

SEMS User Guide – Register Associate

To register for a DODD Portal systems account, the potential user should go to the DODD Portal homepage (<https://doddportal.dodd.ohio.gov/Pages/default.aspx>) and select “Support Center”. The “New Account Enrollment” link will be located under the “Quick Links” drop-down.

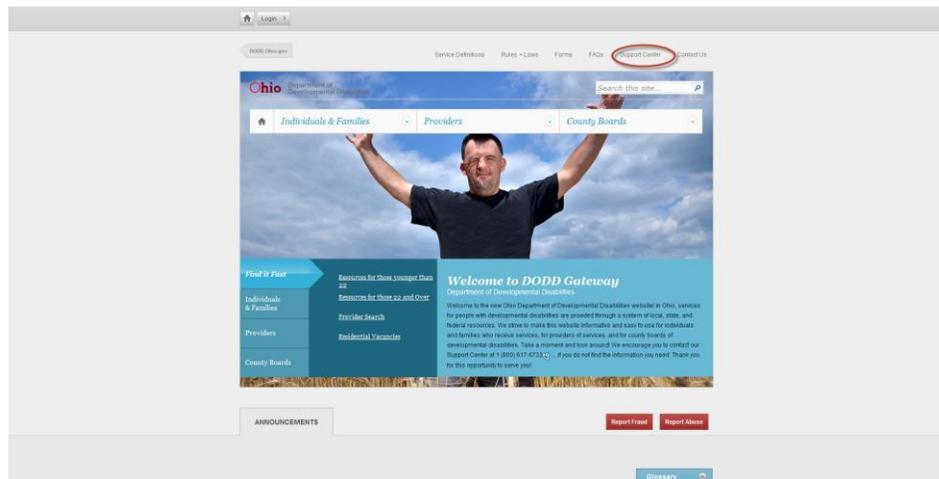


Figure 1 – DODD Portal Homepage

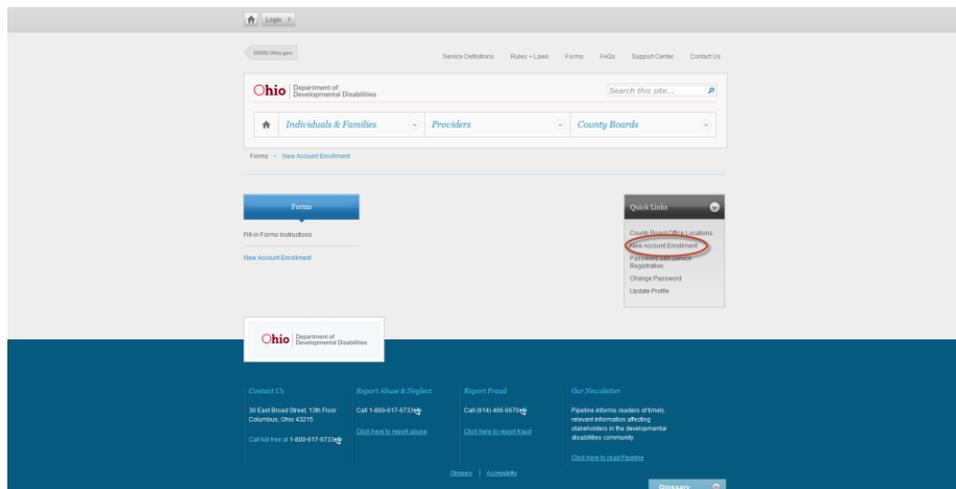


Figure 2 – New Account Enrollment

Upon clicking the “New Account Enrollment” link, the potential user will be directed to the New User Account Registration form. They will need to enter their First Name, Middle Initial and Last Name. The potential user will also be asked to create a Temporary PIN that consists of 5 numbers, provide a contact number, select the organization that are affiliated with and their function in that organization and provide an email address.

Ohio.gov | DODD Department of Developmental Disabilities
New User Account Registration

Welcome to the State of Ohio DODD!
Please fill out the form below and to request an account.

First Name

Middle Initial

Last Name

Temporary PIN
Temporary Pin: Create a 5-digit numeric PIN for account verification.

Your contact number

Affiliation
Select your organization

Function
Choose user's PRIMARY function

Email Address

confirm Email Address

DODD Data Security and Confidentiality Agreement

Security and confidentiality are a matter of concern for all users of Department of Developmental Disabilities (DODD) information systems and all other persons who have access to DODD data.

Each person authorized to access DODD systems holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. Confidentiality requirements contained in law include, but are not limited to, ORC sections 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of this information.

It is the responsibility of every user to understand and comply with the following:

- I will only use an email address that is my individual email address, not a group or shared email.
- I will not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
- I will not seek to benefit personally or permit others to benefit by any confidential information that has come to me by virtue of my work duties.
- I will not exhibit or divulge the contents of any record to any person except in the conduct of my work duties and in accordance with the policies of DODD.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of my duties.
- I will not access or request others to access any DODD or Ohio Data Network system for personal business.
- I will not violate rules and regulations concerning access to controlled areas.
- I will not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
- I will immediately report any violation of this policy by anyone to the DODD/DITS Security Manager.
- I will not aid, abet or act in conspiracy with another to violate any part of this policy.
- I agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any violations of this agreement may result in the cancellation of your security access and possible referral to the Office of the Attorney General for disposition pursuant to all applicable laws and rules. By requesting for a user account, I acknowledge that I have read and understand the DODD Policies on data security and confidentiality.

Figure 3 – New User Account Registration form

Under the Affiliation field on the New User Account Registration form, the prospective user will select the Organization they are associated with. The Organization selections provided in the Affiliation field drop-down are listed below.

Table 1 – Affiliation selections

Agency Providers (certified)
Providers – DODD
Billing Agents – DODD
County – Adams
County – Allen
County – Ashland

County – Ashtabula
County – Athens
County – Auglaize
County – Belmont
County – Brown
County – Butler
County – Carroll
County – Champaign
County – Clark
County – Clermont
County – Clinton
County –Columbiana
County – Coshocton
County – Crawford
County – Cuyahoga
County – Darke
County – Defiance
County – Delaware
County – Erie
County – Fairfield
County – Fayette
County – Franklin
County – Fulton
County –Gallia
County – Geauga
County – Greene
County – Guernsey
County – Hamilton
County – Hancock
County – Hardin
County – Harrison
County – Henry
County – Highland
County – Hocking
County – Holmes
County –Huron
County – Jackson
County – Jefferson
County – Knox
County – Lake
County – Lawrence
County – Licking
County – Logan
County – Lorain

County – Lucas
County – Madison
County – Mahoning
County – Marion
County – Medina
County – Meigs
County – Mercer
County – Miami
County – Monroe
County – Montgomery
County – Morgan
County – Morrow
County – Muskingum
County – Noble
County – Ottawa
County – Paulding
County – Perry
County – Pickaway
County – Pike
County – Portage
County – Preble
County – Putnam
County – Richland
County – Ross
County – Sandusky
County – Scioto
County – Seneca
County – Shelby
County – Stark
County – Summit
County – Trumbull
County – Tuscarawas
County – Union
County – Van Wert
County – Vinton
County – Warren
County – Washington
County – Wayne
County – Williams
County – Wood
County – Wyandot
Ohio – DODD
Providers - DODD

The Function field on the New User Account Registration form varies depending on the option selected in the Affiliation field drop-down. The selections associated with each Affiliation choice are shown in the Excel document Affiliations_Function.

Once the potential user has entered the appropriate information on the New User Account Registration form, they must read the DODD Data Security and Confidentiality Agreement and select “I Agree” at the bottom of the page. When the potential user selects “I Agree”, they will be asked to enter a security code. The potential user must then select the “Submit Registration” button.

The screenshot shows the 'New User Account Registration' page for the Ohio Department of Developmental Disabilities (DODD). The page header includes the Ohio.gov logo and the text 'DODD Department of Developmental Disabilities New User Account Registration'. Below the header, there is a welcome message: 'Welcome to the State of Ohio DODD! Please fill out the form below and to request an account.' The form contains several fields: 'First Name' (Tasia), 'Middle Initial' (L), 'Last Name' (Harris), 'Temporary PIN' (21212), 'Your contact number' (6144833321), 'Affiliation' (County-Belmont), 'Function' (SSA), 'Email Address' (tasia.harris@mcgladrey.c), and 'confirm Email Address' (tasia.harris@mcgladrey.c). A security code field is highlighted with a red oval, showing a CAPTCHA image with the code 'P J W 0 4' and the text 'Enter the above code here:'. A 'Submit Registration' button is located at the bottom of the form.

Figure 4 – Security Code

Upon clicking “Submit Registration”, the potential user will view a message confirming that their registration has been submitted and receive an email with instructions on continuing the registration process.



Figure 5 – Confirmation Message

The email sent to the potential user will contain their temporary PIN and a link to initiate the approval process for their account. Upon clicking the link provided in the email, the potential user will be directed to a webpage to start the approval process. On this webpage, the potential user will be required to enter their temporary PIN and click "Submit". The potential user will then view a message confirming that their registration has been submitted for approval. At this point the potential user can do nothing else with the account. The county users with Approving Authority will be responsible for approving the account.

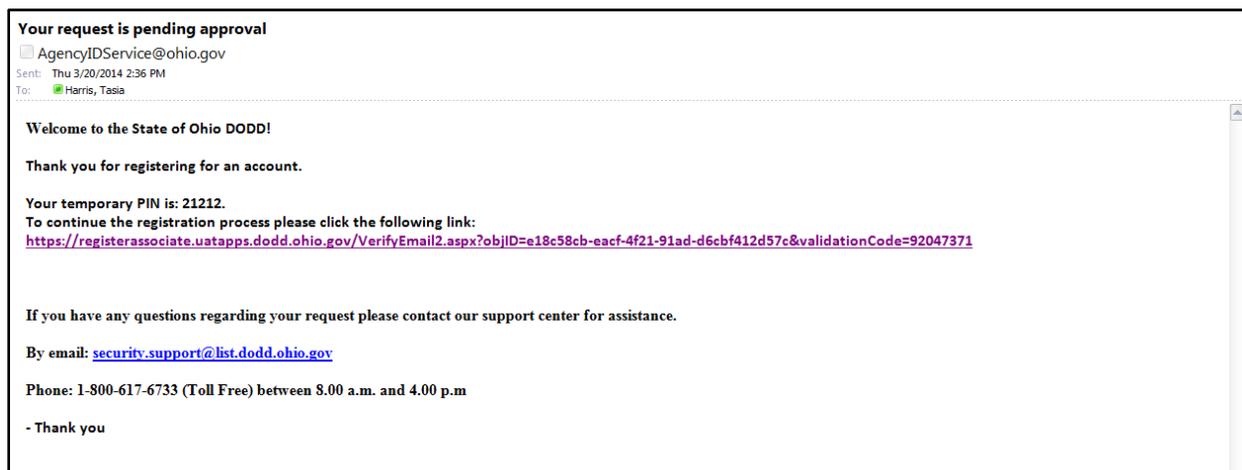


Figure 6 – Email to Potential User

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New User Account Registration

To initiate the approval phase for your account, please enter the temporary PIN that you set during registration. Maintain this PIN for later use as well.

Temporary PIN

Figure 7 – Enter Temporary PIN

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New User Account Registration

Your registration has been submitted. You will receive an email message to continue the validation process. Please remember your temporary PIN for the next notification regarding your account.

Figure 8 – Confirmation Message

FIM Account Approval Process

When the potential user enters their temporary PIN and clicks “Submit”, the users with Approving Authority for the county the account is requested in will receive an email. This email will inform the Approving Authority user that a new user has requested an account and provide a link to approve or deny the request.

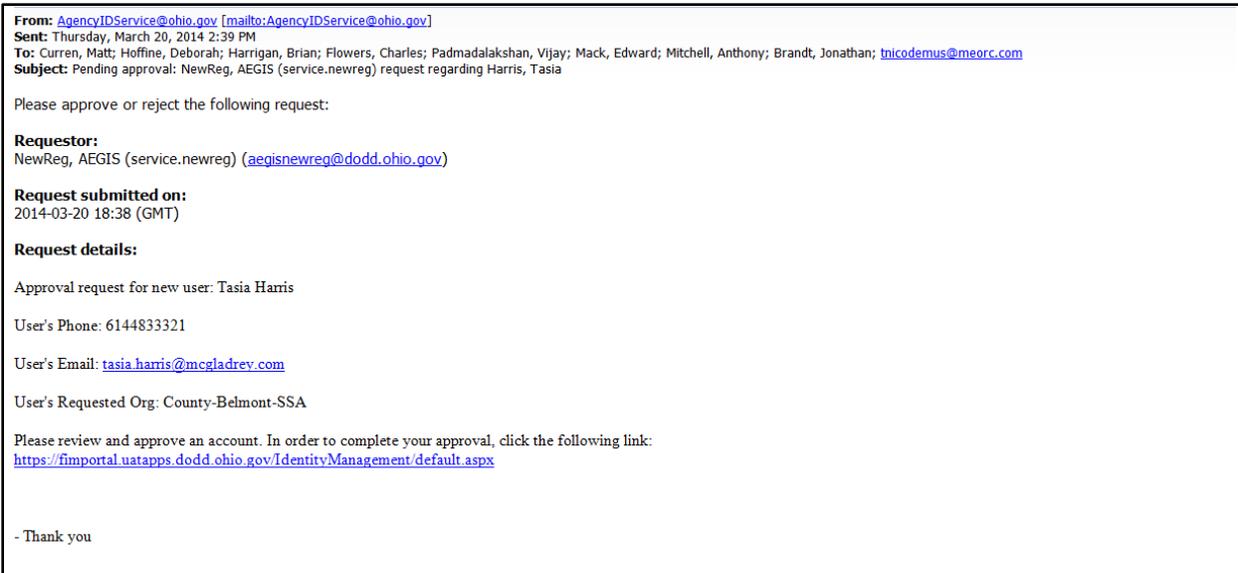


Figure 9 – Email to Approving Authority User

When the Approving Authority user clicks the link provided in the email and logs into the FIM portal, they will see the new account request on their Approve Requests dashboard.

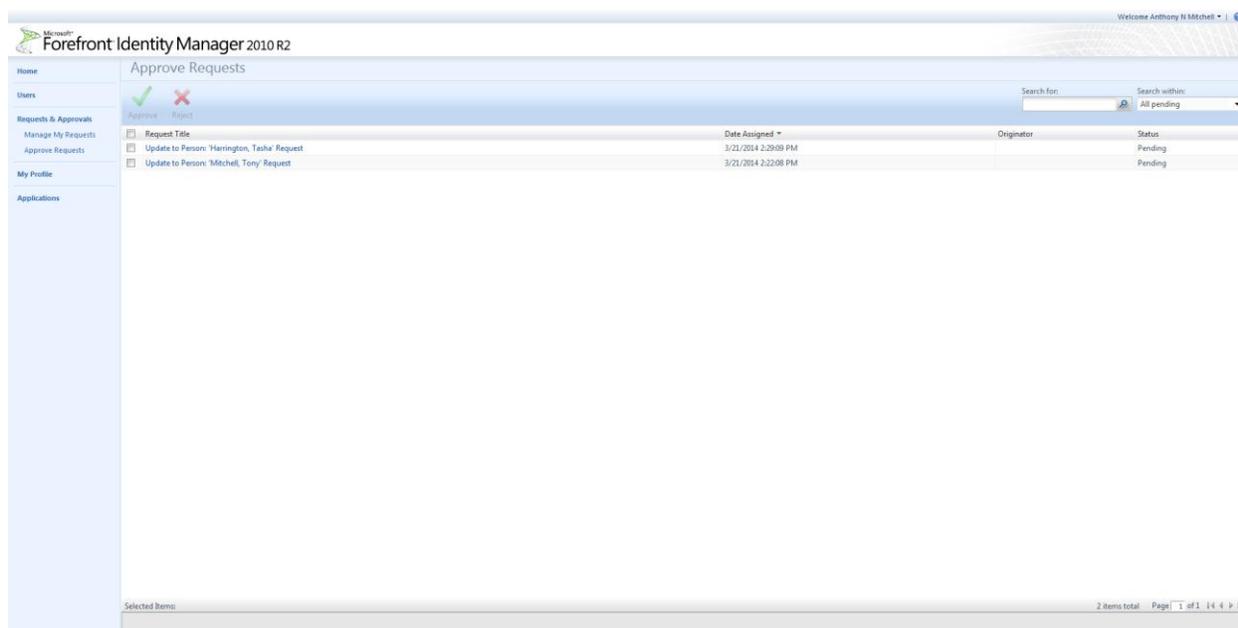


Figure 10 – Approve Requests Dashboard

To approve or reject the new account request, the Approving Authority user will select the request and click the “Approve” or “Reject” button at the top of the page.

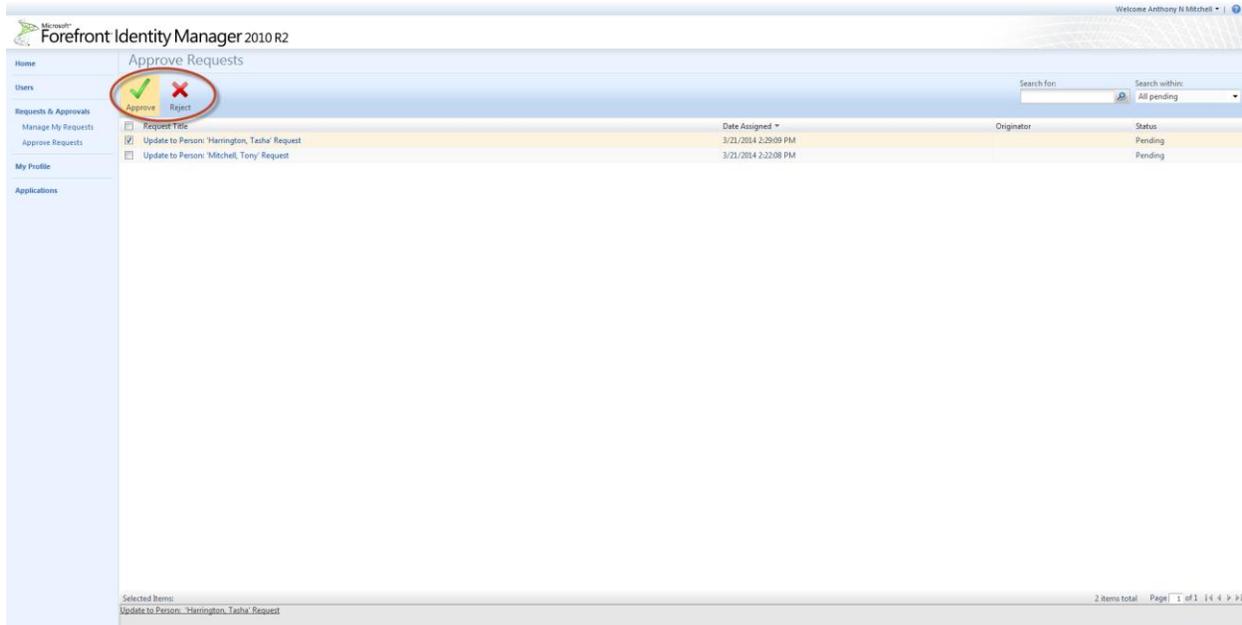


Figure 11 – Approve/Reject Request buttons

Upon clicking the “Approve” or “Reject” button, the Approving Authority user will receive a confirmation message with the summary information of the account that will be approved or rejected. The Approving Authority user will review the request information and click “Submit”.

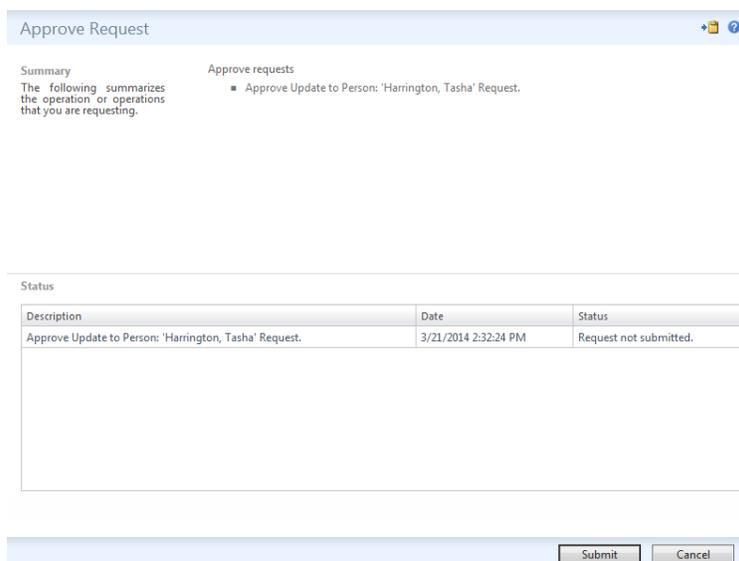


Figure 12 – Approve/Deny Request Summary

Once the Approving Authority user clicks “Submit”, they will receive an email confirming that the request has been approved or denied and does not require further action. If the account request has been approved, the potential user will also receive an email stating that their request for an account has been approved. If the account request has been rejected, the potential user **will not** receive an email informing them that their request has been denied.

The following Request does not require any further action. The Request has been approved or rejected, or the approval activity for this Request has expired.

Requestor:

NewReg, AEGIS (service.newreg) (aegisnewreg@dodd.ohio.gov)

Request submitted on:

2014-03-20 18:38 (GMT)

Request details:

Attribute	Old Value	New Value
AEGISSendMail	0	1

Figure 13 – Email to Approving Authority user

Welcome to State of Ohio DODD!

Your Temporary PIN is 21212.

Your request has been approved. In order to create a password, please click the following link:

<https://registerassociate.uatapps.dodd.ohio.gov/VerifyEmail.aspx?objID=e18c58cb-eacf-4f21-91ad-d6cbf412d57c&validationCode=92047371>

If you have any questions regarding your request please contact our support center for assistance.

By email: security.support@list.dodd.ohio.gov

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m

- Thank you

Figure 14 – Email to Approved Potential user

After the Approving Authority user approves or rejects the account request, their role in the Register Associate process is complete. It is now up to the account user to complete the registration process.

[Registration for Account](#)

Once their account request has been approved, the potential user will receive an email containing their temporary PIN and a link to create a password for their account (see Figure 12). Upon clicking the link provided in the email, the user will be directed to a webpage to create their password. The password must contain at least eight characters, one uppercase letter, one lower case letter and one special character. The acceptable special characters are ~, !, @, #, \$, %, ^, &, *, _ , - , + , = , ' , | , \ , () , { } , { } , ; , ; , < > , . , ? , / .

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To complete validation of your account, please enter the temporary PIN that you set during registration and set your password. Your password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, one number, and one Special Characters.

Temporary PIN: 123456
 Enter Your Password: [Redacted]
 Confirm Your Password: [Redacted]

Submit

* Password Mismatch
 Password must contains atleast 8 characters,1 lower case,1 uppercase,1 special characters
 [~!@#\$%^&*_-+=`\\00[]:;<>.,?/]

Figure 15 – Create Password

After the user has created password and clicked “Submit”, they will see a confirmation message stating their account has been registered and receive an email containing their username and link to the DODD Portal. Note that the email containing the username and link to the DODD Portal will be sent 5-10 minutes after the user has submitted their password.

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You have successfully created a new password. Please use this password to logon to DODD Portal and other applications. New users will receive an email regarding the details of the logon information. Also please check your Spam/Junk mail folders for the email. Thank You.

Figure 16 – Confirmation Message

Welcome to the State of Ohio DODD!

Dear Tasia Harris,

You have successfully created an account with the State of Ohio Department of Developmental Disabilities. At this point you should have already used your PIN and set your system password.
 Your new logon name is as follows:

harrist

You may now use the logon name and your password to log onto DODD Systems. Below are the links that you may find useful to begin using your account:
 The DODD Portal is located here: [DODD Portal](#). Please be sure to click the logon button from the portal in order to logon.

Please Note: Access to some systems may take approximately 15 minutes to complete. If you are not able to access an application at first please try logging out and logging back in to the DODD Portal before seeking support assistance.

If you have any questions regarding your request please contact our support center for assistance.

By email: security.support@list.dodd.ohio.gov
 Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m

Thank you from the State of Ohio DODD

Figure 17 – Email to User

When the user clicks the link provided in the email, they will be directed to the DODD Portal homepage. The user can then log into their account by clicking “Login” at the top of the homepage and entering their login credentials on the sign in page.

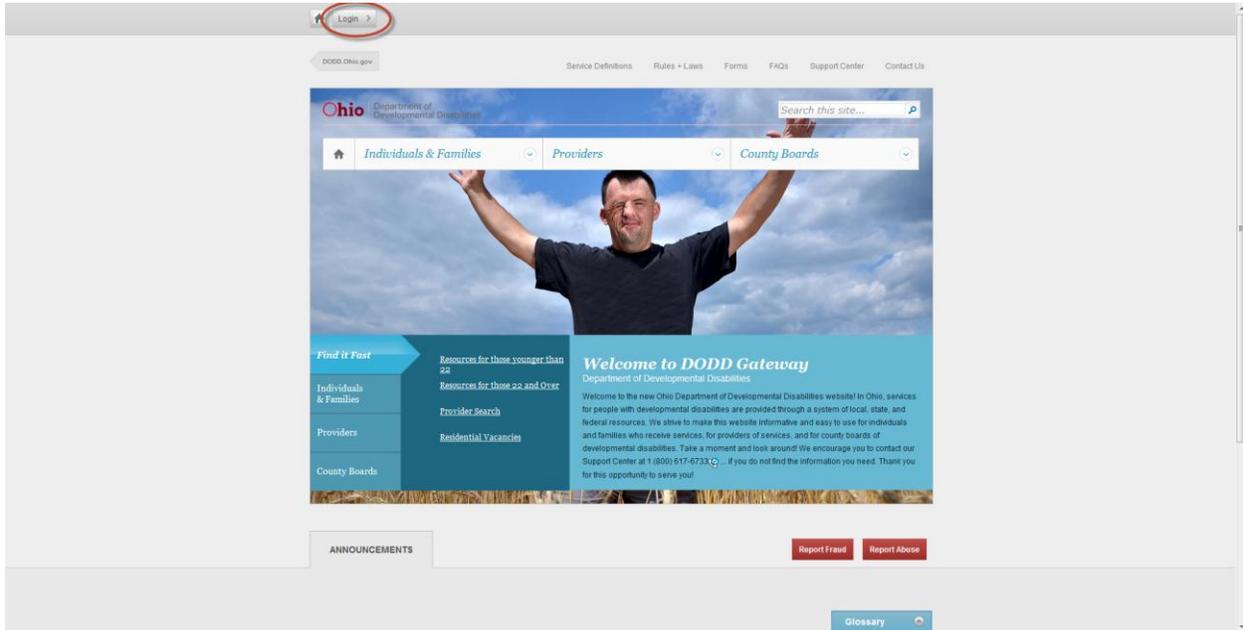


Figure 18 – DODD Portal Homepage

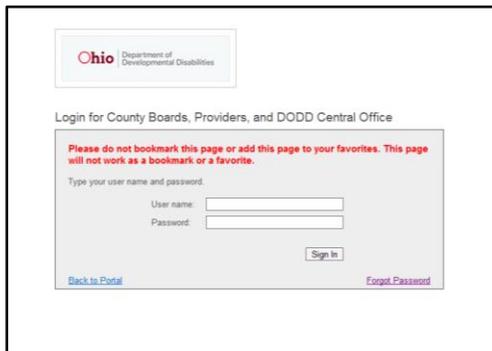


Figure 19 – Sign In Page