


Accessing the Web Portal for the first time

The first thing you will need to do is change your initial password.

1. Click on this link: <https://cbafs.mo.gov/adfs/portal/updatepassword//>
 - (Supported Web browsers are: Firefox, Chrome, Safari, and IE version 9 or later.)
2. In the first box under Update Password, enter **EXTLCL\your username** (provided in email)

(Example: EXTLCL\smith1).



State of Missouri
Sign-In Page

Update Password

someone@example.com

Old password


New password

Confirm new password

Submit Cancel

The example in this box is not the format you use. This is where you enter EXTLCL\your username.

3. In the second box (Old password), enter the first letter of your first name, the first letter of your last name, the last four digits of your Social Security Number, and two # signs.



State of Missouri
Sign-In Page

Update Password

someone@example.com

Old password


New password

Confirm new password

Submit Cancel

Enter your old password here.

4. In the third box (New password), enter your new password.
 - Your new password must meet the following requirements:
 - a. At least 8 characters long
 - b. Must contain 3 of the following conditions:
 - i. 1 upper (A through Z)
 - ii. 1 lower (a through z)
 - iii. 1 number (0 through 9)
 - iv. 1 special character (examples: !, @, #, \$)
 - c. In addition, the password cannot contain more than four characters from the user id.



The screenshot shows the 'State of Missouri Sign-In Page' with a 'Update Password' section. It includes a text box for the email address (pre-filled with 'someone@example.com'), and three stacked text boxes for 'Old password', 'New password', and 'Confirm new password'. Below these are 'Submit' and 'Cancel' buttons. A callout box on the right with two red arrows points to the 'New password' and 'Confirm new password' fields, containing the text: 'Enter your new password here.' and 'And here.'

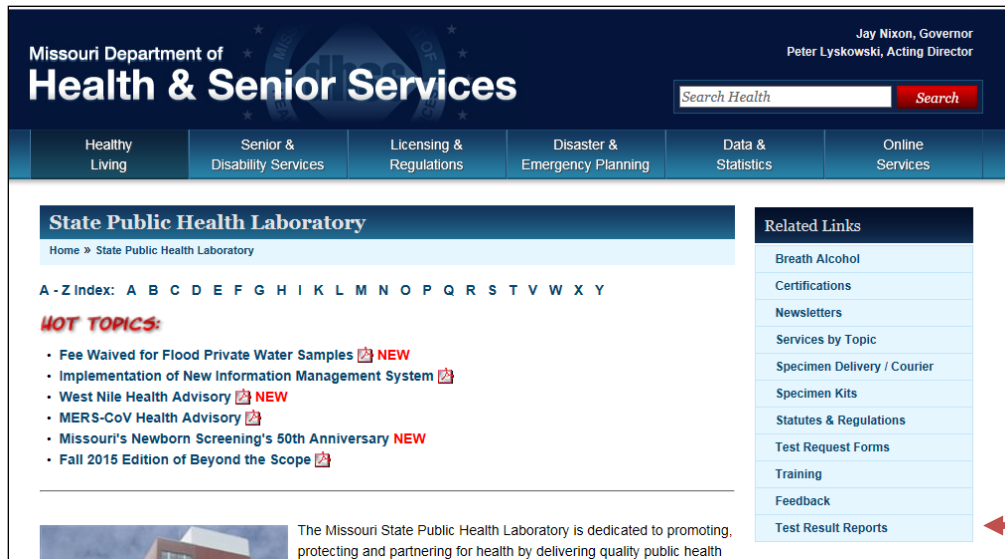
5. In the fourth box (Confirm new password), enter your new password a second time.
6. Then click on the "Submit" button.
7. If you have problems changing your password following the above password requirements, please call the State of Missouri ITSD at 573-751-6388 or 1-800-347-0887.
Indicate that you are having issues changing your password on the State of Missouri Sign-In Page. During your phone conversation with ITSD ask them if your Active Directory account is still enabled.

NOTE: After 3 failed attempts to login to the portal your account will be locked and you will need to call the State of Missouri ITSD at 573-751-6388 or 1-800-347-0887 to have your account reset.

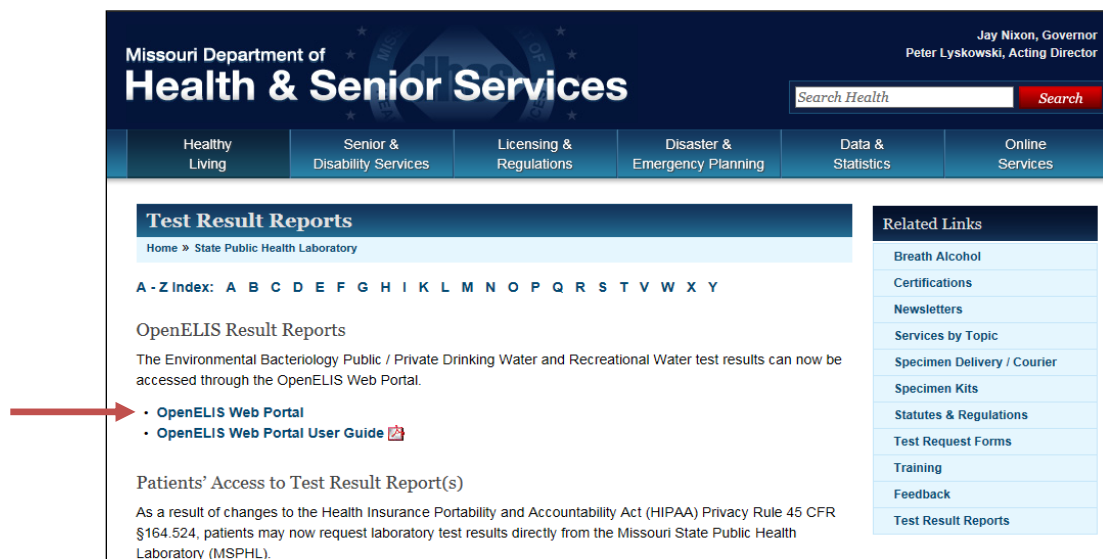
NOTE: You will be required to change your password every 90 days.

Logging into OpenELIS Web Portal

1. Click on the Missouri State Public Health Laboratory's web site at:
<http://health.mo.gov/lab/index.php>
 - (Supported Web browsers are: Firefox, Chrome, Safari, and IE version 9 or later.)
2. Under "Related Links", click on "Test Result Reports".



3. Under "OpenELIS Result Reports", click on "OpenELIS Web Portal" link.



4. In the first box, enter your username provided in the email (do NOT use EXTLC\, just the username provided in the email).
5. In the second box, enter your new "changed" password.
6. Click on the "LOGIN" button.

7. If you have problems logging into the OpenELIS Web Portal, call the Missouri State Public Health Laboratory at 573-751-3334 and ask for Sandra Jones or Shondra Johnson.
- NOTE: After 3 failed attempts to login to the portal your account will be locked and you will need to call the State of Missouri ITSD at 573-751-6388 or 1-800-347-0887 to have your account reset.**

https://openelis.dhss.mo.gov/openelisweb/OpenELIS.html

OpenELIS Authentication S...

MISSOURI PUBLIC HEALTH LABORATORY

LOGIN

Logging in:

- Use your MO SPHL assigned username to login to OpenELIS Web Portal.
- Usernames are the first 5 letters of your last name, 1st letter of your first name, and sometimes followed by a number and are lowercase.
- This is a secure site. Your ID and password are encrypted as they are sent for authorization.
- If you use a shared computer, please click LOGOUT and then exit the browser after completing your session.
- You will need to change your password approximately every 90 days. To do so, please click [here](#). Type into the first box "EXTLCL\[your userid]". Example: EXTLCL\smitht1.
- If a password is forgotten, lost, or for some reason you cannot log in to your account, please call the help desk at 573-751-6388 or 800-347-0887. For all other web portal questions, call 573-751-3334 for assistance.
- Supported Browsers are: Firefox, Chrome, Safari, IE version 8 or later

Open ELIS Web Portal Home Page

https://openelis.dhss.mo.gov/openelisweb/OpenELIS.html

OpenELIS Portal

Missouri State Public Health Laboratory

REPORTS

- Final Report
- Spreadsheet View
- Test Status
- Email Notification

Welcome to the Missouri State Public Health Laboratory's OpenELIS Web Portal

Effective 12/16/2015, laboratory result reports are available through this web portal for Environmental Bacteriology Public and Private Drinking Water and of the new Laboratory Information Management System and may vary from the paper result report received during that time frame. Result reports with a

The OpenELIS Web Portal features the following:

- Your organization's test results can now be downloaded by using the Final Report link.
- The functionality to download your results into a spreadsheet is available through the Spreadsheet View.
- The ability for you to review the Test Status of the samples that have been sent into the SPHL.
- The ability for you to sign up to receive email notifications of when the SPHL receives your samples and when the test results are available online.

Public Water Systems

- Remember to populate the Sample Collection Point ID on the Test Request Form that is mailed in with the sample. This ensures proper electronic d

Please refer to the following resources for help using this web portal:

- Help text and tool tips on each page of the application
- The OpenELIS Web Portal User Guide is located on the SPHL's TEST RESULT REPORTS web page.
- Email labweb1@health.mo.gov
- Phone 573/751-3334

Searching for Final Reports and sign-up for email notifications

Utilize the OpenELIS Web Portal User Guide located on the Missouri State Public Health Laboratory's web site at: <http://www.health.mo.gov/lab/reports.php> to search for your final reports and to sign-up for email notifications.

Direct link to the OpenELIS Web Portal User Guide PDF is:

<http://www.health.mo.gov/lab/pdf/OpenELISWebPortalUserTraining.pdf>

The screenshot displays the Missouri Department of Health & Senior Services website. At the top, the header includes the department name and a search bar. Below the header is a navigation menu with categories like 'Healthy Living', 'Senior & Disability Services', 'Licensing & Regulations', 'Disaster & Emergency Planning', 'Data & Statistics', and 'Online Services'. The main content area is titled 'Test Result Reports' and includes a breadcrumb trail 'Home » State Public Health Laboratory'. Below this is an 'A-Z Index' and a section for 'OpenELIS Result Reports'. A red arrow points to the 'OpenELIS Web Portal User Guide' link in a list. To the right, there is a 'Related Links' sidebar with various links like 'Breath Alcohol', 'Certifications', 'Newsletters', etc. The footer mentions 'State Public Health Laboratory'.

NOTE: When searching for Final Reports, the “Collector” field is case sensitive; enter the “Collector” in **all upper case letters**.

If you have questions regarding accessing your final results or signing up for email notifications please call the Missouri State Public Health Laboratory at 573-751-3334 and ask for Sandra Jones or Shondra Johnson.