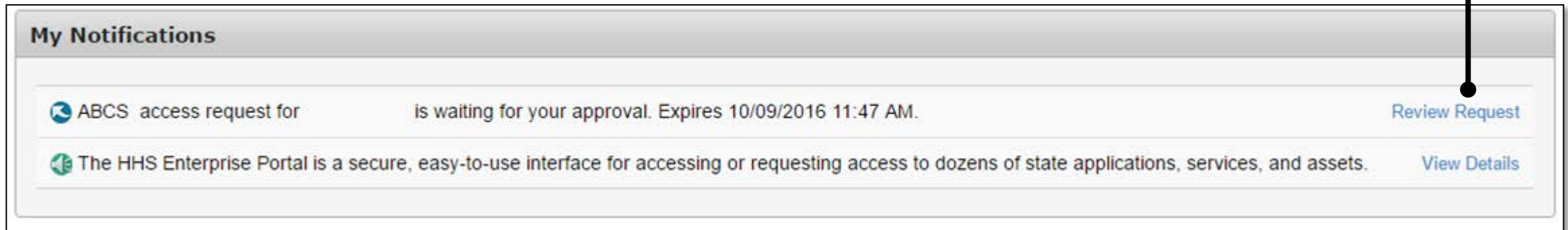

**** THIS EMAIL HAS BEEN GENERATED FROM THE TEST ENVIRONMENT ****

Hi,

You have received this email because your response is required to complete the following access request:

Request for: Johnny Test
Application: ABCS (DFPS Automated Background Check System)

Follow the link below to act on this request:
https://hhsportal.hhs.state.tx.us

You must respond within **five** calendar days or the request will be cancelled. 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/iam/myportal/help and FAQs https://hhsportal.hhs.state.tx.us/iam/portal/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the HHS Enterprise Portal Team.

Thank you,
HHS Enterprise Identity and Access Management

rejection for this request. Any such emails sent to this address will be ignored.

1. Click the link and login to the HHS Enterprise Portal

Step 3: Approve Access to ABCS

2. Login to the HHS Enterprise Portal at https://hhsportal.hhs.state.tx.us entering **Username** and **Password**
3. Select **Sign In**

   **If HHS Enterprise Portal account has not yet been created, see *Requesting Access to ABCS* resource document or view *ABCS User Guide* for further instructions.

Sign In

Username |

Password

Sign In   Forgot Username?   Forgot Password?

New to the portal?   **REGISTER** ▶

Click here to sign Acceptable Use Agreement (AUA)

4. In the My Notifications section on the HHS Enterprise Portal Home Page, locate the notification requesting ABCS access. Select **Review Request**

My Notifications

🌀 ABCS access request for   is waiting for your approval. Expires 10/09/2016 11:47 AM.   Review Request

🌐 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

Step 3: Approve Access to ABCS

5. Verify user information submitted is accurate and eligible for ABCS access

Review Request

Request#

System: ABCS

Requested By: Johnny Test

Requested For: Johnny Test

Request Date:

Request Type: New Access - ABCS access request for Johnny Test is waiting for your approval.

First Name:
Johnny

Middle Name:

Last Name:
Test

Date of Birth: *
xxxxxxxxxx

Identification Type: *
SSN

Identification No: * ?
xxxxxxxxxxx

Contract Number: *

Comments *(Maximum character length is 250)*

History

Back   Deny   Approve

6. Complete additional required fields, as applicable, based on request type.

For all users outside of DFPS, a specific contract number the user is being given access to must be entered.

7. Complete request selecting Approve or Deny

**If denied, comments must be provided explaining denial

Add Details   x

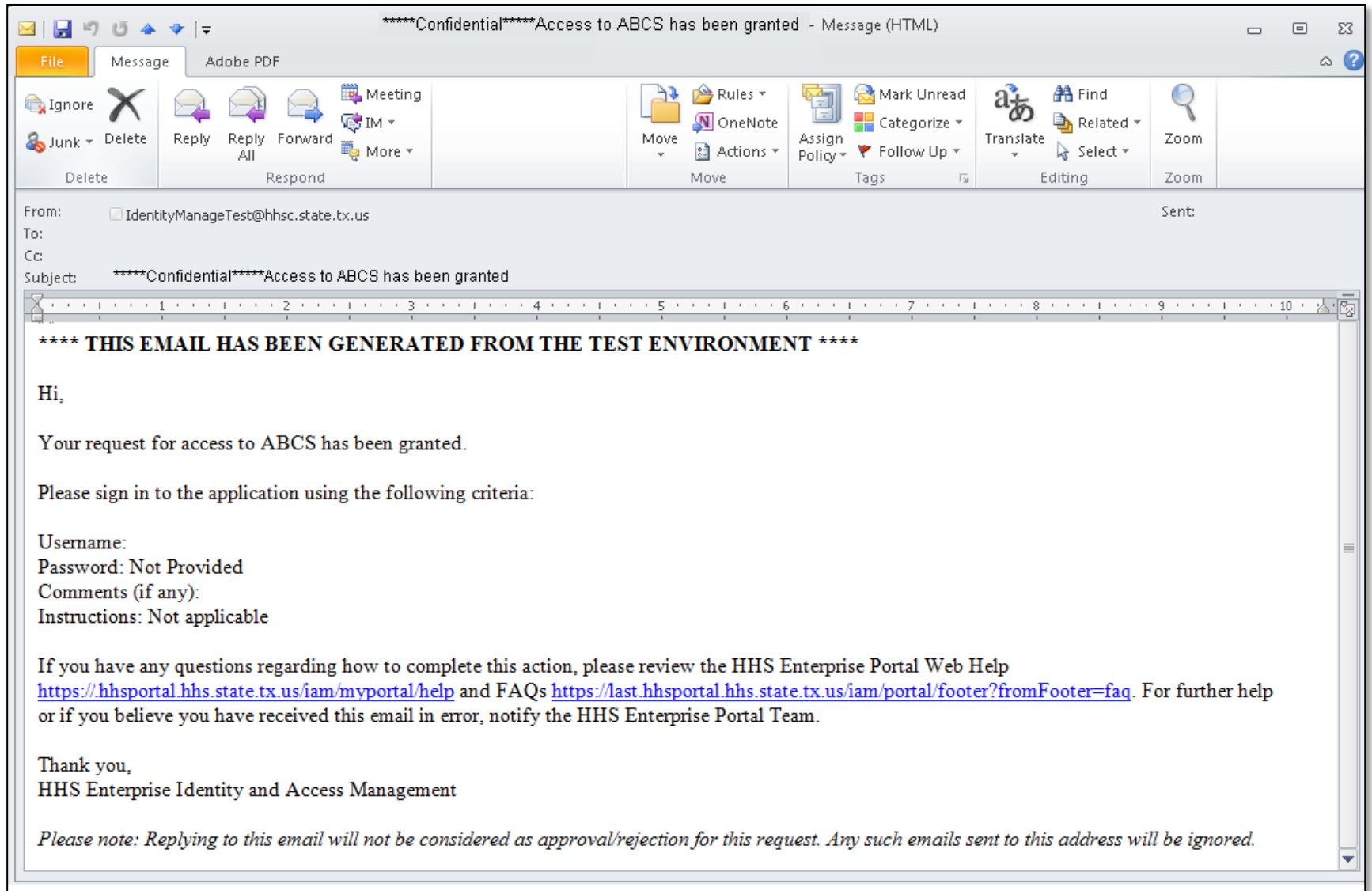Notes (*Required only if you deny the request)

Maximum character length is 500

Close   OK

Step 3: Approve Access to ABCS

Once approved, the request will be run through additional validation processes including verifying a background check has been completed for the user on the specified contract.

If request passes additional validation, the requestor will receive an email notifying them of the approval.

Step 3: Approve Access to ABCS

*****Confidential*****Access to ABCS has been granted - Message (HTML)

File   Message   Adobe PDF

Ignore   Delete   Junk | Reply   Reply All   Forward   Meeting   IM   More | Move   Rules   OneNote   Actions | Assign Policy   Mark Unread   Categorize   Follow Up | Translate   Find   Related   Select | Zoom

Delete   Respond   Move   Tags   Editing   Zoom

From: IdentityManageTest@hhsc.state.tx.us   Sent:
To:
Cc:
Subject: *****Confidential*****Access to ABCS has been granted

**** THIS EMAIL HAS BEEN GENERATED FROM THE TEST ENVIRONMENT ****

Hi,

Your request for access to ABCS has been granted.

Please sign in to the application using the following criteria:

Username:
Password: Not Provided
Comments (if any):
Instructions: Not applicable

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/iam/myportal/help and FAQs https://last.hhsportal.hhs.state.tx.us/iam/portal/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the HHS Enterprise Portal Team.

Thank you,
HHS Enterprise Identity and Access Management

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.

The requestor will log into the HHS Enterprise Portal and click the **ABCS** link under **My Applications** to begin using ABCS.

Step 4: Add User to ABCS
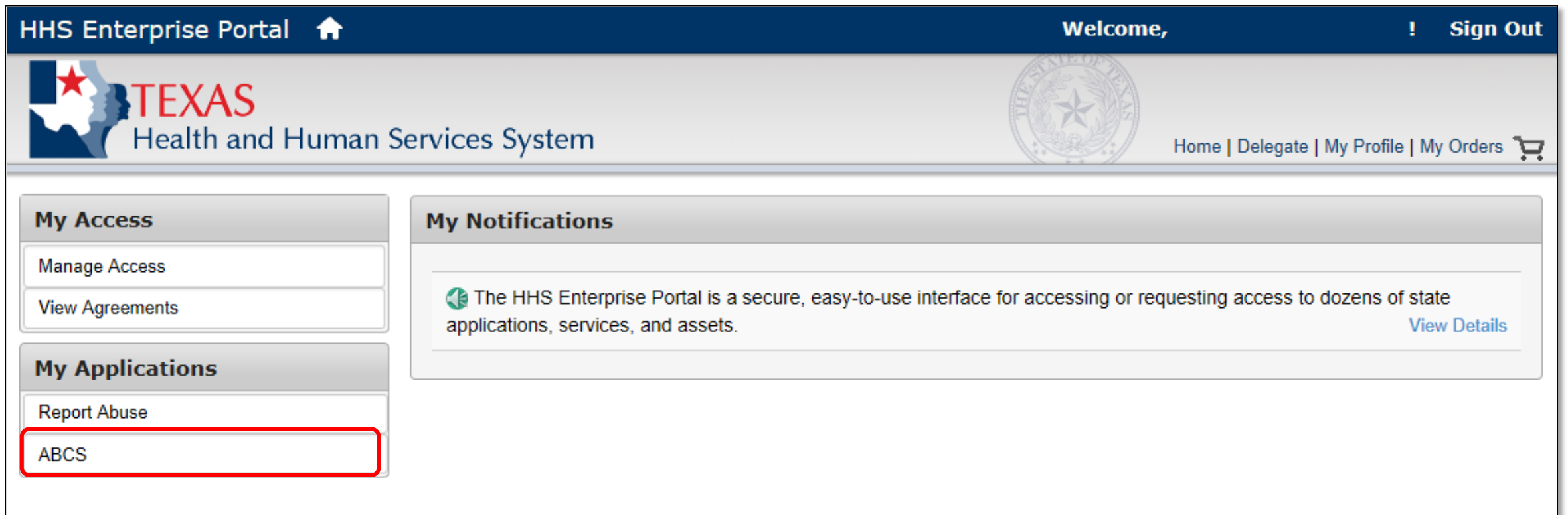
Complete Background Check → Approve Access to HHS Enterprise Portal → Approve Access to ABCS → Add User to ABCS
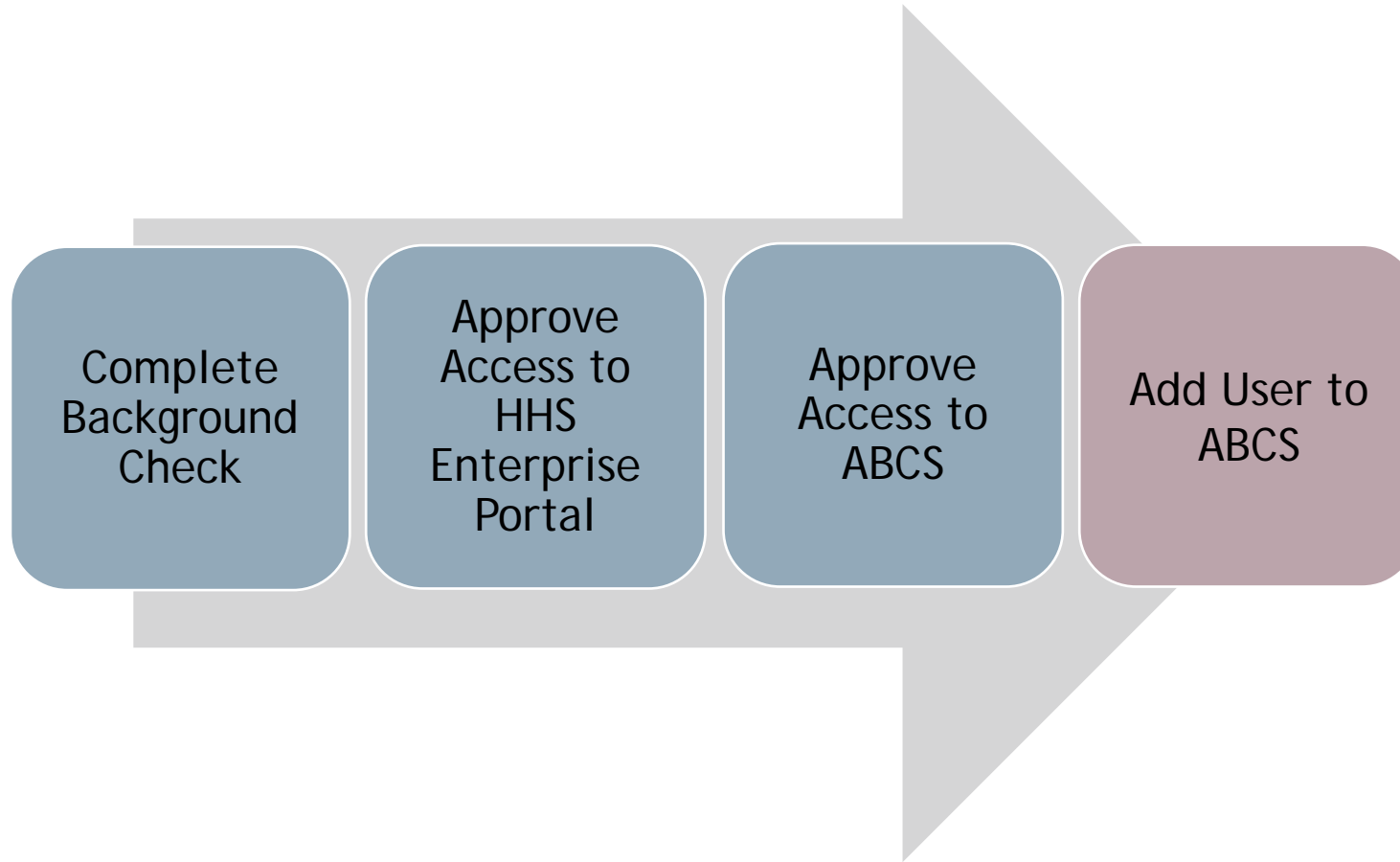
For ABCS users **<u>outside of DFPS</u>** only, an additional step of adding the approved user to ABCS must be completed by the contract administrator or DFPS staff before the individual can access and submit background check for the contract.

1. From the ABCS tab bar, select **Contract Details**

Home | Request | Subject-Submitted Request | Contract Details | Help

Step 4: Add User to ABCS

Contract Details

*Required Field

Current User List

* Name : [dropdown]

* User Role : [dropdown]

* Receive Background Check Results : Yes [dropdown]

[Add]

Name	User Role	Email	Receive Background Check Results		
				Edit	Delete

2. Select user from the **Name** drop-down

3. Select User Role of **User** or **Administrator**

4. Select **Yes** or **No** to indicate whether the individual is approved to receive result notifications for background checks they submit

5. Select **Add**

6. User will display in user list and now be able to access the contract when logged into ABCS

Name	User Role	Email	Receive Background Check Results		
Doe, John	User	abcs@yahoo.com	Yes	Edit	Delete

Step 4: Add User to ABCS

ABCS Resources

DFPS Background Checks website
• Resource documents:
    ➤ Requesting Access to ABCS
    ➤ Using ABCS Training
• ABCS User Guide
	• http://www.dfps.state.tx.us/Background_Checks/ABCS.asp

CBCU Mailbox	• AskCBCU@dfps.state.tx.us
CBCU Support Line	• (800) 645-7549 • Monday-Friday • 8:00 a.m. to 4:30 p.m. Central Time
CBCU Handbook	• http://www.dfps.state.tx.us/handbooks/CBCU/default.asp
HHS Enterprise Portal Help	• (512) 438-4720 • https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/help