AUTOMATED SECURITY ACCESS PROCESSING (A.S.A.P)

REQUESTING ACCESS TO

OPENELIS LABORATORY RESULTS WEB PORTAL

(LABORATORY SUBMITTERS)

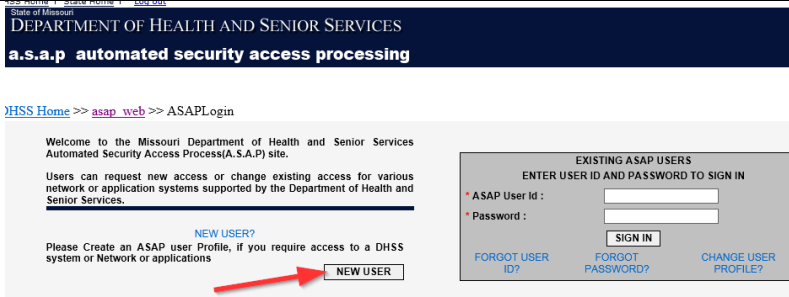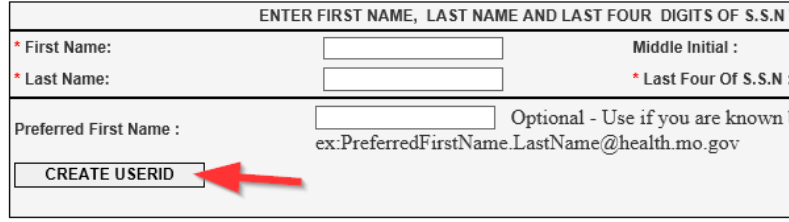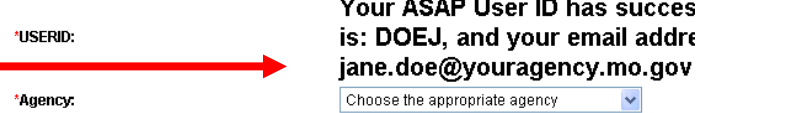# STEP A. Creating A.S.A.P User profile
(This step is to be completed only once per user)

Please read…

- If you have an ASAP profile already and know your login credentials, please skip to Step B (submitting the request)

- If you are unsure you have an ASAP profile, here are a few steps to determine that

  - If you already have an LPHA email account, DHSS health applications and/or DSS prod/mainframe access you mostly likely have an ASAP profile.

  - If you try to create an ASAP profile and you receive a red message indicating that first name and last name is already in use, please contact the ITSD Call Center at 800.347.0887 for assistance. This most likely means you have an ASAP profile and the call center can assist with profile updates, password resets, logging into ASAP, and/or submitting requests.

- If you have questions on completing the ASAP process, please call Sandy Jones or Shondra Johnson at 573-751-3334.

Creating A.S.A.P User profile

- ➢ Open Internet Browser and enter address
  http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- ➢ Click "Yes" to any security messages

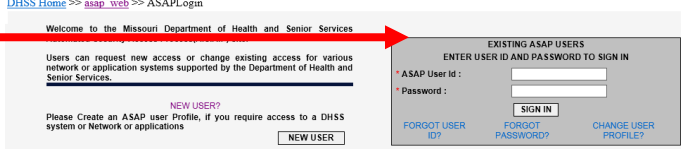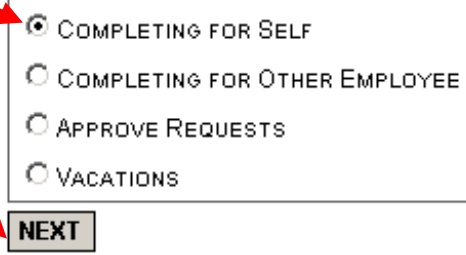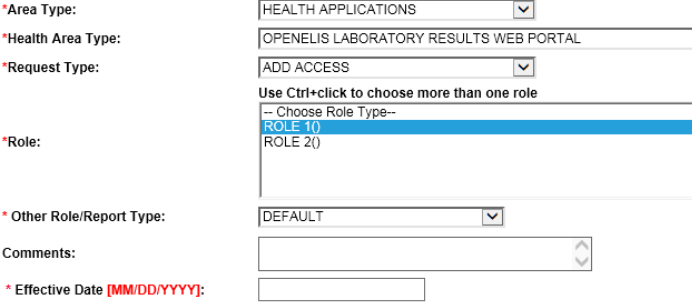| Steps	Screen Print
If you have not used ASAP before or do not have an ASAP profile, click the **NEW USER** button. You will only need to go through the profile creation steps once.	State of Missouri DEPARTMENT OF HEALTH AND SENIOR SERVICES **a.s.a.p automated security access processing** DHSS Home >> asap_web >> ASAPLogin Welcome to the Missouri Department of Health and Senior Services Automated Security Access Process(A.S.A.P) site. Users can request new access or change existing access for various network or application systems supported by the Department of Health and Senior Services. NEW USER? Please Create an ASAP user Profile, if you require access to a DHSS system or Network or applications NEW USER EXISTING ASAP USERS ENTER USER ID AND PASSWORD TO SIGN IN * ASAP User Id : * Password : SIGN IN FORGOT USER ID? FORGOT PASSWORD? CHANGE USER PROFILE?
1. Enter your first name, last name and last four of S.S.N. Also enter a Preferred First Name if desired. Click the **CREATE USERID** button.	ENTER FIRST NAME, LAST NAME AND LAST FOUR DIGITS OF S.S.N * First Name: Middle Initial : * Last Name: * Last Four Of S.S.N Preferred First Name : Optional - Use if you are known ex:PreferredFirstName.LastName@health.mo.gov CREATE USERID
2. Make note of the User ID that is assigned to you.	*USERID: **Your ASAP User ID has succes is: DOEJ, and your email addre jane.doe@youragency.mo.gov** *Agency: Choose the appropriate agency

3.	Select **Others (Schools, Private Providers, etc.)** for Agency.	
4.	Choose **DEPARTMENTAL SUPPORT SERVICES** for Local Security Security Officer County.	*Agency: Others (Schools, Private Providers, etc..) *Local Security Officer County: DIVISION OF COMMUNITY AND PUBLIC HEALTH - DCPH *Local Security Officer: SHOWMEVAX LSO (DEBORAH BONCHONSKY)
5.	Choose **OpenELIS Laboratory Results Web Portal (Shondra Johnson)** for Local Security Officer.	
6.	Type your work street number, it will provide a drop-down list. Click your address. If you address is not listed, call ITSD at 573.751.6388 or 1.800.347.0887 and they will work with you to get your address added.	ADDRESS INFORMATION *Address Search (Type in your address starting with Street Number)
7.	Enter your email address and phone number. Fax number is not needed.	*Email1 * Phone1 _____ _____ _____ Ext _____ Fax Number
8.	**Enter a password.** ASAP password should be 6-8 characters, include letters and numbers but does not allow special characters. Retype your password. Enter a challenge question. This should be a question only you know the answer too. Type the response or answer to the challenge question Retype the response or answer to the challenge questions **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**	* Password _____ [Password length between * Retype Password _____ * Challenge Question _____ ex:What is your favorite * Challenge Response _____ ex:Blue * Retype Response _____
9.	Click the CREATE PROFILE button	**CREATE PROFILE**
10.	You should see a message about the profile being successfully created. Make note of your User ID	PROFILE SUCCESSFULLY CREATED. Your ASAP User ID has successfully been generated. Your User ID is: USERL Request Access

-------------------------------------- **Please continue to Step B** --------------------------------------

STEP B. Request OpenELIS Web Portal access

- ➢ Open Internet Browser and enter address
  http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- ➢ Click Yes to any security messages

1. Type the **User ID** and **Password** you created in Step A. **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**	DHSS Home >> asap_web >> ASAPLogin Welcome to the Missouri Department of Health and Senior Services Users can request new access or change existing access for various network or application systems supported by the Department of Health and Senior Services. Please Create an ASAP user Profile, if you require access to a DHSS system or Network or applications NEW USER? NEW USER EXISTING ASAP USERS ENTER USER ID AND PASSWORD TO SIGN IN * ASAP User Id : * Password : SIGN IN FORGOT USER ID? FORGOT PASSWORD? CHANGE USER PROFILE?
2. Click the **SIGN IN** button.	
3. Choose the **'Completing for Self'** option. 4. Click the **NEXT** button.	Who are you completing this ASAP request f ⦿ COMPLETING FOR SELF ○ COMPLETING FOR OTHER EMPLOYEE ○ APPROVE REQUESTS ○ VACATIONS NEXT
5. Choose '**HEALTH APPLICATIONS**' for Area Type. 6. Choose '**OPENELIS LABORATORY RESULTS WEB PORTAL**' for Health Area Type. 7. Choose '**ADD ACCESS'** for Request Type. 8. Choose '**DEFAULT ROLE'** for Role. 9. Choose '**DEFAULT'** from the Other Role/Report Type dropdown list. 10. Type in the name of the facility(s) in which you collect water samples in the Comments field. If you are requesting for a Public Water Supply please include your PWS ID. 11. Type in the Effective Date	*Area Type: HEALTH APPLICATIONS *Health Area Type: OPENELIS LABORATORY RESULTS WEB PORTAL *Request Type: ADD ACCESS Use Ctrl+click to choose more than one role -- Choose Role Type-- *Role: ROLE 1() ROLE 2() * Other Role/Report Type: DEFAULT Comments: * Effective Date [MM/DD/YYYY]:

（表示上部に）ASAP

12. Leave the Do you enter Data for Additional Agencies question defaulted to 'NO'.	Do you enter Data for Additional Agencies? ⦿ YES ○ NO
13. Click the **'I Agree'** button. 14. Click the **'Submit Form'** button.	I, THE UNDERSIGNED, AN EMPLOYEE OF THE STATE OF MISSOURI OR AUTHORIZED U UNDERSTAND THAT APPROVAL AND ASSIGNMENT OF THE REQUSTED ID OR APPROV ENABLES ME TO ACCESS THE RESOURCES WHICH, BY LAW, MUST BE UTILIZES ONLY ASSIGNED DUTIES. THEREFORE, I AGREE TO MAKE NO INQUIRIES OR UPDATES WHICH PERFORMANCE OF MY OFFICIAL DUTIES. I UNDERSTAND THAT STATE AND FEDERAL S CONFIDENTIALITY OF INFORMATION AND PROVIDE PENALTIES FOR UNAUTHORIZED A OF INFORMATION. VIOLATIONS OR DISCLOSURES ON MY PART MAY RESULT IN DISCIPL ONE OR ALL OF THE FOLLOWING: (1) SUSPENTION, (2) CIVIL COURT AND (3) DISMISS. CONFIDENTIAL ALL INFORMATION MADE AVAILABLE TO ME IN THE PERFORMANCE OF ADDITION, I AGREE NOT TO DIVULGE OR SHARE MY PASSWORD WITH ANYONE. [I Agree] [Quit] [Submit Form]
A message should appear stating the request was sucessfully completed. Print a copy of the form for your records.	You have successfully completed your request form. Press the button below to view a printer friendly copy of your request for your records. Please do not send the print copy for Request process. [Printer Friendly Copy] FILL OUT ANOTHER ACCESS FORM