



eID

User Guide

October 2019

Application Overview	1-1
Overview	1-1
eID High-Level Process Flow.....	1-2
Roles and Access	1-3
Roles	1-3
Access	1-3
Requirements and Support.....	1-4
System Requirements.....	1-5
eID Navigation.....	1-6
Log in to eTenet	1-6
Step by Step	1-6
Log in to eID.....	1-7
Step by Step	1-7
Add eID to My Favorites	1-8
Step by Step	1-8
Main Navigation	1-11
Main Navigation Elements and Descriptions	1-11
Secondary Navigation/ Icon Descriptions	1-12
Breadcrumb Tab Navigation.....	1-14
Notifications.....	1-15
Example Email Notification	1-15
Task Email	1-15
FYI Email.....	1-15
Help	2-1
Overview	2-1
How Are We Doing?	3-1
Overview	3-1
Step by Step	3-1
My Access	4-1
Overview	4-1
Show My eID Access.....	4-2
Step by Step	4-2
Workflow Tasks	5-1
Overview.....	5-1
My Task List.....	5-2
Step by Step	5-3
Responding to Workflow Tasks.....	5-4
General Process.....	5-4
Step by Step	5-5
Review and Respond – User Generated.....	5-6

Table of Contents

Step by Step	5-8
Review and Respond – System Generated	5-13
Application Information Systems Security Review.....	5-14
Request Additional Setup	5-15
Step by Step	5-15
Review all Sub Tasks for Completion	5-17
User IDs and Passwords – Adding to a Request.....	5-18
Step by Step	5-18
General Functions	5-21
Comments	5-21
Step by Step	5-21
Status History.....	5-22
Step by Step	5-22
Consultation	5-23
Step by Step	5-23
Delegation.....	5-27
Step by Step	5-27
Auto-Delete/ Auto-Cancel/ Auto-Deny	5-31
Step by Step	5-31
User IDs and Passwords – Notification to Requestor.....	5-33
Step by Step	5-33
Out of Office Settings	5-35
Step by Step	5-35
User-Generated Requests.....	6-1
Overview.....	6-1
Create Request	6-2
Create Request for Myself – Step 1 Verify Requestor Details	6-2
Step by Step	6-2
Creating Request on Behalf of Another Employee– Step 1 Verify Requestor Details ...	6-6
Step by Step	6-6
Step 2: Select System(s).....	6-10
Step by Step	6-11
Step 3: Select an Activity.....	6-12
Step by Step	6-13
Step 4: Select Security Level	6-15
Step by Step	6-15
Step 5: Select Facility – New Access	6-18
Step by Step	6-18
Step 6: Select Facility – Existing Access.....	6-21
Step by Step	6-21

Table of Contents

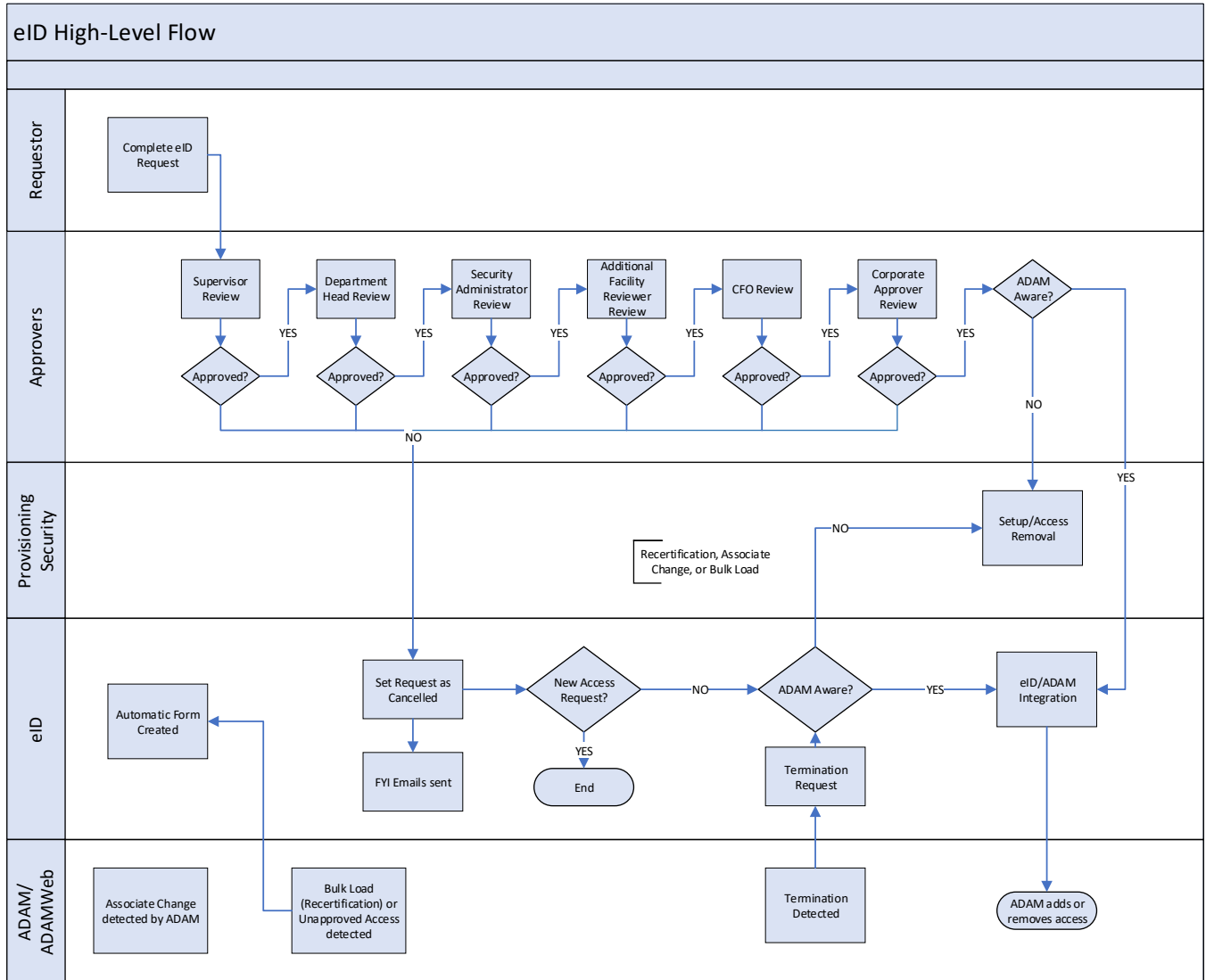
Step 7: Review and Submit.....	6-28
Step by Step	6-28
Update/Submit	6-31
Step by Step	6-31
System-Generated Requests.....	7-1
Overview.....	7-1
Recertification Requests	7-2
Associate Change Requests	7-2
Step by Step	7-2
Termination Requests	7-4
Step by Step	7-4
Application Inactivity Requests.....	7-5
Step by Step	7-5
Complete and Submit.....	7-6
Step by Step	7-6
Research.....	8-1
Overview.....	8-1
My Requests.....	8-2
Step by Step	8-2
Search Requests	8-5
Step by Step	8-5
Administration	9-1
Overview.....	9-1
Roles Administration	9-2
Step by Step	9-2
Electronic ID Quick Reference Guide.....	10-1

Overview

The electronic system security request form (eID) replaces the paper copy of the System Security form. Forms are now completed online and routed through email for the required approvals. Status screens are available so everyone can monitor the progress of each request.

eID routes security requests to approvers based upon which application(s), access level(s), and facility/facilities the requestor selects. Upon final disposition of security requests, eID automatically sends the request information to ADAM (Active Directory Account Management) to ensure that all security requests and history are housed in a central repository to meet federal regulatory requirements. Security requests for applications that do not currently use ADAM to grant access will be routed to Application Information Systems Security for manual access creation. After manual access is set up, the request information is routed automatically to ADAM.

eID High-Level Process Flow



Roles and Access**Roles**

The following users play a role in the eID workflow process.

- Requestors
- Supervisors
- Department Head
- Security Administrator
- Additional Facility Approver
- Facility CFO
- Tenet Corporate Approver
- Application Information Systems Security

Access

Three different security levels exist within eID.

LEVEL	DESCRIPTION
eID Users	The majority of users fall into this category. Users must be Tenet employees with eTenet access and a valid Tenethealth.com email address. Users are granted access to eID through the formal security permissions process.
Reviewers	Reviewers have the security access to approve or deny application requests created by general users.
Administrators	Administrators have access to maintain pieces of the application, such as roles and tables. Administrator rights can only be granted through the formal Tenet application access process.
Application Information Systems Security	Application Information Systems has the ability to add and edit User IDs and to add additional subtasks to requests.
Application Provisioning & Setup Groups	Application Provisioning & Setup Groups have the ability to add and edit User IDs and to add additional subtasks to requests.

Requirements and Support

To use the eID application a user must be registered for eTenet and have an email address updated in the eTenet phonebook.

Service Desk Number: 1 (800) 639-7575 .

Hours of Availability: Monday - Friday, 7:00 AM – 7:00 PM, Central Time

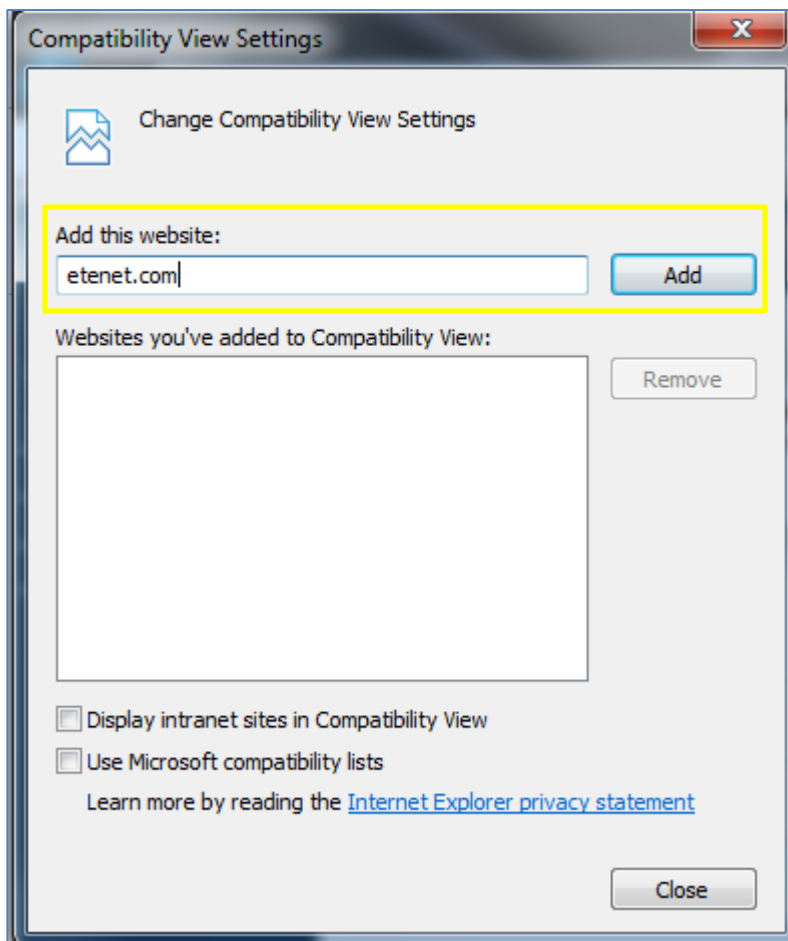
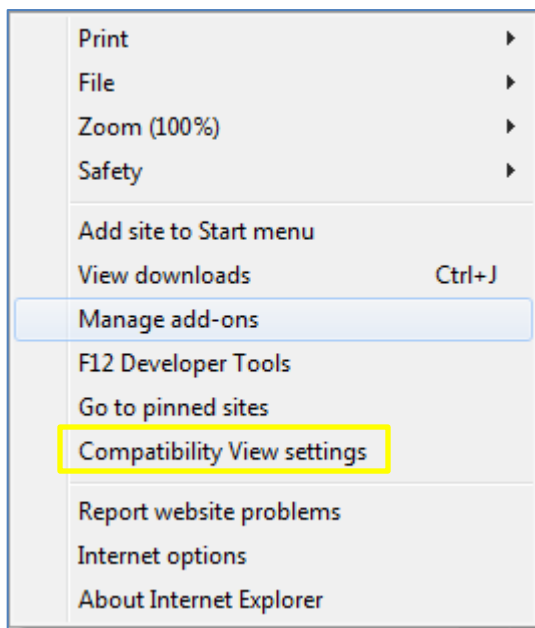
When contacting the Service Desk, please explain the issue or question concerning the eID application and an agent will open a support ticket to the Adam/eID team.

System Requirements

This is a ‘standard’ eTenet workflow application that is configured for clients running Internet Explorer (v5.5 or higher) at 1024 x 768 resolution. It is a ‘named’ application in the eTenet header.htm file.


Compatibility: In Internet Explorer, if there is a yellow bar at the top or if the browser is not acting the way it should, the site needs to be added to the compatibility view list. In order to do this, go to: Tools (gear icon on upper right-hand side of screen) → Compatibility View settings → Add site. Add these 2 sites:

- .etenet.com
- .tenethealth.com



eID Navigation

Log in to eTenet



eTenet PORTALS

eTenet User ID:

Password: **Log In**

Forgot your password? [Reset it here.](#)

New User? [Register here.](#)

New Credentialed Physician? [Register here.](#)

■ Looking for a physician or a hospital? [Search here](#)

■ Search for a Career with Tenet

■ Find Investor information for Tenet

Step by Step

1. Open Internet Explorer and enter the URL web address for eTenet: www.etenet.com.
2. On the eTenet log in screen, enter your user name and password.
3. Click **Log In**.
 - a. If you have forgotten your password, click on the **Reset it here** link and follow the directions provided.

eID Navigation

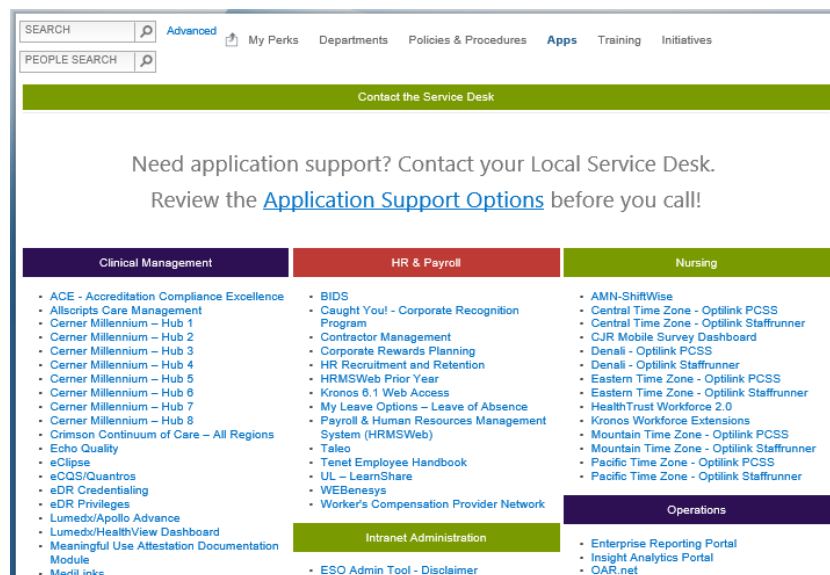
Log in to eID



eTenet Homepage

Step by Step

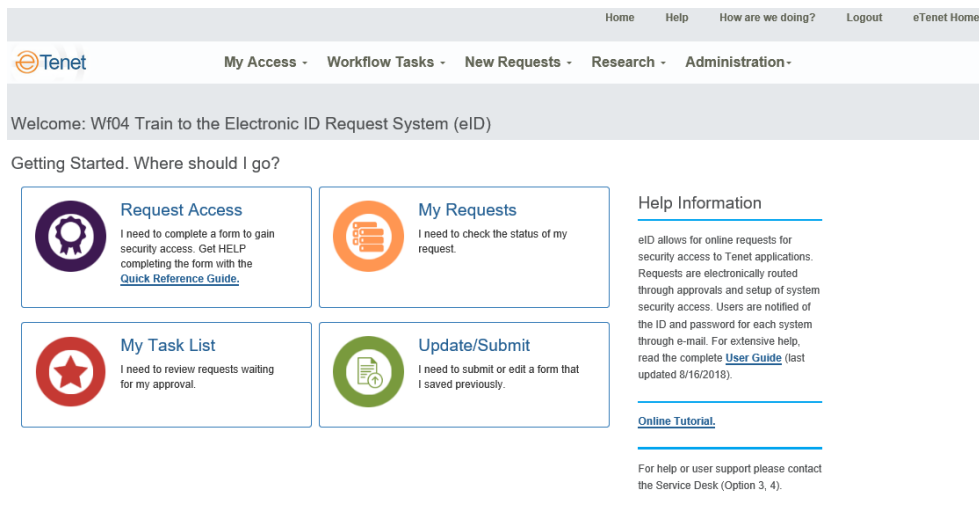
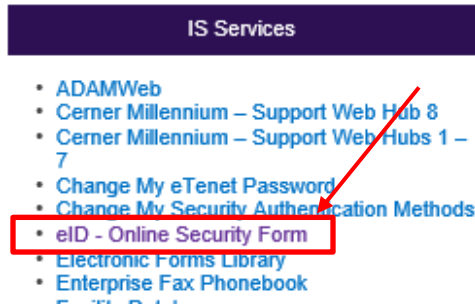
4. Click the **Apps** link from the menu bar.



eTenet Tools and Applications page

eID Navigation

- 4. Click on the **eID – Online Security Form** link. The eID Home Page screen displays.



eID – Home Page

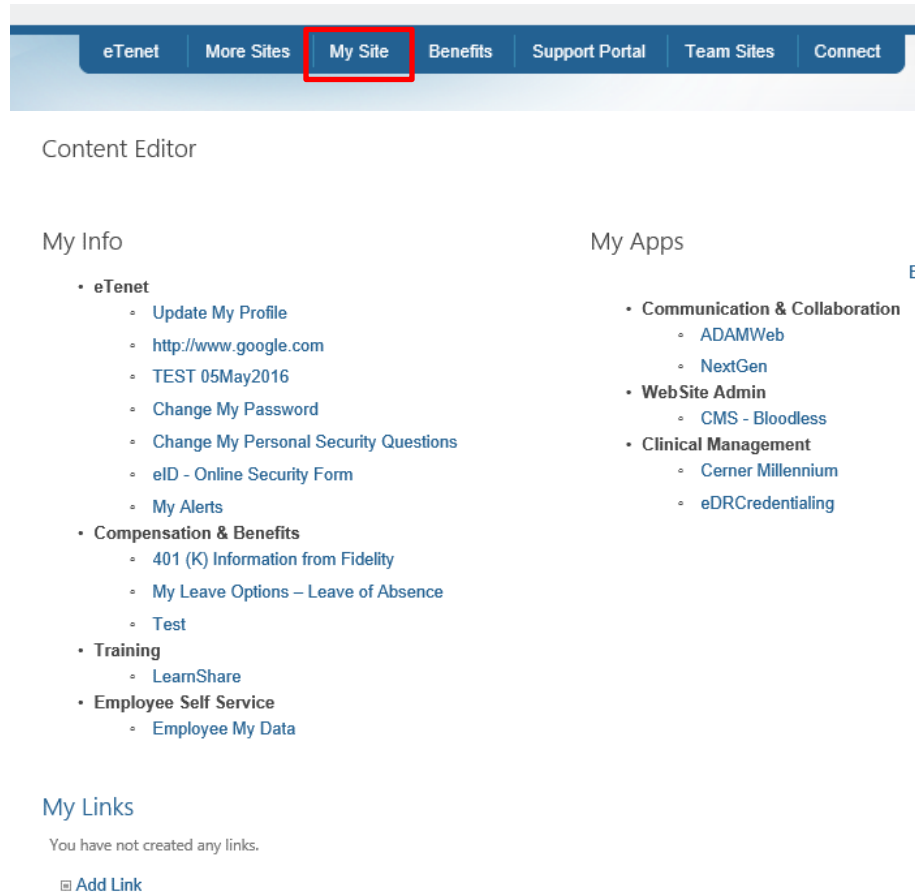
Add eID to My Favorites



Tenet -- Homepage

eID Navigation Step by Step

1. At the top of the page, click the My Site button.



Adding a link to the left side navigation:

1. Click About Me on the left Navigation list.
2. Click [Add Link](#)
3. Enter in the Text to Display and Link Address.

Add Link ⓘ

Use this page to add a link to My Site.

* Indicates a required field

Link Information
Enter the title and address of the link.

Add to Group
Use these options to organize your links by adding them to appropriate groups.

Show to
Choose who can view these links. The privacy setting you select here affects who can see these links when they visit your profile.

Title: *

Address: *

Add to a Group:
 Existing group:
General
 New group:


Show these links to:
Everyone

OK Cancel

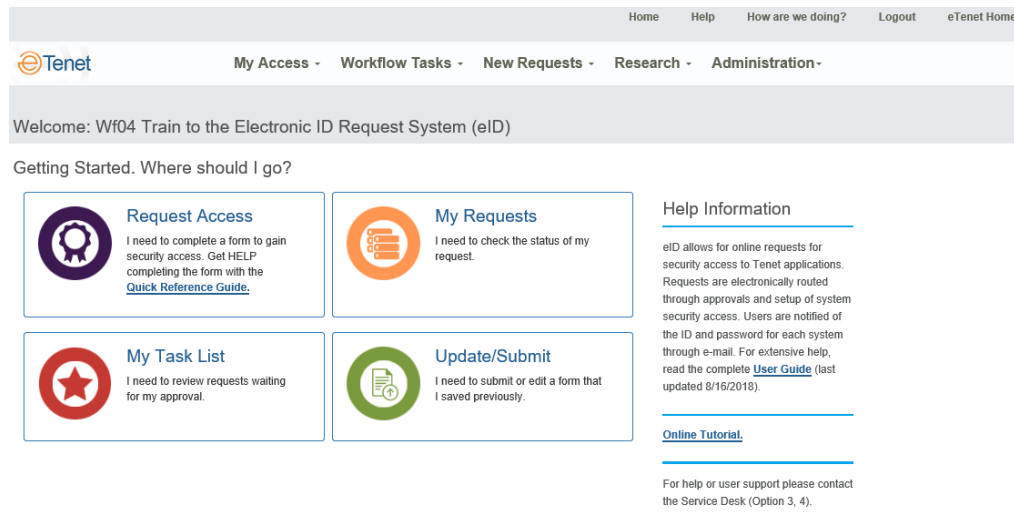
4. Click OK.

Main Navigation

Adding a link to the My Links section:

1. Click 
2. Enter in all of the link information and which group to add the link to.

The main navigation for eID is found along the top of the screen. The navigation presented is based on user role. The user will only be presented with navigation for which access is granted.



eID Home Page



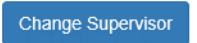


Main Navigation Elements and Descriptions

MAIN NAVIGATION MENU	DESCRIPTION
Home	Provides Application description, help information; including access to the User Guide and Online Training.
Help	Provides help information and brief application instructions. Also presents links to the User Guide, Online Training, and Help Desk Number.
How are we doing?	Displays a form to submit comments and suggestions to the Information Systems department.
My Access	Header for the navigation list for access tasks.
Show My eID Access	Displays the names of the applications to which the user has access.
Workflow Tasks	Header for the navigation list of workflow tasks.
My Task List	Displays all the tasks that are assigned to the user for action.
Out of Office Settings	Displays screens for creating out of office messages and delegating tasks.





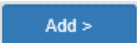








Main Navigation

MAIN NAVIGATION MENU	DESCRIPTION
New Requests	Header for the navigation list for New Requests.
Create Requests	Allows the user to create a request for application access.
Update/Submit	Displays requests that have been saved but not submitted.
Research	Header for the navigation list for Research tasks.
My Requests	Review the status of all the requests the logged in user has submitted.
Search Requests	Allows the user to search for a request that has been submitted for approval.
Administration	Header for the navigation list for Administration tasks.
Roles Administration	Allows users to assign Tenet employees to the roles within the eID application.















Secondary Navigation/ Icon Descriptions

Button	Description
	Allows user to send an email to the Information Systems Department from the Feedback screen.
	Allows user to send clear the form from the Feedback screen.
	Allows user to change the supervisor on the eID request.
	Allows user to select a Security Level on the eID request.
	Allows the user to submit the changes to the Security level on the eID request.

Main Navigation

BUTTON	DESCRIPTION
	<p>Allows user to change the selected a Security Level on the eID request.</p>
	<p>Allows user to re-select a Security Level on the eID request.</p>
	<p>Allows user to change the selected facility of the user on the eID request.</p>
	<p>Allows the requestor to cancel the request he/she has created. Allows the task recipient to cancel any changes he/she made to the request or return to the previous screen.</p>
	<p>From within the Facility Selector, allows the requestor to add a facility or entity to the request.</p>
	<p>From within the Facility Selector, allows the requestor to add all displayed facilities or entities to the request.</p>
	<p>From within the Facility Selector, allows the requestor to remove a facility or entity from the request.</p>
	<p>From within the Facility Selector, allows the requestor to return to the previous facility access.</p>
	<p>Allows user to save the information in a request so that they may gather additional information and submit the request at a later date.</p>
	<p>Upon completing an eID request, this button enables the user to submit the request for approval.</p>
	<p>Allows the user to print a copy of the eID request.</p>
	<p>Once a request has been submitted, this allows the task owner the ability to consult the task to someone else in the eTenet phonebook. The consultant does not become the owner of the task.</p>
	<p>Once a request has been submitted, this allows the task owner the ability to delegate the task to someone else in the eTenet phonebook. The delegate becomes the task owner</p>

Main Navigation

BUTTON	DESCRIPTION
	<p>This enables the approver to submit their response to the eID request.</p>
	<p>From the eID request search screen, allows the user to search all requests for the specified criteria.</p>
	<p>By clicking the Comments tab on a task, a user may add a comment by clicking this button after entering text.</p>
	<p>Allows user to add a User ID and password and then return to the ID list when Adding a User ID.</p>
	<p>Allows user to add an additional User ID and password when Adding a User ID.</p>
	<p>Allows user to send a consultation message to another user's task list.</p>
	<p>Allows user to send a delegation message to another user's task list, giving the other user the authority to approve or disapprove the request.</p>
	<p>Allows user to go through the proper selections when creating a new request.</p>
	<p>Allows user to add a member to the setup group from the Roles Administration screen.</p>
	<p>Allows user to delete a member to the setup group from the Roles Administration screen.</p>
	<p>Allows user to save the setup group from the Roles Administration screen.</p>
	<p>Allows user to update a role in the data base from the Roles Administration screen. Also allows user to update Delegation rules in Out of Office screen.</p>
	<p>Allows user to save their Out of Office settings in Out of Office screen.</p>
	<p>Allows user to login to view their eID access on My Access screen.</p>

Main Navigation

Breadcrumb Tab Navigation

Breadcrumb Tab Navigation in the eID application allows you to navigate to any completed page within a request. The application will save the information on your current page.

1. Click the breadcrumb tab link for the page you wish to view.

The screenshot shows the eID application interface. At the top, there is a navigation bar with links for Home, Help, How are we doing?, Logout, and eTenet Home. Below this is a secondary navigation bar with the Tenet logo and menu items: My Access, Workflow Tasks, New Requests, Research, and Administration. A breadcrumb trail is visible below the navigation bar, containing the following links: Request # 229438, Verify Requestor Details, Select System(s), Select Security Level, Select Facility(s) NEW, and Review & Submit. The 'Review & Submit' link is circled in red. Below the breadcrumb trail, there is a 'Review & Submit' section with a sub-header and a paragraph of text. This is followed by a 'Request Details for Request #229438' section with a sub-header and a paragraph of text. Below this is an 'Employee Details' section with a table of employee information. At the bottom, there is a 'System Requests' section.

Home Help How are we doing? Logout eTenet Home

Tenet My Access Workflow Tasks New Requests Research Administration

Request # 229438 | Verify Requestor Details | Select System(s) | Select Security Level | Select Facility(s) NEW | **Review & Submit**

Review & Submit
Please review the details of your request below. Once you are satisfied that the information is correct, click the 'Submit' button below.

Request Details for Request #229438

Employee Details
Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.

Name:	Demo Admin	Work Phone #:	(000)000-0000
Email Address:	nancy.fnu@nttdata.com	eTenet User ID:	DEMO ADMIN
Employee ID:	000198221	Job Title:	DEMO ADMIN3
Department:	123456	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Perot Systems Corporation (PSC) (PSC)
Supervisor:	CharlesTwo Tye	Supervisor Job Title:	MY SECOND ACCOUNT

System Requests

2. The appropriate screen displays.

Notifications

Users can access the eID task list in two ways: via the email link or through the eID application. Each time a request is submitted the system will generate an email notification and send it to the appropriate approver. The email notification contains a link to the request.

Example Email Notification

Emails come in one of two forms:

- Task—Task emails notify Approvers and Requestors of existing tasks requiring review
- FYI—FYI emails notify the Approvers and Requestors about the completion of an eID request.

Task Email

Dear colleague,

You are receiving this email to validate the access that has been requested to the following applications:

- eReserve
- PBAR
- HRMSWeb
- ADAMWeb

Please click [here](#) and follow the prompts. *This process should take less than two minutes. Please complete this request by September 20, 2019 to allow the granting of access to these programs.*

Should you have any difficulties, please contact the eID Service Desk at [1-800-639-7575](tel:1-800-639-7575), Option 3, 4, which is available 24 hours a day.

Thank you for your assistance.

FYI Email

System Security Request # 214577 for Stacey Robinson has been processed. Click [here](#) to review the request.

Requestor Name: Stacey Robinson

Requestor Department: Default Department

Requestor Work Location: Perot Systems Corporation (PSC) (PSC)

Application	FacilityEntity	Facilities	SystemRequestStatus
Active Directory and Exchange for Tenet Market (DMC)	DMC Harper University Hospital (DHR-017)	DMC Harper University Hospital (DHR-017)	Approved

If you have any questions, see the instructions in the eID menu 'Help Option'.

If you have requested access to an application:

- You can view your application login information by accessing the User IDs and Passwords tab within the request. To login to applications within the request that are not listed on the User IDs and Passwords page, use your eTenet ID and password.

Please contact the Tenet Helpdesk if you have any questions, regarding accessing this application @ 1-800-639-7575, option 9.

To decrease the number of FYI emails received by CFOs, CFOs will receive a monthly Request Completion report, which will display completed request information for that month. CFOs will receive all task-oriented emails, but FYI emails will not be sent to a CFO upon eID system request completion.

The CFO Request Completion report will be generated in the morning of the first day of each month. The report will be CFO-specific and only reflect data relevant to the approving CFO's system and facility association(s). The report will be attached as an Excel file, and will contain the following data elements:

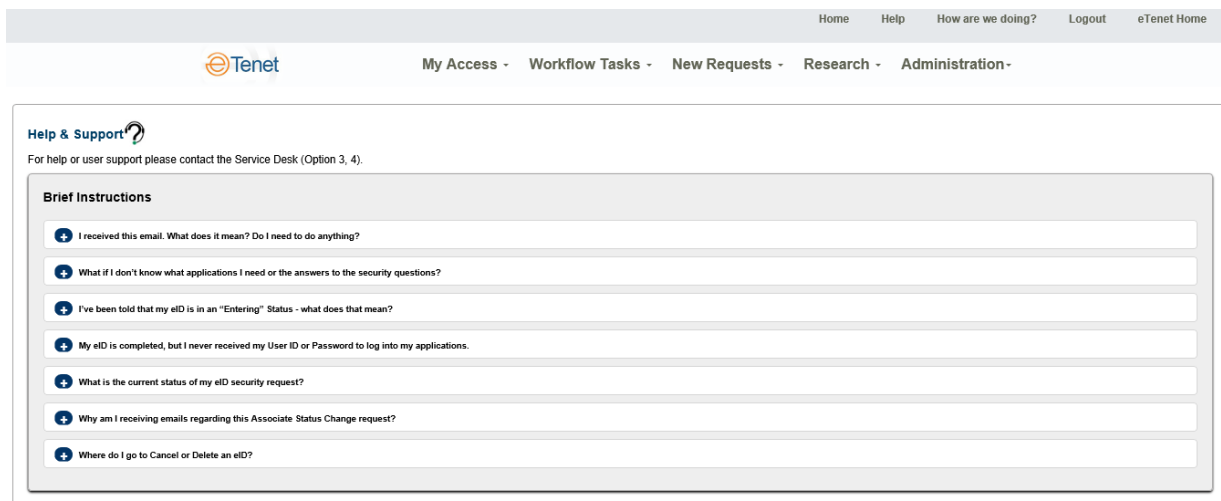
- eID request number
- eID request completion date

Notifications

- Requestor's name (user's whose access is on the eID request). A Requestor may be listed multiple times on the report if multiple system/security level/facility combinations have been requested by a Requestor within the month timeframe.
- Requestor's department
- Requestor's selected work location
- System associated with the request that was reviewed by the CFO
- Security level(s) associated with the request that was reviewed by the CFO
- Facility or facilities associated with the systems reviewed by the CFO
- Status of each system request reviewed by the CFO (approved or denied)

Overview

The eID Help screen displays the Application Information Systems Service Desk phone number along with some Brief Instructions to help you navigate through eID.



eID Help Screen

Overview

You have the option to provide system feedback to the Information Systems department regarding the eID application and tasks assigned.

Step by Step

1. Click **How Are We Doing?** from the Navigation Menu.
2. Select **suggestion, complaint** or **praise** from the radio buttons above the comment text box.

<p>What kind of comments would you like to send?</p> <p><input checked="" type="radio"/> Suggestion <input type="radio"/> Complaint <input type="radio"/> Praise</p> <p>Enter your comments in the space provided below:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>User Information:</p> <p>From: Demo Admin Email: nancy.fnu@nttdata.com Phone: (000)000-0000</p> <p><input type="button" value="Submit Comments"/> <input type="button" value="Clear Form"/> <input type="button" value="Cancel"/></p>	<p>Please feel free to submit positive or negative feedback of any kind.</p> <p>Questions and suggestions for new services are also welcome.</p> <p>This information will go directly to the Manager of the application. It will be used constructively and will be kept confidential to the extent possible.</p> <p>Thank you for your input.</p>
---	--

Electronic ID Request System – Feedback

3. Enter comments in the text box and click the button. This sends an email to the Information Systems department.

Show My eID Access

The My Access section allows you to view your current application access. The screen under the My Access tab is:

- Show My eID Access

The access list shows all of the applications to which you have access. To view your application access, select Show My eID Access. The resulting list will provide the following information:

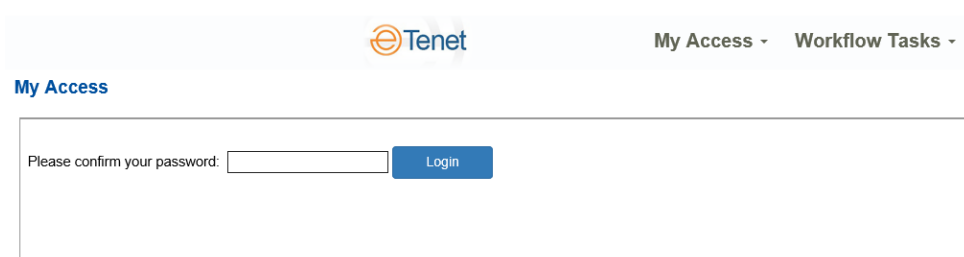
- Application
- User ID
- Facility or Level
- Access Level

The user may choose to perform the following functions on this screen:


- **Sort** – by clicking on the title to any column heading that is underlined, the user may sort the list by that column in ascending or descending order. An arrow will display to indicate the sort direction selected.
- **Correct Information** – by clicking on the eID Request Form link. For more information regarding the request form, see the section on User Generated Requests.

Step by Step

1. Click **Show My eID Access** from the Navigation Menu. The confirm password screen displays.



Password Confirmation

2. Enter your password into the Confirm Password field.
3. Click the  button.

Show My eID Access

[Home](#) [Help](#) [How are we doing?](#) [Logout](#) [eTenet Home](#)

My Access - Workflow Tasks - New Requests - Research - Administration -

My Access

This page shows all of the applications to which you have access. Please verify that the following information is correct. If any information is incorrect, please submit an [eID Request Form](#) to have the information corrected.

Application	User ID	Facility or Level	Access Level
ADAMWeb	DEMO ADMIN	GLOBAL ACCESS	Corporate ADAM Operations Team
ADAMWeb	DEMO ADMIN	GLOBAL ACCESS	ADAM Administrator
ADAMWeb	DEMO ADMIN	GLOBAL ACCESS	ADAM Admin
Cerner Millennium (CIS) - DMC	DEMO ADMIN	DMC Sinai-Grace Hospital	DBC: ED/PCM
Dell Services Tenet Account VPN Access	DEMO ADMIN	GLOBAL ACCESS	Dell Services Employee
Facility Database-CFDB	DEMO ADMIN	GLOBAL ACCESS	AdHocCFDB Admins
IMMS	DEMO ADMIN	RHD Memorial Medical Center	User
IMMS	DEMO ADMIN	RHD Memorial Medical Center	User
MDM AirWatch and Email Synchronization	DEMO ADMIN	AMI SYSTEMS SERVICES INC.	Users
MedAssets	DEMO ADMIN	Perot Systems Corporation	Basic Access Only

Page 1 [2]

My Access Results Page

The access list results page displays.

4. Review the information on the results page.

If the information on the page is incorrect, or you need to modify your access, you may either click the eID Request form link on the page or choose New Requests at the top of the page.

My Task List

The Workflow Tasks section contains two major screens from which the user can perform a variety of functions. The screens under the Workflow Tasks tab are:

- My Task List
- Out of Office Settings

The task list assists approvers in managing a large volume of outstanding task requests. Your task notifications are distributed via corporate email. The task list serves as a central point for reviewing ALL of your outstanding items. A user may view a list of tasks to which that user is assigned by selecting My Task List from the top navigation bar. The task name and number is a link to open the task's profile page for more detail. The results page will provide the user the following information on each task:

- Name
- Requested For
- Initiated On
- Due By
- Status
- Request Type

The user may choose to perform the following functions on this screen:

- **Sort** – by clicking on the title to any column heading that is underlined, the user may sort the list by that column in ascending or descending order. An arrow will display to indicate the sort direction selected.
- **View Task** – by clicking on the underlined number and title in the Name column, the user will be able to view the more detailed task information.

My Task List

Name	Requested For	Initiated On	Due By	Status	Request Type
Supervisor Approval Required for Security Request #73155	Clarencemo Test	02/18/2010 1:42 PM		New	Associate Status Change
Delegated From Workflow Services - Security Administrator Approval Required for Security Request #179302	Ed Unit	08/08/2014 2:00 PM		Acknowledged (0 of 1 Consultations Complete)	Termination

My Task List

Step by Step

1. Click **My Task List** from the Navigation Menu.
2. To access an electronic request, click the underlined subject within the task list.

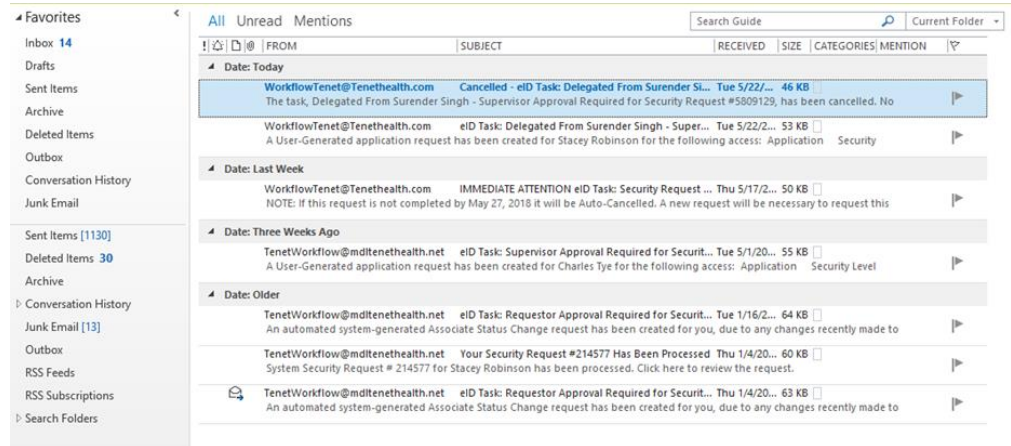
Tasks appear in chronological order (displaying the oldest task first). If you have more than 5 tasks in your task list, you may navigate back and forth between task list pages using the Next and Previous links.

For instructions on processing items in your Task List, please refer to the *Responding to Workflow Tasks* section of this document.

Responding to Workflow Tasks

All approvals for each security request are routed through email. You receive an email in your Inbox from WorkflowTenet. The actions needed in each step are different so they have been described separately.

General Process



Microsoft Outlook Inbox

From: WFSvcAcct-Mdl@tenethealth.com
Sent: Wednesday, August 21, 2019 8:48 AM
To: Ford, Holly
Subject: Please Complete Set up Sub Task Delegated From Avega Setup - (eID Request #310541)

Dear colleague,

You are receiving this email to set up access that has been requested for hollylevel.tester2 to the following application(s):

Avega

Please click [here](#) to be taken to your task list. *After the required set up is complete, please update the User ID & Password Tab for your application(s). Please ensure this set up task is completed within the 3 day OLA*

Should you have any difficulties, please contact the eID Service Desk at [1-800-639-7575](tel:1-800-639-7575), Option 3, 4, which is available 24 hours a day.

Thank you for your assistance.

Single Task Email for a User-Generated Request

Responding to Workflow Tasks

From: Working@everyone.net
Sent: Monday, August 19, 2019 2:11 PM
To: Doe, Jane
Subject: Please Verify Your Access to Applications (eID Request #999999)

Dear colleague,

You are receiving this email because you have experienced a recent change to your HR profile (e.g. you were promoted, moved office locations, converted from a contractor to a full-time employee, or some other status change).

We are writing to you to request that you please verify that you still need access to the following applications:

- PBAR
- [ADAMWeb](#)

Please click [here](#) to be taken to your task list. **The verification process should take less than two minutes. After you complete the request, your supervisor and any other necessary approvers will then be prompted to complete the process surrounding this request. Successful completion by you and all approvers by August 29, 2019 will ensure uninterrupted access to these applications.**

Should you have any difficulties, please contact the eID Service Desk at 1-800-639-7575, Option 3, 4, which is available 24 hours a day.

Thank you for your assistance.

Single Task Email for a System-Generated Request

Step by Step

1. Double click the email to open the request.
2. The email contains a link to the task to be approved. Click the **here** link to access the task.
3. If eTenet is not already open in a browser, clicking the link prompts the user to log on and then directs you to the task. Otherwise, the security request task is displayed for your review.

Responding to Workflow Tasks

Review and Respond – User Generated

User Generated requests will go through various reviews and approvals depending on the applications and access contained in the request. The following reviews may be necessary:

- Supervisor
- Department
- Security Administrator
- Additional Facility
- Chief Financial Officer
- Tenet Corporate
- Application Information Systems Security

The reviewer only sees applications he or she is responsible for reviewing. The Supervisor review will be detailed in lieu of detailing each role.

Supervisor Review is a required step in the flow for all system requests. Supervisors receive all system requests where the submitter has selected their name in the Supervisor field. The Supervisor is responsible for reviewing all systems selected by the original submitter.



Note: If a Supervisor submits a request for a direct-report employee, the Supervisor Review step will be skipped.

Responding to Workflow Tasks

[Home](#) [Help](#) [How are we doing?](#) [Logout](#) [eTenet Home](#)

My Access - Workflow Tasks - New Requests - Research -

Task: Supervisor Approval Required for Security Request #311703 [Return To Task List](#)

Request Details
Comments (0)
Status History

This is a system-generated Associate Status Change request. Please review the access displayed in the request carefully and submit the request in order to maintain the current access. You may modify the current security level or facilities associated to the displayed access or you may add more applications if needed. You may not remove any applications from the request. Click [here](#) to view the User Profile updates that initiated the Associate Status Change Request

Request Details for Request #311703 This request will be auto-deleted on: 10/30/2019.

Employee Details

Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet. Update my profile information and email address can be changed by contacting the service desk.

Name:	MockUAT7 Test?	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	Mockuat7 Test?
Employee ID:	000254506	Job Title:	PHLEBOTOMIST
Department:	000000	User Type:	Employee
User Status:	Active	Payroll Location:	Headquarters Office (C90) (401)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Headquarters Office (C90) (401)
Supervisor:	CAROLYN WARD	Supervisor Job Title:	DISCHARGE PLANNER

System Requests System Generated [Add Application](#)

PBAR Approve Deny

Added by MockUAT7 Test? on 9/30/2019 9:04:32 PM

User ID: Facility: Corporate

Last reviewed by: Wf04 Train
[Expand Security Level](#)

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity:
Facility Review: S2K	Non-Facility Global Role (-CORP)	Change Replaced Facility Reset Activity

Review & Respond

Select a Response:

- Submit Response: Submits the selected response above and completes this task.
- Consult: Allows you to select another person to view this task and provide feedback to you before submitting a response.
- Delegate: Assigns responsibility for completing this task to another person.

[Back to Top](#)

Supervisor Review

Responding to Workflow Tasks

Step by Step

1. To review the history of the request, click the **Status History** tab.

Task: Supervisor Approval Required for Security Request #311703 [Return To Task List](#)

Request Details **Comments (0)** **Status History**

This is a system-generated Associate Status Change request. Please review the access displayed in the request carefully and submit the request in order to maintain the current access. You may modify the current security level or facilities associated to the displayed access or you may add more applications if needed. You may not remove any applications from the request.
 Click [here](#) to view the User Profile updates that initiated the Associate Status Change Request
[Request Details for Request #311703](#) This request will be auto-denied on: 10/30/2015.

Employee Details

Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.

Name:	MockUAT7 Test7	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	Mockuat7.Test7
Employee ID:	000254986	Job Title:	PHLEBOTOMIST
Department:	000000	User Type:	Employee
User Status:	Active	Payroll Location:	Headquarters Office (C90) (401)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Headquarters Office (C90) (401)

Supervisor Review – Status History

2. Expand any step by clicking the to display the approval history and current recipient. Return to review the request by clicking the **Request Details** tab.

Review Request

Review the current security access settings for each application. If an existing application has more than one security level and facility combination, the system will show each combination. As a default setting, only the first four facilities for each combination will be displayed.

The Activity buttons indicate the activity chosen by the Requestor.

1. Scroll down to review the systems. You may approve, deny, or modify system access as needed.

Responding to Workflow Tasks

Request Details for Request #310426

Employee Details

Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.

Name:	HollyMedTest BOMA1	Work Phone #:	(000)000-0000
Email Address:	holly_foro@ritdata.com	eTenet User ID:	Hollymedtest.Boma1
Employee ID:	000255446	Job Title:	Nurse
Department:	000000	User Type:	Peret Employee
User Status:	Active	Payroll Location:	Peret Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Saint Vincent Hospital (SVH) (813)
Supervisor:		Supervisor Job Title:	
Social Security #:	XXX-XX-9867		

System Requests System Generated

Athena Approve Deny

Added by HollyMedTest BOMA1 on 8/15/2019 1:30:54 PM Facility: West Suburban Hospital

User ID:

Last reviewed by: W04 Train

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity:
Tenet Admin	West Suburban Hospital (714-WSH)	Modify Request (options)

2. Click the **Expand Security Level** link to view information about the security level and the questions and answers from the security form.
3. Click the **View All** link to view all involved facilities.

Modify Security Level

1. Click the **Change Selected Security Level** button. The security level wizard displays.
2. Edit the security level by selecting a new specific level or answering form questions differently.

Expand Security Level

Please select the role that describes you best from the drop down: Tenet Employee Customer – Customer that is a Tenet Employee submits requests but does not work the tickets.

You have requested the following security access for this application:

Security Level(s)	Add Facility(s)	Activity:
Tenet Employee Customer	TH VENTURES, INC (011-011)	Change Selected Security Level Change Selected Facility

VPN - Abrazo Healthcare Market Remove from this request

Added by Davina Robinson on 10/23/2019 3:29:37 PM Facility: TH VENTURES, INC

User ID:

Expand Security Level


Are you a Tenet Employee or a Tenet Contractor? Tenet Employee

You have requested the following security access for this application:

Security Level(s)	Add Facility(s)	Activity:
Employee	TH VENTURES, INC (011-011)	Change Selected Security Level Change Selected Facility



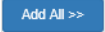


[Save & Close](#)
[Cancel Request](#)
[Submit](#)

Responding to Workflow Tasks

3. Click the  button. The security form closes and returns to the Review and Respond focus.

Change Facility

The change facility activity is for new access on an existing application or new application access. The activity can be specified by type; for example, changing a Selected Facility for new access for existing application. However, the Facility Selector process is in general the same.

1. Click  button. The new Facility Selector displays with the previously chosen facilities or level in the Selected window display.
2. Click on the facility or level you wish to add from the Select From display window and click the  button. Click the  button to add all displayed facilities or entities to the request.
3. Click on the facility or level you wish to remove from the Selected window display and click the  button.
4. Click the  button. The Facility Selector closes and returns to the Review and Respond focus.


The eID application records the changes and denotes them in the application Request area.

Change Deleted Facility

1. Click the Change Deleted Facility button. The **Existing Facilities** display window displays showing all facilities associated with that application.
2. Select facilities to add to the deletion list.
3. Select facilities to remove from the deletion list.



Note: You may select multiple child facilities by using Ctrl + Mouse click. However, you may not delete all the facilities.

4. Click  button. The application records the deleted facilities. Facilities not deleted are labeled as Kept Facility(s) and deleted facilities are labeled as Remove Facilities in the application request area.

Responding to Workflow Tasks

Add Application

If the approver is the requestor’s supervisor a Department Head, an Additional Facility Approver, a CFO, or a Security Administrator, he or she may add applications or add access modifications to applications on the request.

System Requests System Generated
Add Application

modify **PBAR** Approve Deny

Added by MockUAT7 Test7 on 9/30/2019 9:04:32 PM


User ID: test Facility: Delray Medical Center

Expand Security Level



You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity
Facility, Business Office, Outpatient4, Inpatient1, Inpatient2, Inpatient3, Inpatient4, Inpatient5, Outpatient0, RED Lvl Code 46, Inpatient6	Delray Medical Center (200-DEL)	Modify Request (options) ▼

Review & Respond

1. Click the  button. The Select System screen displays.
2. Select the needed application.
3. See Step 3 – Select Security Level in the Create Request Section and continue as needed.

After the additional request is added, the application returns to the Review and Respond screen.

4. Complete review and modifications of request.
5. For each request select the appropriate radio button:  Approve
or  Deny.
6. Select a response from the Response field drop-down menu of **Complete**.

Responding to Workflow Tasks

PIBAR
Added by MockUAT7 Test7 on 9/30/2019 9:04:32 PM Approve Deny

User ID: Facility: Corporate

Last reviewed by: W104 Train
[Expand Security Level](#)

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity:
Facility Review: SZK	Non-Facility Global Role (-CORP)	Change Replaced Facility Reset Activity

Review & Respond

Select a Response:

- Submit Response: Submits the selected response above and completes this task.
- Consult: Allows you to select another person to view this task and provide feedback to you before submitting a response.
- Delegate: Assigns responsibility for completing this task to another person.

[Back to Top](#)

7. Click the  button.



Responding to Workflow Tasks

Review and Respond – System Generated

System-generated requests may require various reviews and approvals depending on the applications and access contained in the request.

The application will display the request type at the top of the Request Details screen.

- Associated Change
- Batch Load
- Last Access

The screenshot shows the eTenet user interface. At the top, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. Below these are menu items: My Access, Workflow Tasks, New Requests, and Research. A 'Close Window' link is visible on the right. The main content area is titled 'Request Details for Request #4644236' and includes tabs for 'Request Details', 'Comments (1)', and 'Status History'. Under 'Request Details', there is a section for 'Employee Details' with a warning message: 'Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet. Update my profile information and email address can be changed by contacting the service desk.' Below this is a table of employee details:

Name:	SHERI KOLLERBOHM	Work Phone #:	(562)602-6727
Email Address:	SHERI.KOLLERBOHM@coniferhealth.com	eTenet User ID:	SHERI.KOLLERBOHM
Employee ID:	000143837	Job Title:	DIR, REVENUE ANALYSIS
Department:	853000	User Type:	Employee
User Status:	Active	Payroll Location:	Lakewood Regional Medical Center (LAK) (012)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Lakewood Regional Medical Center (LAK) (012)
Supervisor:		Supervisor Job Title:	

If the requestor has made no changes to the access request, the following options allow you to modify the access:

- Add a Facility
- Replace Facility
- Delete Facility
- Modify Security Level

If the requestor has made changes to the access request, the options allowed depend upon action taken by the requestor.

Please see User Generated Requests for details on reviewing and modifying the request.

Responding to Workflow Tasks

Application Information Systems Security Review

Application Information Systems Security is a required step in the review process for applications that do not use ADAM for authentication.

Application Information Systems Security has several responsibilities:

- Requesting additional setup from other Application Information Systems groups.
- Ensuring that all subtasks are complete before a request is completed and IDs are sent to the user.
- Adding the User IDs and passwords for designated systems.

Name	Requested For	Initiated On	Due By	Status	Request Type
Requestor Approval Required for Security Request #281975		11/17/2018 2:01 PM		New	User Inactivity
Requestor Approval Required for Security Request #282329		11/30/2018 2:04 PM		New	User Inactivity
Requestor Approval Required for Security Request #282330		11/30/2018 2:04 PM		New	User Inactivity
Requestor Approval Required for Security Request #282331		11/30/2018 2:04 PM		New	User Inactivity
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229148	Shalini Priya	12/13/2018 3:20 AM		Acknowledged	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229149	Shalini Priya	12/13/2018 3:20 AM		Acknowledged	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229619	Shalini Priya	12/13/2018 3:20 AM		New	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229758	Shalini Priya	12/13/2018 3:20 AM		New	Batch Load
Delegated From Shalini Priya - Requestor Approval Required for Security Request #274001	Shalini Priya	12/13/2018 3:20 AM		New	Emergency Access Approval
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229047	Shalini Priya	12/13/2018 3:20 AM		New	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229146	Shalini Priya	12/13/2018 3:20 AM		Acknowledged	Batch Load
Delegated From 4Medica DMC Setup - 4Medica DMC Setup Sub Task for 4Medica DMC, Request # 207216	TestUser LName	05/08/2019 2:36 AM		Acknowledged (1 of 1 Consultations Complete)	Termination
Requestor Approval Required for Security Request #310074	WID4 Train	08/05/2019 2:00 PM		New	User Inactivity
Requestor Approval Required for Security Request #310075	WID4 Train	08/05/2019 2:00 PM		New	User Inactivity
Consult Request from Athena Setup - Athena Setup Sub Task for Athena, Request # 310426	HollyMedTest BOMA1	08/19/2019 12:03 PM		New (0 of 1 Consultations Complete)	Security Rule - NonAdam

Application Information Systems Security Tasks

If any sub tasks are initiated because of the systems selected, the system displays a message below the **Status**. For example: **(0 of 1 Sub Tasks Complete)**. This notifies the user that there are tasks for other groups to update this request form. Do **NOT** complete the request until all sub tasks are complete.

Responding to Workflow Tasks

Task: Delegated From 4Medica DMC Setup - 4Medica DMC Setup Setup Sub Task for 4Medica - DMC, Request # 307216

[Return To Task List](#)

Request Details **User IDs and Passwords (1)** Comments (0) Status History

This is a system-generated termination request. The requestor listed below has been terminated. **Security Admin**, please confirm access to all local applications has been removed for the requestor. **Provisioning Security Team**, please confirm access to all corporate applications has been removed for the requestor.

Request Details for Request #307216

Employee Details

Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.

Name:	TestUser Lname	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	000038243
Employee ID:	000038243	Job Title:	TRANSPORTER
Department:	594700	User Type:	Employee
User Status:	Deleted	Payroll Location:	Piedmont Express and Primary Care at Sutton Road L (PEZ) (458)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Corporate Master COA (998) (998)
Supervisor:		Supervisor Job Title:	
Social Security #:	XXX-XX-2021		

Application Information Systems Security Team

Scroll down to review the systems needing access. If a system was denied in the process by a Tenet Approval, the system is not listed. Denied systems display in the status screens.

Request Additional Setup

Step by Step

1. Scroll down to review the system or systems required. Each system is defaulted to **Approved**.

System Requests System Generated

4Medica - DMC Approve Deny

Added by TestUser Lname on 5/7/2019 3:37:54 PM

User ID: kjjk

Last reviewed by: Wf04 Train

Review & Respond

After the required setup is complete, please update the User ID & Password tab for your application. If no User ID or password is added (or the eTenet ID is used), leave those fields blank and enter a description of the setup as the comment.

Select a Response:

- Submit Response: Submits the selected response above and completes this task.
- Consult: Allows you to select another person to view this task and provide feedback to you before submitting a response.
- Delegate: Assigns responsibility for completing this task to another person.

Responding to Workflow Tasks

2. If a new group is needed for GL Showcase, PA Showcase, or S2K; Application Information System has the ability to create a sub task to the appropriate group.
3. Click **Additional Setup** next to the system needing setup.

Setup Group:

System:

Comments:

Send Additional Setup Sub Task

4. Select the **Setup Group** from the drop-down list. Select who the task is to be sent to for setup.
5. Select the appropriate **System**.
6. Add any additional **Comments** needed.
7. Click button.

The system returns you back to the Review & Respond page of the request.

Responding to Workflow Tasks

Review all Sub Tasks for Completion

Some sub tasks are automatically generated by the system if certain systems are selected. These include:

- Uncompensated Care
- PPD/CARS
- TMS
- Billable TSO

Name	Requested For	Initiated On	Due By	Status	Request Type
Requestor Approval Required for Security Request #281975		11/17/2018 2:01 PM		New	User Inactivity
Requestor Approval Required for Security Request #282329		11/30/2018 2:04 PM		New	User Inactivity
Requestor Approval Required for Security Request #282330		11/30/2018 2:04 PM		New	User Inactivity
Requestor Approval Required for Security Request #282331		11/30/2018 2:04 PM		New	User Inactivity
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229148	Shalini Priya	12/13/2018 3:20 AM		Acknowledged	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229149	Shalini Priya	12/13/2018 3:20 AM		Acknowledged	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229610	Shalini Priya	12/13/2018 3:20 AM		New	Batch Load - Preloaded
Delegated From Shalini Priya - Requestor Approval Required for Security Request #229758	Shalini Priya	12/13/2018 3:20 AM		New	Batch Load

Application Information Systems Security Team – My Task List

Any time a request has sub tasks under the status, make sure all sub tasks are finished before completing the request.

Responding to Workflow Tasks

User IDs and Passwords – Adding to a Request

Step by Step

Application Information Systems Security can add User IDs and passwords by completing the following steps.

1. Click the **User IDs and Passwords (0)** tab.

The screenshot shows the eTenet application interface. At the top, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. Below the eTenet logo, there is a breadcrumb trail: My Access - Workflow Tasks - New Requests - Research - Administration -. The main task is identified as 'Provisioning IMAcS Setup Sub Task for MedAssets, Request # 310444'. A 'Return To Task List' link is visible. The 'Request Details' tab is active, and within it, the 'User IDs and Passwords (0)' sub-tab is selected. Below this, there is a table header with columns: Application(s), User ID, Password, and Note. A note below the header says 'Click [here](#) to add a User ID and Password.' At the bottom of the section, there is a 'Back to Top' link.




User IDs and Passwords

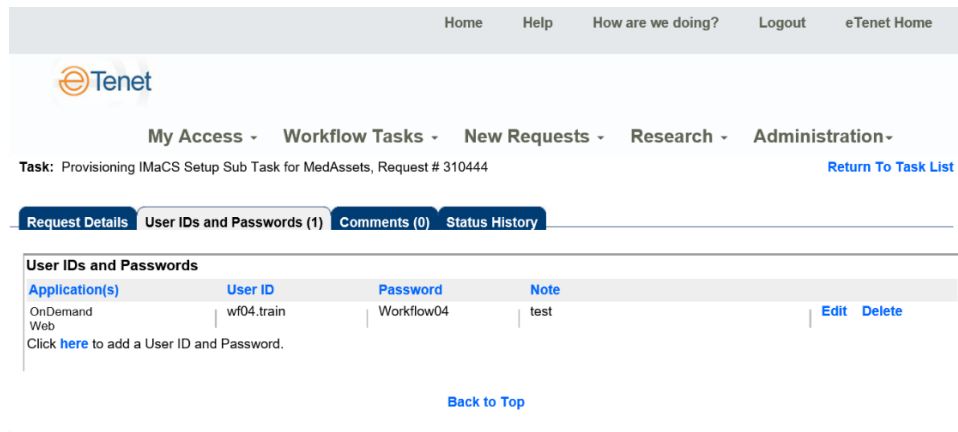
2. Click the **here** link to input a User ID.

The screenshot shows the 'Add User ID & Password' form within the eTenet application. The breadcrumb trail is the same as in the previous screenshot. The 'User IDs and Passwords (0)' sub-tab is active, and a link 'Add User ID & Password' is visible. The form has the following fields: 'Select Application(s):' with a dropdown menu showing 'OnDemand Web', 'MedAssets', 'Kronos 6.1', 'Meditech EMC', and '4Medica - DMC'; 'User ID:' with a text input field; 'Password:' with a text input field; and 'Note:' with a larger text area. Below the form, there are three buttons: 'Add & Return To ID List', 'Save & Add Another', and 'Cancel'. A 'Back to Top' link is located at the bottom right of the form area.


Add User ID

Responding to Workflow Tasks

3. Select the system from the **Select System(s):** box. Hold down the control key to select multiple systems.
4. Enter the **User ID** and **Password**.
5. Add any **Notes** required.
6. When finished, the 3 options are:
 - a.  – adds the ID and returns to the list screen
 - b.  – adds the ID and allows you to enter another ID
 - c.  – deletes the ID and returns to the list screen



User IDs and Passwords

7. Once all IDs are entered and sub tasks are complete, click the  tab.

Responding to Workflow Tasks

MedAssets Approve Deny

Added by Test PEmployee on 8/16/2019 6:37:52 AM

User ID: Facility: Perot Systems Corporation

Last reviewed by: WF04 Train

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity:
Basic Access Only	Perot Systems Corporation (PSC-PSC)	Modify Request (options)

Review & Respond

After the required setup is complete, please update the User ID & Password tab for your application. If no User ID or password is added (or the eTenet ID is used), leave those fields blank and enter a description of the setup as the comment.

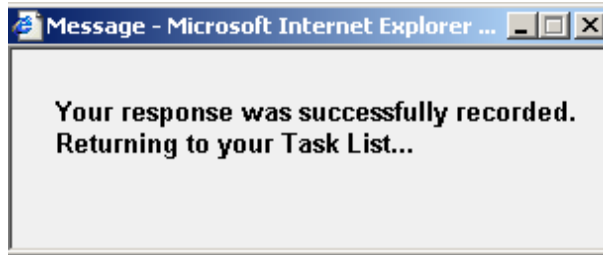
Select a Response: Setup Complete

Submit Response Consult Delegate

- Submit Response: Submits the selected response above and completes this task.
- Consult: Allows you to select another person to view this task and provide feedback to you before submitting a response.
- Delegate: Assigns responsibility for completing this task to another person.

Application Information Systems Security Team – Request Details

8. Select the response **Setup Complete**. This sends an email notification to the requestor and an FYI email to the security administrator.
9. Click **Submit Response** button.



General Functions

There are some functions that are consistent throughout all of the approval process. These functions include:

- Comments
- Status History
- Consultation
- Delegation

Comments

Users may add comments to any request. These comments are visible to all users in the flow.

Step by Step

1. To enter comments, click the **Comments (0)** tab.

The screenshot shows the Tenet web application interface. At the top, there is a navigation bar with links for Home, Help, How are we doing?, Logout, and eTenet Home. Below this is the Tenet logo and a breadcrumb trail: My Access - Workflow Tasks - New Requests - Research - Administration-. The main content area displays a task: "Task: Provisioning IMaCS Setup Sub Task for MedAssets, Request # 310444" with a "Return To Task List" link. Below the task title, there are four tabs: Request Details, User IDs and Passwords (1), Comments (0), and Status History. The "Comments (0)" tab is currently selected. Underneath the tabs, there is a section titled "Comments" with the prompt "Add a Comment:" followed by a large text input field and an "Add Comment" button. At the bottom of the comments section, there is a "Back to Top" link.

My Tasks List – Comments

2. Enter any comments you may have.
3. Click the **Add Comment** button.

The comment is added below along with a date and time stamp, and the name of the person who added the comment.

4. Click the **Request Details** tab to return to the response section.

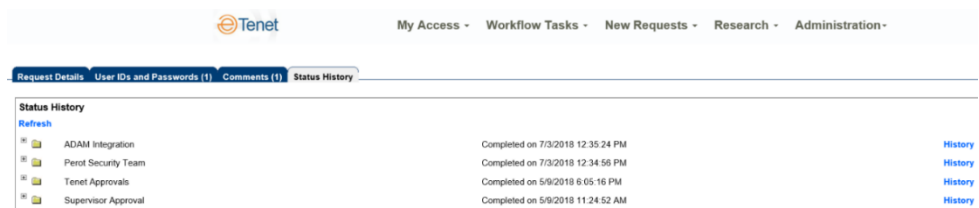
General Functions

Status History

Users can review the history and current status of each request.

Step by Step

1. To review the status detail of that specific request, click the **Status History** tab.



My Task List – Status History

The status is displayed for your review.

2. Click the **Request Details** tab to return to the response section.

General Functions

Consultation

The consultation function can be used during the flow to ask someone else in the Tenet Global Address List a question about the request. The system forwards the request to the specified person. The consultant is able to make comments, edit the form, and/or select a response. The consultant then selects Reply and the flow is directed back to the person who submitted the consultation. The task resumes the normal flow. The status screens do not reflect a consultation.

MedAssets Ⓢ Approve ○ Deny

Added by Test PEmployee on 8/16/2019 6:37:52 AM

User ID: **Facility:** Perot Systems Corporation

Last reviewed by: W04 Train

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity:
Basic Access Only	Perot Systems Corporation (PSC-PSC)	Modify Request (options) ▾

Review & Respond

After the required setup is complete, please update the User ID & Password tab for your application. If no User ID or password is added (or the eTenet ID is used), leave those fields blank and enter a description of the setup as the comment.

Select a Response:

- Submit Response: Submits the selected response above and completes this task.
 - Consult: Allows you to select another person to view this task and provide feedback to you before submitting a response.
 - Delegate: Assigns responsibility for completing this task to another person.

Request Details – Consult

Step by Step

1. Click the button underneath the **Review & Respond** heading.
2. From the **Consult With:** drop-down menu, select to consult with either an **Employee** or **Group**.
3. For **Employee**, enter the name of the employee to consult and select the button.

The application displays the matching employee’s **Name**, **Facility**, **Department**, and **Title**.

General Functions

Consult With: Employee ▾

Select an Employee:

First Name:


Last Name:

Search

Comments:

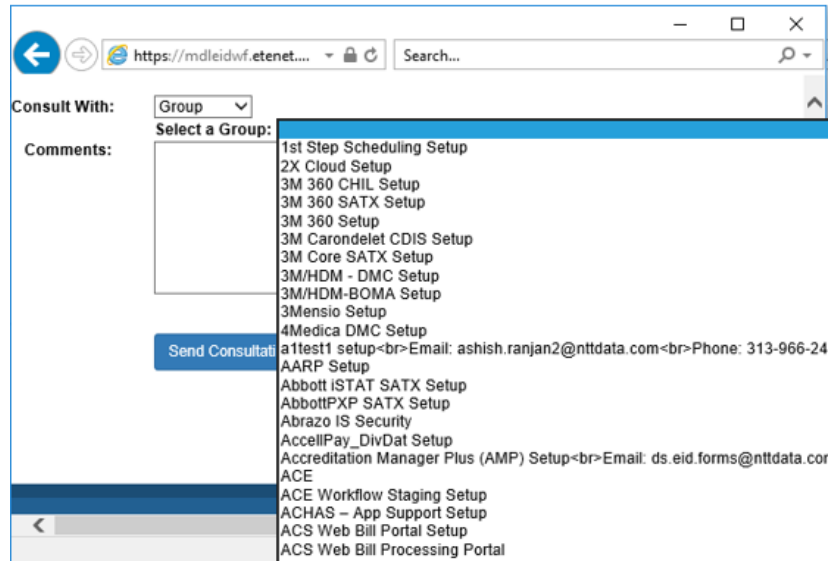
Send Consultation Cancel

Consultation Request – Employee

4. Select the Employee’s Name, enter comments into the text box and click the  button.

General Functions

- For **Group**, select the group name from the drop-down menu.



Consultation Request – Group

- Enter comments into the text box and click the



button.

The request window will close and the task will now appear in the task list of the selected user or group.

The Consultant’s comments will be stored on the Comments tab, with the following information displaying for each comment:

- Date and time of the consultation comment entry
- Consultant’s first and last name
- An indicator that the comment is specific to a consultation request
- Consultation comments on the Comments tab

General Functions

The screenshot shows the eTenet user interface. At the top, there is a navigation bar with links for Home, Help, How are we doing?, Logout, and eTenet Home. Below this is the eTenet logo and a breadcrumb trail: My Access - Workflow Tasks - New Requests - Research - Administration -. The main content area displays a task title: "Task: Consult Request from MedAssets - Provisioning IMAcS Setup Sub Task for MedAssets, Request # 310444" with a "Return To Task List" link. Below the task title are four tabs: Request Details, User IDs and Passwords (1), Comments (0), and Status History. The "Comments" tab is active, showing a "Comments" section with an "Add a Comment:" label, a text input field, and an "Add Comment" button. At the bottom of the comments section is a "Back to Top" link.

Example Comments Tab

General Functions

Delegation

The delegation function delegates the responsibility of responding to a specific request to the person selected from the Tenet Global Address List. The main difference between a consultation and delegation is that the responsibility is transferred in a delegation and the status screens reflect this change.

VI Web Charity Approve Deny [Additional Setup](#)

Added by TERESA VINCENT on 8/9/2018 3:59:01 PM

User ID: Facility: DES683 - ICON Neurosciences

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity
Search, View		Modify Request (options) ▼

Review & Respond

Select a Response:

- Submit Response: Submits the selected response above and completes this task.
- Consult: Allows you to select another person to view this task and provide feedback to you before submitting a response.
- Delegate: Assigns responsibility for completing this task to another person.

[Back to Top](#)

Request Details – Delegate


Step by Step

1. Click the button underneath the **Review & Respond** heading.
2. From the **Delegate To:** drop-down menu, select to delegate to either an **Employee** or **Group**.

General Functions

The screenshot shows a web form titled "Delegation Request". At the top left, there is a label "Delegate To:" followed by a dropdown menu currently showing "Employee". Below this is the section "Select an Employee:" which contains two input fields: "First Name:" and "Last Name:". To the right of these fields is a blue button labeled "Search". Below the search fields is a large, empty text area labeled "Comments:". At the bottom of the form are two blue buttons: "Send Delegation" and "Cancel".

Delegation Request

3. For **Employee**, enter the name of the employee to consult and click the  button.

The application displays the matching employee's Name, Facility, Department, and Title.

General Functions

Delegate To: ▾

Select an Employee:

First Name:

Last Name:

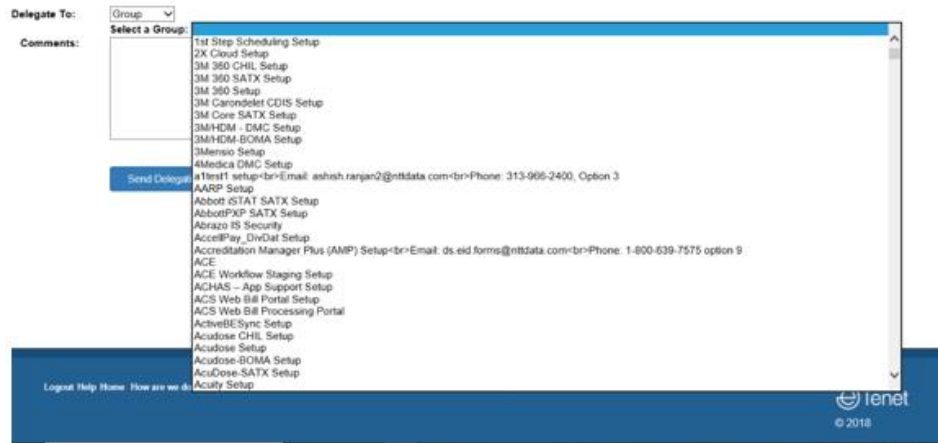
Comments:

Delegation Request – Employee


4. Select the Employee’s name, enter comments into the text box and click the button.

General Functions

- For **Group**, select the group name from the drop-down menu.



Delegation Request – Group

- Enter comments into the text box and click the  button.

The request window will close and the task will now appear in the task list of the selected user or group.

General Functions

**Auto-Delete/
Auto-Cancel/
Auto-Deny** eID will automatically cancel or deny both incomplete and unapproved
eID requests after a certain time period.

User IDs and Passwords – Notification to Requestor***Step by Step*****Auto-Delete**

1. All requests that have been saved but not submitted into the eID review and approval workflow are incomplete requests.
2. eID will automatically delete any incomplete user-created requests after 14 days after the request created date.
3. eID will not keep an audit trail or store any cancelled incomplete request.

Auto-Cancel/ Auto-Deny

1. All requests that have been submitted into the eID review and approval workflow and are not completed are unapproved requests.
2. eID will either automatically cancel or deny all unapproved requests that are in the approver review step for greater than 30 days after the submit date.
 - a. Requests that are automatically cancelled will not flow to Application Information Systems Security or ADAM for access removal.
 - b. Requests that are automatically denied will flow to Application Information Systems Security and ADAM for access removal.
3. The following request types are subject to a 30-day cancellation rule:
 - a. User-created requests
 - b. System-generated Bulk Load requests for new application access
4. The following request types are subject to a 30-day denial rule:
 - a. System-generated Associate Status Change requests
 - b. System-generated Bulk Load requests for existing application access migration
5. eID will store all auto-cancelled and auto-denied unapproved requests for audit purposes.
6. eID will record a comment on the Comments tab detailing that the request was either systematically cancelled or systematically denied. The comment will include the date and time the system request was cancelled or denied.

User IDs and Passwords – Notification to Requestor

7. The comment will display the following text for cancelled requests:
 - a. The system request was cancelled because it was not completed within the 30-day allotted time period.
8. The comment will display the following text for denied requests:
 - a. The system request was denied because it was not completed within the 30-day allotted time period
9. The Requestor will receive an FYI email when an unapproved request is either cancelled or denied.

Once the ID setup process is complete, an email is sent to the requestor. This email contains a URL to the request with the IDs and Passwords. An FYI email is sent to the Security Administrator once the request is complete.

System Security Request # 000000 for TestTE12 MyTester12 has been processed. Click [here](#) to review the request.

Requestor Name: TestTE12 MyTester12
Requestor Department: HEADQUARTERS OFFICE
Requestor Work Location: Headquarters Office (C90) (401)

Application	<u>FacilityEntity</u>	Facilities	<u>SystemRequestStatus</u>
PBAR	Corporate (OP7-CORP)	All Tenet OP7 (OP7-HGB)	Approved

If you have any questions, see the instructions in the [eID](#) menu 'Help Option'.
 If you have requested access to an application:

- You can view your application login information by accessing the User IDs and Passwords tab within the request. To login to applications within the request that are not listed on the User IDs and Passwords page, use your [eTenet ID](#) and password.

Please contact the Tenet Helpdesk if you have any questions, regarding accessing this application @ 1-800-639-7575, option 9.

Requestor ID Setup email

Step by Step

1. In the email message, click the **here** link to review the User IDs. Upon doing so, the specific request will display.
2. From within the request, click the **User IDs and Passwords (2)** tab.

User IDs and Passwords – Notification to Requestor

The screenshot shows the eTenet web application interface. At the top right, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. The eTenet logo is on the left. Below the logo, there are navigation tabs: My Access, Workflow Tasks, New Requests, Research, and Administration. A task notification reads: "Task: Perot Security Team Setup Required for Security Request #233420" with a "Return To Task List" link. Below this, there are four tabs: Request Details, User IDs and Passwords (0), Comments (0), and Status History. The "User IDs and Passwords" tab is active. Underneath, there is a section titled "User IDs and Passwords" with a table header: Application(s), User ID, Password, and Note. Below the header, there is a text prompt: "Click here to add a User ID and Password." and a "Back to Top" link.

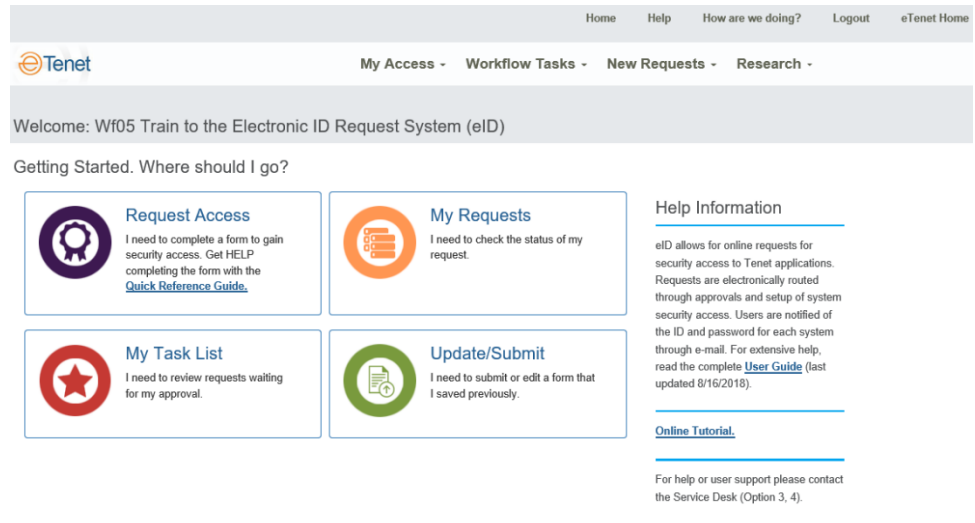
My Task List – User IDs and Passwords

The user's ID and Password are displayed for each system.

3. Close window when finished.

Out of Office Settings

Out of Office Settings allow users to notify other eID users that they are out of the office on select days. It also allows users to designate which of their assigned tasks can be delegated and to whom they are delegated.



eID Home Page

Step by Step

1. Click **Out of Office Settings** from the Navigation Menu.



Out of Office Setting Screen

2. The default display of the Out of Office Settings screen is **Currently in the Office**.

Out of Office Settings

3. Select **Will be Out of the Office** from the drop-down menu to display the date selector and delegation screens.

Out of Office Settings for Demo Admin

Status:

Leaving on:
mm/dd/yyyy

Returning on:
mm/dd/yyyy

While out of the office.
No Out of Office Rules Defined - Tasks will remain in task list.

Click [here](#) to add an out of office rule for delegating your tasks to others while you are out.

Out of Office Date Screen

4. Complete the **Leaving On** and **Returning On** fields to indicate which days you will be out of the office. Dates must be entered in MM/DD/YYYY format. Click on **Save Setting** to update the status.



Note: The date fields must be entered before any additional action can be taken.

The screen will indicate whether there are delegation rules in place for the user.

5. Click on the **here** link to create a delegation rule while Out of the Office.

Out of Office Settings

[Close Window](#)

Out of Office Settings for Davina Robinson

Edit Out of Office Rule

Delegate Tasks for:

Hold down Ctrl to select multiple items or to deselect previously selected items.
If an application does not appear in the box above, it is because an out of office rule already exists that references that application.

Delegate Tasks to:

Select an Employee:

First Name:

Last Name:

Delegate All Existing Tasks:

If checked, any tasks in your task list for the selected application will be delegated when you go out of the office. Otherwise, only tasks received after going out of the office will be delegated.

Out of Office Delegation Rules

6. Select which tasks to delegate from the **Delegate Tasks for** drop-down menu of Workflow Systems. To delegate credit balances, select **eID**. If a Workflow system is not displayed in the list, it is because a delegation rule currently exists for that application.



Note: Hold down Ctrl to select multiple items or to deselect previously selected items.

7. Designate to whom task will be delegated from the **Delegate Tasks to** drop-down menu. The current selection values are **Employee, Group, or System**. The default is **Employee**.
8. For **Employee**, the system will perform a search of the *Tenet Phone List* to find the individual selected.
9. Type a few letters in the **First Name** or **Last Name** fields.
10. Click the button.
11. Once an employee match is found, the employee's **Name, Facility, Department, and Title** display on the screen.

Out of Office Settings

Close Window

Out of Office Settings for Davina Robinson

Edit Out of Office Rule

Delegate Tasks for:

Hold down Ctrl to select multiple items or to deselect previously selected items.
If an application does not appear in the box above, it is because an out of office rule already exists that references that application.

Delegate Tasks to:

Select an Employee:

First Name:

Last Name:

Total Matches: 1
Click an employee's name to select. ■ - Indicates selected.

Name	Tenet ID	Facility	Department	Title	Associate Type	User Status	Company
Fnu, Nancy	Nancy.Fnu	Perot Systems Corporation	Default Department	TESTER	Perot_Contractor	Active	Dell (DELL)

Delegate All Existing Tasks:

If checked, any tasks in your task list for the selected application will be delegated when you go out of the office. Otherwise, only tasks received after going out of the office will be delegated.

12. For **Group** or **System**, the system presents a selection list in the drop-down menu. Select the appropriate **Group** or **System** from the list.

Close Window

Out of Office Settings for Davina Robinson

Edit Out of Office Rule

Delegate Tasks for:

Hold down Ctrl to select multiple items or to deselect previously selected items.
If an application does not appear in the box above, it is because an out of office rule already exists that references that application.

Delegate Tasks to:

Select a Group:

- 3M 300 CHIL Setup
- 3M 300 SATX Setup
- 3M Carondelet CDIS Setup
- 3M Core SATX Setup
- 3M/HDM - DMC Setup
- 3M/HDM-BOMA Setup
- 3Medica DMC Setup
- AARP Setup
- Abbott iSTAT SATX Setup
- Abbott iXP SATX Setup
- Abraza IS Security
- AccelPay - Dis/Out Setup
- Accreditation Manager Plus (AMP) Setup
- ACE
- ACE Workflow Staging Setup
- ACHAS - App Support Setup
- ACS Web Bill Portal Setup
- ActiveBE Sync Setup
- Acudose CHIL Setup
- Acudose-BOMA Setup
- Acudose-SATX Setup
- Aculy Setup
- AD Email BOMA Setup
- AD Email CHIL Setup

Update

13. To delegate all currently existing tasks, check the **Delegate All Existing Tasks** checkbox. The default is unchecked.

14. Click the button to save the delegation rule.

15. Click the button to return to the main *Out of Office Settings* screen. Clicking on cancel will erase any delegation information entered.

Out of Office Settings

- After updating the delegation rules, the system returns to the main *Out Of Office Settings* screen.

[Close Window](#)

Out of Office Settings for Davina Robinson

Status:

Leaving on:
mm/dd/yyyy

Returning on:
mm/dd/yyyy

While out of the office,
No Out of Office Rules Defined - Tasks will remain in task list.

Click [here](#) to add an out of office rule for delegating your tasks to others while you are out.

Out of Office Settings Screen


- The screen displays the recipient of the user's existing and new tasks during the time frame indicated by the **Leaving on** and **Returning on** fields.
- Click the **Edit** link to modify the existing delegation rule.
- Click the **Delete** link to delete the existing delegation rule.
- Click the button to save the Out of Office settings.
- Click the **Close Window** link to close the Out of Office Settings screen.

Overview

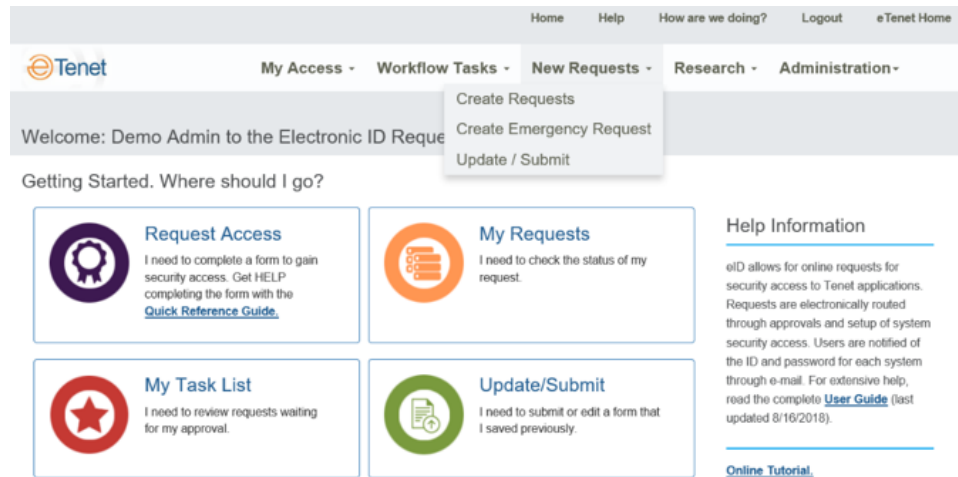
The New Requests menu contains two screens from which the user can create a new request or complete prior requests that were saved and not submitted. The two screens under the New Requests tab are:

- Create Request
- Update/Submit

Create Request


The eID request form is a dynamic form that displays only those sections the user needs to complete based on previous entries. The system walks the user through the selections by clicking the  button at the bottom of each page or by using the form navigation across the top of the form. The user may submit a personal request or a request for another employee.

Create Request for Myself – Step 1 Verify Requestor Details



eID Home Page – Create Request

Step by Step

1. Click **Create Request** from the Navigation Menu. The requestor information page of the form is displayed.
2. Click  **I am completing this request for myself**. The user's Employee Details display.

Create Request

Request # 309641 | [Verify Requestor Details](#)

Verify Requestor Details


I am completing this request for myself.
 I am completing this request on behalf of another employee. [Change Employee](#)

Employee Details

Please verify that the following information is correct. *Information for Tenet Market colleagues may not reflect current HR data; you may continue with the eID process.* If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet. Update my profile information and email address can be changed by contacting the service desk.

Name:	Demo Admin	Work Phone #:	(000)000-0000
Email Address:	nancy.fnu@ntldata.com	eTenet User ID:	DEMO ADMIN
Employee ID:	000198221	Job Title:	DEMO ADMIN3
Department:	123456	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Perot Systems Corporation (PSC) (PSC)
Supervisor Name:		Supervisor Job Title:	

Step 1 – eID Employee Detail Screen

- Verify that the user information is correct. If any of the information is incorrect, please contact your local HR department to have the information corrected before submitting the request. Incorrect information could delay approval or result in denial of the request.
- Enter the name of your Supervisor in the Select Supervisor section. The system will allow a search based on the Supervisor Name. Enter several letters of the First and Last and click the  button.

Request # 311763 | [Verify Requestor Details](#)

Verify Requestor Details

I am completing this request for myself.
 I am completing this request on behalf of another employee. [Change Employee](#)

Employee Details


Please verify that the following information is correct. *Information for Tenet Market colleagues may not reflect current HR data; you may continue with the eID process.* local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For referen my profile information and email address can be changed by contacting the service desk.

Name:	WF10 Train	Work Phone #:	(000)000-0000
Email Address:	jay_witherel@deil.com	eTenet User ID:	WF10.Train
Employee ID:	000197183	Job Title:	PEROT ASSOCIATE
Department:	787654	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Headquarters Office (C90) (401)
Supervisor Name:		Supervisor Job Title:	

Select Supervisor

Please use the search tool below to select the supervisor of the employee for which this request is being submitted.

First Name:
 Last Name:



Step 1 – eID Supervisor Search Screen

Create Request

5. Select the Supervisor by clicking on the **Name** link.

Home Help How are we doing? Logout eTenet Home

eTenet My Access - Workflow Tasks - New Requests - Research - Administration -

Request #: 309641 | [Verify Requestor Details](#)

Verify Requestor Details

I am completing this request for myself.

I am completing this request on behalf of another employee. [Change Employee](#)

Employee Details

Please verify that the following information is correct. **Information for Tenet Market colleagues may not reflect current HR data; you may continue with the eID process.** If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet. Update my profile information and email address can be changed by contacting the service desk.

Name:	Demo Admin	Work Phone #:	(000)000-0000
Email Address:	nancy.fnu@ntldata.com	eTenet User ID:	DEMO ADMIN
Employee ID:	000198221	Job Title:	DEMO ADMIN3
Department:	123456	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Perot Systems Corporation (PSC) (PSC)
Supervisor Name:	Peggy Prior	Supervisor Job Title:	Perot Associate

[Change Supervisor](#)

6. Verify the Supervisor Name. If the Supervisor name selected is not correct, click the [Change Supervisor](#) button to modify the Supervisor Name.
7. Verify the Facilities Supported. If the default Single Location Only displayed is not correct, Select the correct location from the list below.



Note: You may also select one of the Facility Entities by selecting the appropriate radio button.

Create Request

Name:	Demo Admin	Work Phone #:	(000)000-0000
Email Address:	nancy.fnu@nttdata.com	eTenet User ID:	DEMO ADMIN
Employee ID:	000198221	Job Title:	DEMO ADMIN3
Department:	123456	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Perot Systems Corporation (PSC) (PSC)
Supervisor Name:	Peggy Prior	Supervisor Job Title:	Perot Associate

[Change Supervisor](#)

Facility Supported
Please select the location that best describes the type of information you need to see when using your requested applications. If you select a single location, that location will be automatically selected for the new applications you request.

NOTE: You may change the defaulted Single Location displayed here.

Single Location Only

Group/Market Facilities

Conifer Facilities

Ambulatory Facilities

Divested Facilities

Corporate Access/Access Across Multiple or All facilities

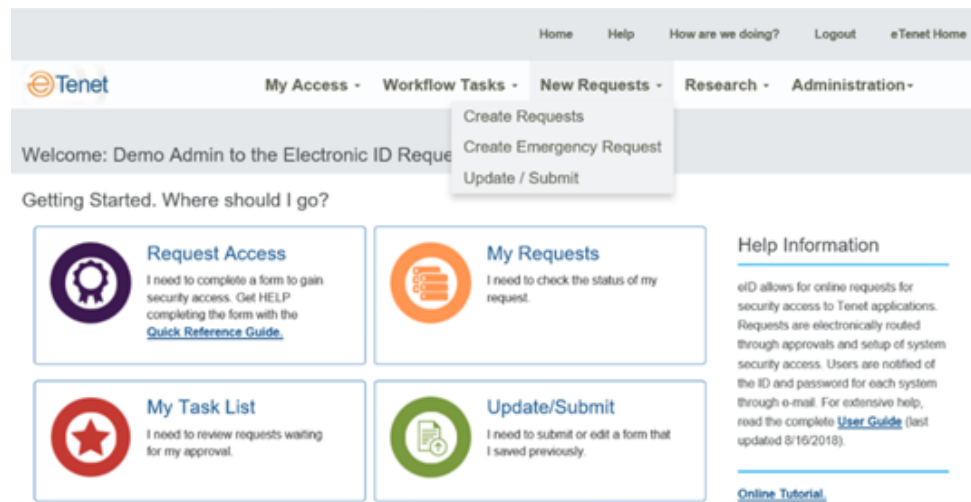
[Save & Close](#) [Cancel Request](#) [Next](#)

Step 1 – eID Change Default Work Location

8. Select a facility from **Select Work Location** list box.
9. To save the incomplete request, click the [Save & Close](#) button. This will allow the user to come back and update the request at a later date.
10. To continue with the request click the [Next](#) button to go to Step 2 (**System Selection**).

Create Request

Creating Request on Behalf of Another Employee– Step 1 Verify Requestor Details

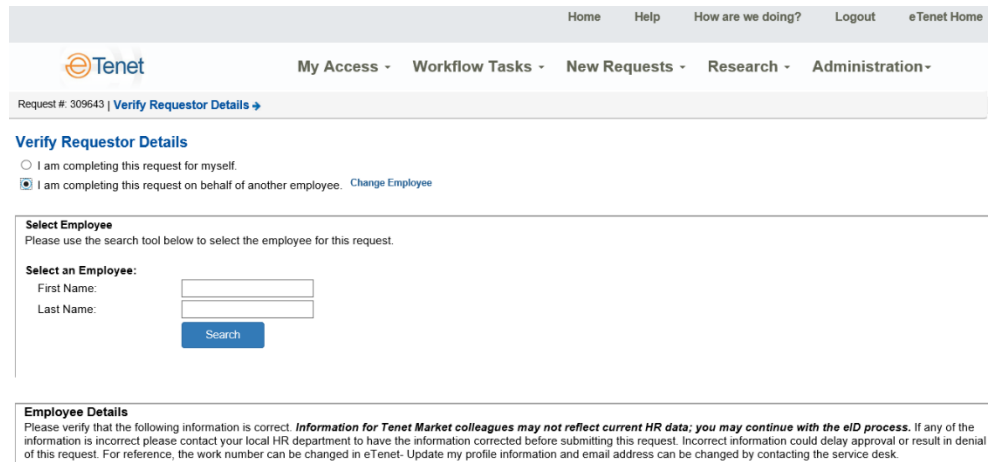


eID Home Page – Create Request


Step by Step

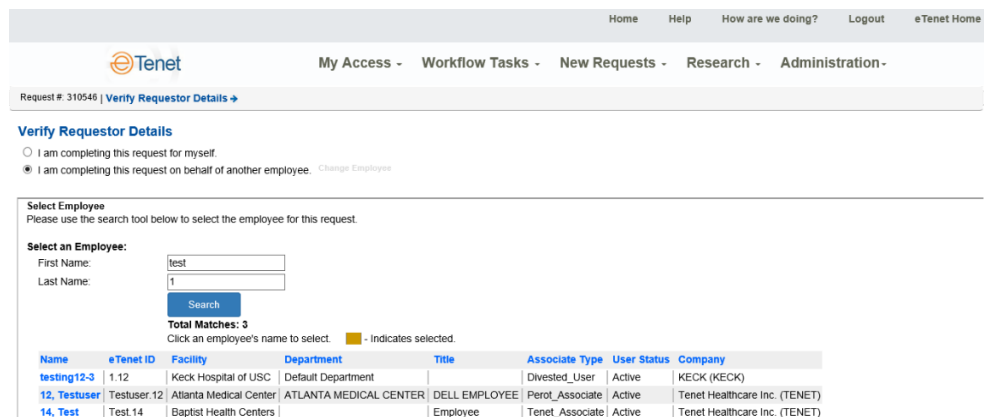
1. Click **Create Request** from the Navigation Menu. The requestor information page of the form is displayed.
2. Click I am completing this request on behalf of another employee. The Select Employee search field displays.

Create Request



Creating Request on Behalf of Another Employee

3. Enter the employee’s first and/or last name in the respective fields.
4. Click the  button.



Name	eTenet ID	Facility	Department	Title	Associate Type	User Status	Company
testing12-3	1.12	Keck Hospital of USC	Default Department		Divested_User	Active	KECK (KECK)
12, Testuser	Testuser.12	Atlanta Medical Center	ATLANTA MEDICAL CENTER	DELL EMPLOYEE	Perot_Associate	Active	Tenet Healthcare Inc. (TENET)
14, Test	Test.14	Baptist Health Centers		Employee	Tenet_Associate	Active	Tenet Healthcare Inc. (TENET)

Create Request – Select Employee

The system displays a list of possible matches by **Name**, **Facility**, **Department**, and **Title**.

Create Request

5. Select the employee’s name from the list. The employee’s details are displayed.

Request # 310546 | [Verify Requestor Details](#) →

Verify Requestor Details

I am completing this request for myself.
 I am completing this request on behalf of another employee. [Change Employee](#)

Employee Details

Please verify that the following information is correct. **Information for Tenet Market colleagues may not reflect current HR data; you may continue with the eID process.** If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet. Update my profile information and email address can be changed by contacting the service desk.

Name:	TestUser 12	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	Testuser 12
Employee ID:	000228830	Job Title:	DELL EMPLOYEE
Department:	000000	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Atlanta Medical Center (GBH) (800)
Supervisor Name:		Supervisor Job Title:	

Select Supervisor

Please use the search tool below to select the supervisor of the employee for which this request is being submitted.

First Name:
 Last Name:

Creating Request for Another Employee

6. Verify that the employee’s information is correct. If any of the information is incorrect, please contact your local HR department to have the information corrected before submitting the request. Incorrect information could delay approval or result in denial of the request.
7. Verify the employee’s Supervisor Name. You may need to search for the supervisor’s name. (See *eID Supervisor Search Screen* in *Creating Request for Myself* section details).

Create Request

Name:	TestUser 12	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	Testuser.12
Employee ID:	000228830	Job Title:	DELL EMPLOYEE
Department:	000000	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Atlanta Medical Center (GBH) (800)
Supervisor Name:	Peggy Prior	Supervisor Job Title:	Perot Associate

[Change Supervisor](#)

Facility Supported

Please select the location that best describes the type of information you need to see when using your requested applications. If you select a single location, that location will be automatically selected for the new applications you request.

NOTE: You may change the defaulted Single Location displayed here.

Single Location Only: Atlanta Medical Center (GBH) (800)
 Group/Market Facilities
 Conifer Facilities
 Ambulatory Facilities
 Divested Facilities
 Corporate Access/Access Across Multiple or All facilities

[Save & Close](#) [Cancel Request](#) [Next](#)

Supervisor Details

- Verify the employee’s Work Location. If the Work Location is incorrect, select the correct location from the Work/Single Location Selector section (See *Change Default Work Location Screen in Creating Request for Myself* section details).



Note: You may also select one of the other Facility Entities by selecting the appropriate radio button.

- To save the incomplete request, click the [Save & Close](#) button. This will allow the user to come back and update the request at a later date.
- To continue with the request click the [Next](#) button to go to *Step 2 (System Selection)*.

Create Request

Step 2: Select System(s)

All systems are listed by category (the same system may be listed in multiple categories). Use the Application Category Quick Jump drop-down menu to choose from the eleven categories listed in alphabetical order. The systems are displayed in alphabetical order within the appropriate categories. Example categories are:

- Business Office Systems
- Clinical Quality
- Compliance Department Management Systems
- Financial Systems
- Hospital
- Human Resources Systems
- Information Systems and Security
- Law Department Management Systems
- Materials Management/Accounts Payable Systems
- Nursing
- Other
- Payroll Systems
- Quality Management Systems
- Travel and Expense Systems
- Website Administration

Home Help How are we doing? Logout eTenet Home

Tenet My Access - Workflow Tasks - New Requests - Research - Administration -

Request #: 310546 | Verify Requestor Details | [Select System\(s\)](#)

Select System(s)

Please select the systems. The systems are grouped into categories by business roles. **Selecting the system category will select all systems within the category.** If requiring any payroll system, please use 2 separate requests - 1 for payroll and 1 for all other systems.

Application Category: **Abrazo Healthcare Applications** Search:

Abrazo Healthcare Applications

- Abrazo Market Network Access and Email (for Exceptions Only) Description
- Acuity Description
- Athena - PHAZ Description
- Avega Description
- Cardiac PACS - PHAZ Description
- CPN Paramatal QS - PHAZ Description
- CVM - Audits (PHI) Description
- EasyID - Advance Description
- ePrescribe(Surescripts) Description
- EZ-CAP VBC Description

System Selection – Step 2: Select System or Systems

Create Request

Step by Step

1. To select **all systems within a category**, click the check box to the left of the category name.



Note: You can select a category and then de-select the few systems you do not need from the category. Allow the screen to refresh after each selection.

2. To select **individual** systems, click the check box to the left of that system name.
3. Any system displaying the **access** icon indicates that the user for which access is being requested already has access to the system. The user may still select a system with the access icon for access modification.



Note: Systems that have existing requests display the **in progress** icon. You may not open a new request if a system currently has a request in progress. You can view a Pending request by clicking the **Update/Submit** link on the left Navigation Menu.

4. Once you have selected the systems, scroll to the bottom of the page and click the **Next** button.

If you chose the Work/Single location in Step 1 - Verify Requestor Details and you select only new applications in this step; the system will bypass Step 3 – Select an Activity and direct you to Step 4 – Select Security Level.

Create Request

Step 3: Select an Activity

This screen allows you to select an activity for modifying existing application access on the request.

Step 3 – Select an Activity

Although new application requests will display on this screen, the application does not allow you to select an activity for these requests.

From the Select an Activity screen you may choose the following activities:

- Modify Security Level on Existing Access
- Replace Facility on Existing Access
- Delete Facility on Existing Access
- Add Facility to Existing Access
- Add a New Security Level and Facility combination to Existing Access
- Delete Access

Create Request

Step by Step

Review the current security access settings for each application. If an existing application has more than one security level and facility combination, the system will show each combination. As a default setting, only the first four facilities for each combination will be displayed.

1. Click the **View All** link to view all involved facilities.
2. Choose an activity from the **Select an Activity** drop-down menu.



Note: You may only select one activity per application.

The screenshot shows the Tenet web application interface. At the top, there is a navigation bar with 'Home', 'Help', 'How are we doing?', 'Logout', and 'eTenet Home'. Below this is a secondary navigation bar with 'My Access - Workflow Tasks - New Requests - Research -'. The main content area is titled 'Request # 311526 | Verify Requestor Details | Select System(s) | Select Activity'. The 'Select Activity' section contains instructions: 'Please select an Activity for the applications you wish to modify, and then select "Next". You must select an Activity for all applications labeled "Modify" before you can proceed to the next screen. NOTE: You will select a Security Level for all applications labeled "New" in the next step.' Below the instructions, there are two application entries: 'ACE (Accreditation Compliance Excellence)' and 'OnDemand Web'. The 'OnDemand Web' entry shows the current security access for this application. It lists two security levels: 'AM - AML Reports, AP - IMMS Account Payable, CM - CMS/FA, DM - Document Management Reports, GL - General Ledger, IC - IMMS Inventory Control, MM - IMMS Material Management, PR - Payroll Unlimited (Users will be able to view employee information including wages), RV - Facility Cost Accounting RVU Reports, RX - Pharmacy' and 'PD - Payroll Limited (Users will be able to view department level statistics)'. For each security level, there is a 'Facility(s)' field with a 'View All' link and an 'Activity' dropdown menu. The 'Activity' dropdown menu is currently set to 'Select an Activity'. At the bottom of the form, there are three buttons: 'Save & Close', 'Cancel Request', and 'Next >'.

3. Once you make your selection, you may return and re-select an activity from this same drop-down menu.

Create Request

Request # 311526 | Verify Requestor Details | Select System(s) | **Select Activity** >



Select Activity
Please select an Activity for the applications you wish to modify, and then select "Next". You must select an Activity for all applications labeled "Modify" before you can proceed to the next screen. **NOTE: You will select a Security Level for all applications labeled "New" in the next step.**

ACE (Accreditation Compliance Excellence)	Remove from this request
OnDemand Web	Remove from this request

You currently have the following security access for this application.

Security Level(s): AM - AML Reports, AP - IMMS Account Payable, CM - CMS/FA, DM - Document Management Reports, GL - General Ledger, IC - IMMS Inventory Control, MM - IMMS Material Management, PR - Payroll Unlimited (Users will be able to view employee information including wages), RV - Facility Cost Accounting RVU Reports, RX - Pharmacy	Facility(s): Saint Marys MC PBAR Conversion HSP1 View All	Activity: Select an Activity
Security Level(s): PD - Payroll Limited (Users will be able to view department level statistics)	Facility(s): All Tenet Divisions View All	Activity: Select an Activity

[Save & Close](#) [Cancel Request](#) [Next >](#)

- To save the incomplete request, click the  button. This will allow you to come back and update the request at a later date.
- Once you select activities for all applications, click the  button.



Note: Click the **Remove this System** link to remove specific applications from the request.

Create Request

Step 4: Select Security Level

If you chose to modify or add security access, or you added a new application, the Select Security Level screen displays.

Home Help How are we doing? Logout eTenet Home

Tenet My Access - Workflow Tasks - New Requests - Research -

Request #. 310547 | Verify Requestor Details | Select System(s) | [Select Security Level](#) >

Select Security Level

Please select a Security Level for the applications displayed on this page and then select "Next". You must select a Security Level for all applications before you can proceed to the next step.

Kronos - PHAZ Security Level(s): None. Please Select.	Remove from this request [x] Select Security Level
Powerscribe - PHAZ Security Level(s): None. Please Select.	Remove from this request [x] Select Security Level
Market Active Directory Security Level(s): None. Please Select.	Remove from this request [x] Select Security Level

[Save & Close](#) [Cancel Request](#) [Next >](#)

Step by Step

1. Click either the Modify Security Level or Select Security Level buttons next to the application. The Security Level wizard displays.



Note: The button displayed depends on choices made previously.

Home Help How are we doing? Logout eTenet Home

Tenet My Access - Workflow Tasks - New Requests - Research -

Request #. 310547 | Verify Requestor Details | Select System(s) | [Select Security Level](#) >



Select Security Level

Please select a Security Level for the applications displayed on this page and then select "Next". You must select a Security Level for all applications before you can proceed to the next step.

Kronos - PHAZ Add a new access to this application. Select the role that best describes you : <input type="radio"/> CFO <input type="radio"/> Director <input type="radio"/> HR Employee <input type="radio"/> IT Administrator <input type="radio"/> Manager <input type="radio"/> Payroll Employee <input type="radio"/> Timestamp Employee	Remove from this request [x] Select Security Level
--	---

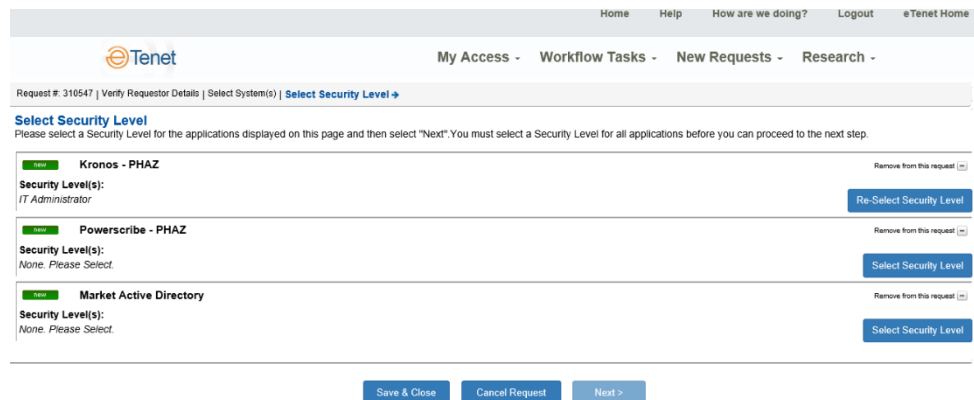
[Cancel](#) [Done](#)

Create Request

2. Complete the wizard as appropriate. The Security Level wizard is application-specific, so the questions will vary depending on application selected and answers to previous questions.
3. Click the  button. Once you make your selection, you may return and re-select the security level from this same drop-down menu by clicking the  button.



Note: If you choose the same security level as the existing access, the application will ask you to reselect the security level.



The screenshot shows the Tenet user interface for selecting security levels. At the top, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. Below this is a breadcrumb trail: My Access - Workflow Tasks - New Requests - Research -. The main heading is "Select Security Level" with a sub-instruction: "Please select a Security Level for the applications displayed on this page and then select 'Next'. You must select a Security Level for all applications before you can proceed to the next step." There are three application entries, each with a "Remove from this request" link and a "Select Security Level" button. The first entry is "Kronos - PHAZ" with a security level of "IT Administrator" and a "Re-Select Security Level" button. The second entry is "Powerscribe - PHAZ" with a security level of "None. Please Select." and a "Select Security Level" button. The third entry is "Market Active Directory" with a security level of "None. Please Select." and a "Select Security Level" button. At the bottom, there are three buttons: "Save & Close", "Cancel Request", and "Next >".

4. Continue completing Security Wizards for any other applications in the request. All security level requests must be completed before moving to the next step.

Create Request



Request # 310547 | Verify Requestor Details | Select System(s) | [Select Security Level](#) →

Select Security Level
Please select a Security Level for the applications displayed on this page and then select "Next". You must select a Security Level for all applications before you can proceed to the next step.

Kronos - PHAZ Security Level(s): IT Administrator	Remove from this request
Powerscribe - PHAZ Security Level(s): Technologist	Remove from this request
Market Active Directory Security Level(s): None. Please Select.	Remove from this request

[Save & Close](#) [Cancel Request](#) [Next >](#)

If you chose the Work/Single location in Step 1 - Verify Requestor Details and you selected only new applications in Step 2 – Select System(s); the system will bypass Steps 5 and 6 and direct you to Step 7 – Review and Submit.

5. To save the incomplete request, click the  button. This will allow you to come back and update the request at a later date.
6. Once you complete all security level requests for all applications, click the  button.



Note: Click the **minus button** next to **Remove this System** to remove specific applications from the request.

Create Request


Step 5: Select Facility – New Access

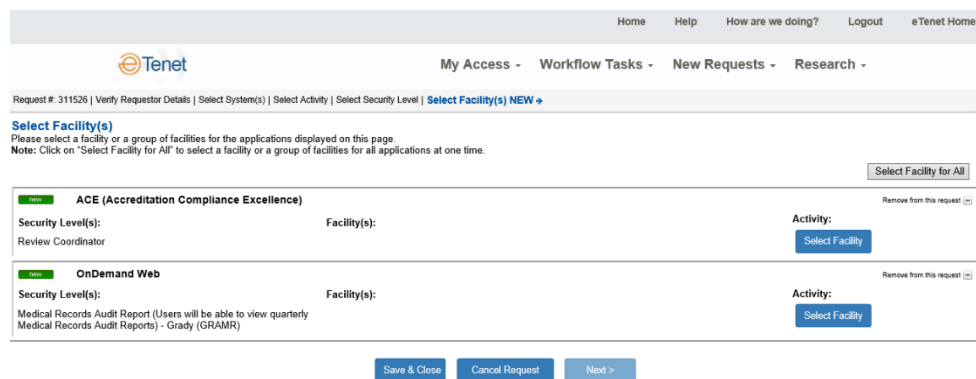
The facility selector now allows you to choose facilities based on a hierarchical structure. Depending on applications chosen, you may choose to select facilities for all applications in the request or select facilities for individual applications.

Step by Step

Select Facilities for Individual Applications

The option to select facilities for all applications in the request is available, depending on the applications selected.

1. Click the  button. The application-specific Facility Selector displays.



2. The application highlights the Facility Entity level selected in Step 1 - Verify Requestor Details.
3. Select the appropriate level from the facility entity display. The children of the selected entity display in the **Select From** display window.

Create Request

Corporate/Division: All Tenet OP7(OP7-HGB) ▼

Divested Divisions: Please select a divested entity ▼

Region: Please select a region entity ▼

Market: Please select a market entity ▼

Facility: Please select a facility ▼

If you need access to information from all facilities within a Market, just select the Market. You do not need to select any additional Facilities. If you need access to information from one or more individual Parent Facilities within a Market, please select the Market from the highlighted dropdown, and then select the individual Parent Facilities you need from that Market

Select From:

- All Tenet OP7(OP7-HGB)
- Corporate Division(OP7-HGB-CRP)
- Corporate/Non Corporate Division(OP7-HGB-CR0)
- Divested Division - Non-Tenet(OP7-HGB-DR4)
- Divested Division - Tenet(OP7-HGB-DR3)
- Non-Core Division(OP7-HGB-WD0)
- Tenet Core Division(OP7-HGB-ED0)
- TPR All Finance(OP7-HGB-TAF)
- United Surgical Partners Inc.(OP7-HGB-ED1)

Buttons: Add >, Add All >>, < Remove, Reset Facility


Selected:

Buttons: Cancel, Done

4. Click on the name of the facility or level you would like to add.



Note: You may select multiple child facilities by using Ctrl + Mouse click.

5. Click the  button. The selection is moved to the **Selected** display window.

Corporate/Division: All Tenet OP7(OP7-HGB) ▼

Divested Divisions: Please select a divested entity ▼

Region: Please select a region entity ▼

Market: Please select a market entity ▼

Facility: Please select a facility ▼

If you need access to information from all facilities within a Market, just select the Market. You do not need to select any additional Facilities. If you need access to information from one or more individual Parent Facilities within a Market, please select the Market from the highlighted dropdown, and then select the individual Parent Facilities you need from that Market

Select From:

- All Tenet OP7(OP7-HGB)
- Corporate Division(OP7-HGB-CRP)
- Corporate/Non Corporate Division(OP7-HGB-CR0)
- Divested Division - Non-Tenet(OP7-HGB-DR4)
- Divested Division - Tenet(OP7-HGB-DR3)
- Non-Core Division(OP7-HGB-WD0)
- Tenet Core Division(OP7-HGB-ED0)
- TPR All Finance(OP7-HGB-TAF)
- United Surgical Partners Inc.(OP7-HGB-ED1)

Buttons: Add >, Add All >>, < Remove, Reset Facility

Selected:



- Corporate Division(OP7-HGB-CRP)
- Non-Core Division(OP7-HGB-WD0)
- Tenet Core Division(OP7-HGB-ED0)

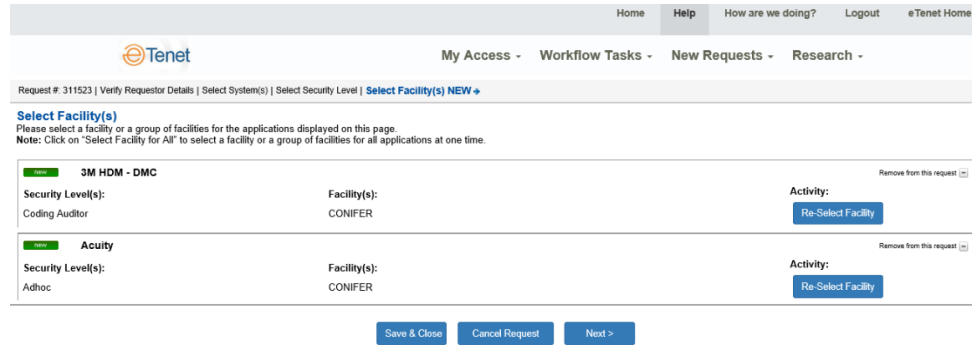
Buttons: Cancel, Done



Note: Clicking the **Add All** button will only add the highest level displayed in the Select

Create Request

- Click the  button. Once you make your selection, you may return and re-select a facility by clicking the  button.





Request # 311523 | Verify Requestor Details | Select System(s) | Select Security Level | **Select Facility(s) NEW**

Select Facility(s)
Please select a facility or a group of facilities for the applications displayed on this page.
Note: Click on "Select Facility for All" to select a facility or a group of facilities for all applications at one time.

Application	Security Level(s)	Facility(s)	Activity
3M HDM - DMC	Coding Auditor	CONIFER	Re-Select Facility
Acuity	Adhoc	CONIFER	Re-Select Facility

Buttons: Save & Close, Cancel Request, Next >

- Continue selecting facilities for each application, following the steps above.
- To save the incomplete request, click the  button. This will allow you to come back and update the request at a later date.
- Once you complete all requests for all applications, click the  button.



Note: Click the **minus button next to Remove this System** to remove specific applications from the request.

Create Request

Step 6: Select Facility – Existing Access

The facility selector now allows you to modify facilities based on a hierarchical structure. The Existing Access screen will display if you chose the following activities:

- Add Facility
- Replace Facility
- Delete Facility

Depending on applications and activities chosen, the application may allow you to choose to select facilities for all applications in the request or select facilities for individual applications.

Request # 311781 | Verify Requestor Details | Select System(s) | [Select Activity](#)

Select Activity
Please select an Activity for the applications you wish to modify, and then select "Next". You must select an Activity for all applications labeled "Modify" before you can proceed to the next screen. **NOTE: You will select a Security Level for all applications labeled "New" in the next step.**

OnDemand Web Remove from this request

You currently have the following security access for this application.

Security Level(s): Corporate, HR - Payroll History Reports, PR - Payroll Unlimited (Users will be able to view employee information including wages)	Facility(s): Houston CBO View All	Activity: Select an Activity
Security Level(s): PD - Payroll Limited (Users will be able to view department level statistics)	Facility(s): Perot Systems Corporation View All	Re-Select Activity: Add Facility on existing access

Achieve Pathlinks Remove from this request

You currently have the following security access for this application.

Security Level(s): Clinician	Facility(s): Divested-Starcare of Jonesboro, Inc View All	Re-Select Activity: Add Facility on existing access
--	--	---

Save & Close
Cancel Request
Next >

Step by Step

Add Facility

1. Select Add Facility from the drop down under Activity section. Click the Next button. The application-specific Facility Selector displays.

Create Request

The application highlights the Facility Entity level selected in Step 1 - Verify Requestor Details.

2. Select the appropriate level from the facility entity display. The children of the selected entity display in the **Select From** display window.

3. Click on the name of the facility or level you would like to add.



Note: You may select multiple child facilities by using Ctrl + Mouse click.

Create Request

- Click the **Add >** button. The selection is moved to the **Selected** display window.

Corporate/Division: All Tenet OP7(OP7-HGB) ▼

Divested Divisions: Please select a divested entity ▼

Region: Please select a region entity ▼

Market: Please select a market entity ▼

Facility: Please select a facility ▼

If you need access to information from all facilities within a Market, just select the Market. You do not need to select any additional Facilities. If you need access to information from one or more individual Parent Facilities within a Market, please select the Market from the highlighted dropdown, and then select the individual Parent Facilities you need from that Market

Select From:

- All Tenet OP7(OP7-HGB)
- Corporate Division(OP7-HGB-CRP)
- Corporate/Non Corporate Division(OP7-HGB-CR0)
- Divested Division - Non-Tenet(OP7-HGB-DR4)
- Divested Division - Tenet(OP7-HGB-DR3)
- Non-Core Division(OP7-HGB-HD0)
- Tenet Core Division(OP7-HGB-ED0)
- TPR All Finance(OP7-HGB-TAF)
- United Surgical Partners Inc.(OP7-HGB-ED1)

Selected:

- Corporate Division(OP7-HGB-CRP)
- Non-Core Division(OP7-HGB-WD0)
- Tenet Core Division(OP7-HGB-ED0)

Buttons: Add >, Add All >>, < Remove, Reset Facility, Cancel, Done



Note: Clicking the **Add All** button will only add the highest level displayed in the Select From display window.

- Click the **Done** button.

The application will compare the choices made with the existing access. Facilities with pre-existing access are labeled as Kept Facility(s) and newly selected facilities are labeled as Add Facility(s) in the application request area.

Create Request

Request # 311528 | Verify Requestor Details | Select System(s) | Select Activity | Select Security Level | **Select Facility(s) NEW** ▶

Select Facility(s)
Please select a facility or a group of facilities for the applications displayed on this page.
Note: Click on 'Select Facility for All' to select a facility or a group of facilities for all applications at one time.

NEW Invoice Processing	Security Level(s): Viewer	Facility(s): Tenet Core Division	Activity: Re-Select Facility	Remove from this request <input type="checkbox"/>
NEW eReserve	Security Level(s): Read Only, Testing	Facility(s): Non-Facility Global Role	Activity: Re-Select Facility	Remove from this request <input type="checkbox"/>

Save & Close **Cancel Request** **Next >**

- To save the incomplete request, click the **Save & Close** button. This will allow you to come back and update the request at a later date.
- Once you complete requests for all applications, click the **Next** button.



Note: Click the **minus button next to Remove this System** to remove specific applications from the request.

Replace All Facilities Associated to an Application

- Click the **Change Added Facilities** button. The application-specific Facility Selector displays.

Create Request



Note: The Replace Facility activity will remove *all* existing facilities from the application and add the new facility(s).

2. The application highlights the Facility Entity level selected in Step 1 - Verify Requestor Details.
3. Select the appropriate level from the facility entity display. The children of the selected entity display in the **Select From** display window.

Create Request

- Click on the name of the facility or level you would like to add.





Note: You may select multiple child facilities by using Ctrl + Mouse click.

- Click the Add button. The selection is moved to the **Selected** display window.



Note: Clicking the **Add All** button will only add the highest level displayed in the Select From display window.

Click the  button to remove selections from the Selected display window.

- Click  button. A message displays asking for confirmation of your intentions.



- Click the **OK** button to confirm the message.

Create Request

Request # 311784 | Verify Requestor Details | Select System(s) | Select Activity | Select Security Level | Select Facility(s) NEW | Select Facility(s) EXISTING


Select Facility - Existing Access
Please select a facility or a group of facilities for the applications displayed on this page.
Click on "Replace Facility for All" or "Add Facility to All" to select a facility or a group of facilities for all applications at one time. NOTE: These options will only be displayed if all Activities on this page are either "Replace Facility" or "Add Facility"

HR Recruitment & Retention Remove from this request

Security Level(s): View Only Facility(s): Remove Facility(s) Add Facility(s) Corporate Division Activity: Change Replaced Facilities

Save & Close Cancel Request Next >

The system denotes the facility changes in the application request area.

8. To save the incomplete request, click the  button. This will allow you to come back and update the request at a later date.

9. Once you complete requests for all applications, click the

 button.



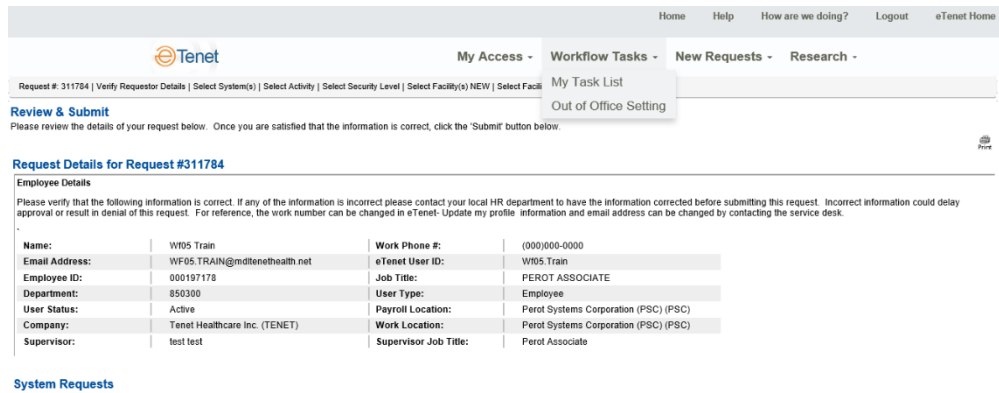
Note: Click the **minus button** next to **Remove this System** to remove specific applications from the request.

Delete Facilities

If you need to remove a large group of facilities, it may be best to change the activity selection to Replace Facility. You may not delete all the facilities from your existing access.

Create Request

Step 7: Review and Submit

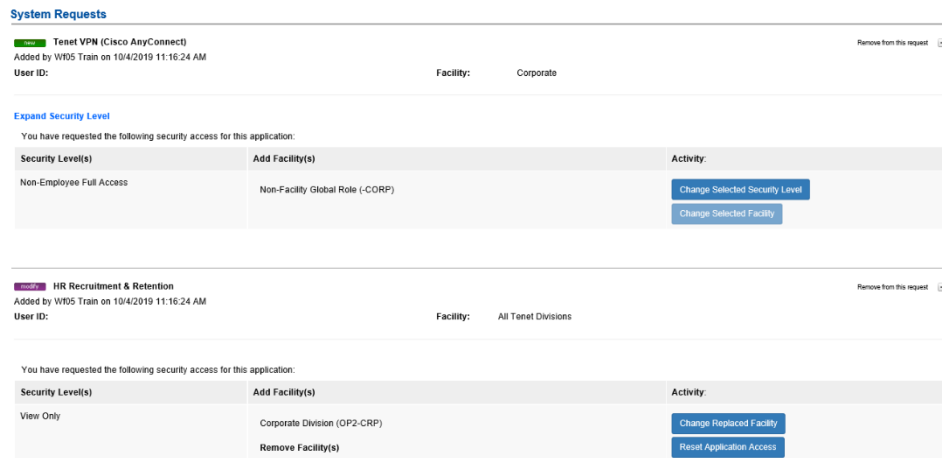


Step 4: Review and Submit

The Review and Submit screen is displayed once you have completed the detailed information for all systems. The application prompts the user to review all information on this screen for accuracy, and allows the user to edit the request activity or remove the application from the request.

Step by Step

1. Review the selections.



Create Request

- Click the **Expand Security Level** link to view information about the security level and the questions and answers from the security form.

System Requests

Tenet VPN (Cisco AnyConnect)
Added by W05 Train on 10/4/2019 11:16:24 AM Remove from this request

User ID: Facility: Corporate

Expand Security Level

You have requested the following security access for this application:

Security Level(s)	Add Facility(s)	Activity:
Non-Employee Full Access	Non-Facility Global Role (-CORP)	Change Selected Security Level Change Selected Facility

HR Recruitment & Retention
Added by W05 Train on 10/4/2019 11:16:24 AM Remove from this request

User ID: Facility: All Tenet Divisions

You have requested the following security access for this application:

Security Level(s)	Add Facility(s)	Activity:
View Only	Corporate Division (OP2-CRP) Remove Facility(s)	Change Replaced Facility Reset Application Access


- Click the **minus icon** next to **Remove from this request** to remove specific applications from the request if a system is listed that is not needed.

OR

- If available, you may click the **Reset Application Access** button to return to Step 3 – Select an Activity. This will remove the selections made in the request and allow you to new choices.
- Click the appropriate activity button to edit specific application access.



Note: Follow the appropriate steps documented previously for the various activity buttons.

- Click the  button to complete the request. You are returned to the eID Home Page.

Create Request

The screenshot shows the eID Home Page interface. At the top, there is a navigation bar with links for Home, Help, How are we doing?, Logout, and eTenet Home. Below this is the Tenet logo and a secondary navigation menu with options: My Access, Workflow Tasks, New Requests (which is expanded to show Create Requests and Update / Submit), and Research. A welcome message reads: "Welcome: Davina Robinson to the Electronic ID Request System (eID)". Below the welcome message is the heading "Getting Started. Where should I go?" followed by four main action cards: "Request Access" (with a purple ribbon icon), "My Requests" (with an orange bar chart icon), "My Task List" (with a red star icon), and "Update/Submit" (with a green document icon). To the right of these cards is a "Help Information" section with a blue underline, containing text about online requests and a link to the "User Guide" (last updated 8/16/2018). At the bottom right of the help section is a link for "Online Tutorial".

eID Home Page



Note: If you need to gather more information and submit the request later, click the **Save & Close** button from the Request Details page. To access an existing saved request, click **New Requests** then **Update/Submit** from the top navigation menu.

Note that the system will automatically delete “Entering” requests after seven days.

Update/Submit

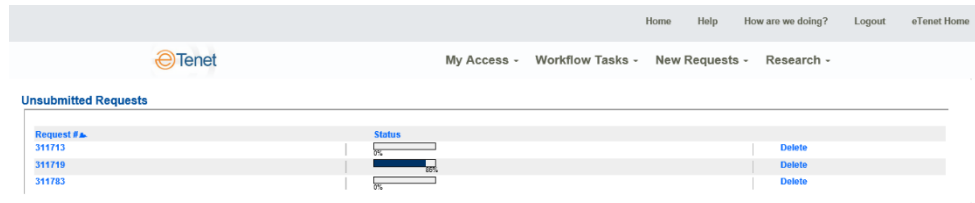
You are able to save incomplete requests and return to finish them at a later time.



Note: The system will automatically delete “Entering” requests after seven days.

Step by Step

1. Click **Update/Submit** on the Home Page.

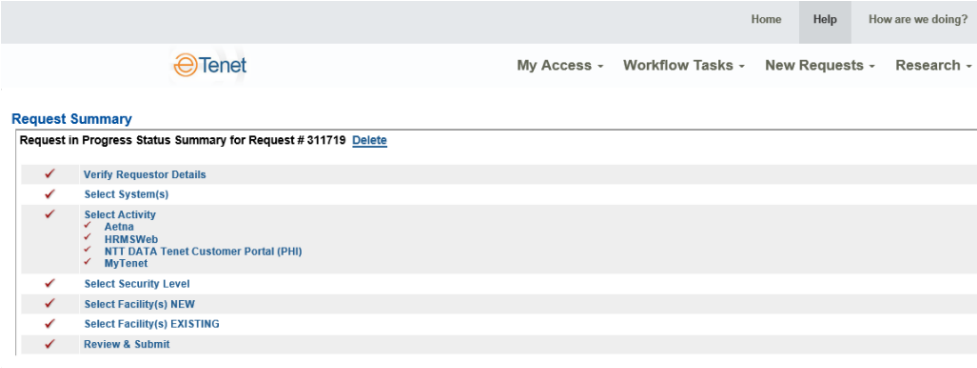


Update/Submit Unfinished Requests

All requests that are not submitted are displayed. The Request Number and a status bar with the amount completed are shown.

2. If you need to delete the request, click the **Delete** link.
3. To access the request, click the underlined number listed below the **Request #** column.

Update/Submit



Home Help How are we doing?

Tenet My Access - Workflow Tasks - New Requests - Research -

Request Summary

Request in Progress Status Summary for Request # 311719 [Delete](#)

- ✓ Verify Requestor Details
- ✓ Select System(s)
- ✓ Select Activity
 - ✓ Aelina
 - ✓ HRMSWeb
 - ✓ NTT DATA Tenet Customer Portal (PHI)
 - ✓ MyTenet
- ✓ Select Security Level
- ✓ Select Facility(s) NEW
- ✓ Select Facility(s) EXISTING
- ✓ Review & Submit

Request Summary

A summary of the request is displayed. Checkmarks denote those items that are complete.

4. Click the link for the item(s) to be modified.
5. Update as needed by following the instructions for completing a request.

Overview

System-generated requests are created by triggers from ADAM based on user profile modifications. These modifications are linked to specific business events, and these requests have different properties than user-generated requests. System-generated requests are as follows:

- Batch Load
- Association Change
- Termination
- Application Inactivity

Associate Change Requests

Associate Change requests are created when a user’s credentials are modified in ADAM. The following business events in ADAM trigger Associate Change requests in eID:

- Change in payroll tax work location
- Change in payroll location
- Change in facility
- Change in department
- Change in job code
- Change in employee type
- Change in employee status (other than termination)

Home Help How are we doing? Logout eTenet Home

Tenet My Access - Workflow Tasks - New Requests - Research - Administration-

Task: Provisioning Security Team Setup Required for Security Request #308281 [Return To Task List](#)

Request Details **User IDs and Passwords (1)** Comments (1) Status History

This is a system-generated Associate Status Change request. Please review the access displayed in the request carefully and submit the request in order to maintain the current access. You may modify the current security level or facilities associated to the displayed access or you may add more applications if needed. You may not remove any applications from the request. [Click here](#) to view the User Profile updates that initiated the Associate Status Change Request

Request Details for Request #308281

Employee Details

Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.

Name:	MockUA77 Test7	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	Mockua77_Test7
Employee ID:	000254986	Job Title:	PHLEBOTOMIST
Department:	714500	User Type:	Employee
User Status:	Disabled	Payroll Location:	Delray Medical Center (DEL) (200)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Hahnemann University Hospital (HAH) (855)
Supervisor:	Nancy TestTE	Supervisor Job Title:	PHLEBOTOMIST
Social Security #:	XXX-XX-4311		

Associate Change Request

Step by Step

1. eID creates an Associate Change request based on a trigger from ADAM.
2. eID routes the Associate Change request per normal business rules (application/facility/access).
3. Approvers may add applications to an Associate Change request, as well as modify existing access levels or facilities.
4. A user’s system access will be removed if that system access is denied on the Associate Change request. ADAM aware applications route directly to ADAM. Non-ADAM aware applications are routed to Application Information Systems Security, then to ADAM.
5. Associate Change requests will display the following text on the top of the Request Detail page:

Associate Change Requests

- a. This is a system-generated associate change request. The user listed below has had a {XXX}. Please validate the user's current access below and make the necessary modifications to the access based on the associate change.



Note: Applications cannot be removed from this request.

6. eID will specify which user profile element has changed in the Request Detail text.

Termination Requests

Termination Requests are created based on a trigger from ADAM. When ADAM detects the termination of a User ID, it will send a message to eID to create the Termination Request.

This is a system-generated termination request. The requestor listed below has been terminated. **Security Admin**, please confirm access to all local applications has been removed for the requestor. **Provisioning Security Team**, please confirm access to all corporate applications has been removed for the requestor.

Request Details for Request #310800

Employee Details

Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.

Name:	Anna Banks	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	ANNA1 Banks
Employee ID:	000197447	Job Title:	
Department:	000000	User Type:	Physician Staff
User Status:	Terminated	Payroll Location:	Clinical Demos/ Physician Portal Demos (CDF) (CDF)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Clinical Demos/ Physician Portal Demos (CDF) (CDF)
Supervisor:		Supervisor Job Title:	

System Requests System Generated

4Medica - DMC
 Added by Anna Banks on 9/31/2019 9:04:12 PM Approved
 User ID:

Termination Request

Step by Step

1. eID will create a Termination request when ADAM detects the termination of a User ID in ADAM.
2. System-generated Termination requests will follow a modified approval flow (to Application Information Systems Security only if required).
3. All in-process requests for the terminated User ID will be automatically denied in eID.
4. All Termination requests will display the following text:
 - a. This is a system-generated termination request. The user listed below has been terminated. Please remove application access for this User ID.
5. The Termination text will appear at the Application Information Systems Security step of the approval process, and will be located at the top of the Request's Approval page.
6. All ADAM-aware application threads will be sent immediately to ADAM for removal of access.
7. All non-ADAM-aware application threads will be sent first to Application Information Systems Security for manual removal of application access, and then to ADAM to remove the User.

Application Inactivity Requests

Application Inactivity Requests are triggered by ADAM when a user has not used a specific application in 180 days.

The screenshot shows the eTenet user interface for a system-generated request. At the top, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. Below these are tabs for My Access, Workflow Tasks, New Requests, Research, and Administration. The main content area is titled 'Request Details' and includes sub-tabs for User IDs and Passwords (0), Comments (0), and Status History. A warning message states: 'This system-generated request was created because the application listed has not been accessed in several months. Please review the access displayed in the request carefully, and submit the request in order to maintain the current access. You may modify the current security level or facilities associated to the access, but you may not add or remove applications.' Below this is the 'Request Details for Request #310811' section, which includes a note that the request will be auto-denied on 10/2/2019. The 'Employee Details' section contains a table with the following information:

Name:	MATTHEW PREUSS	Work Phone #:	(000)000-0000
Email Address:	null@null.com	eTenet User ID:	Matthew Preuss
Employee ID:	000220117	Job Title:	ECHO SME
Department:	000000	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Perot Systems Corporation (PSC) (PSC)
Supervisor:		Supervisor Job Title:	

Below the table is the 'System Requests' section, which shows the request was added by MATTHEW PREUSS on 9/2/2019 2:00:19 PM. The facility is listed as 'All Tenet Divisions' and the status is 'Approved'.

Application Inactivity Request

Step by Step

1. The request only contains the specific application, its security level, and associated facilities.
2. eID submits the request into the approval workflow.
3. eID will automatically deny the request in 30 days if not submitted and approved.

Complete and Submit

Step by Step

System-generated requests may require a requestor to complete and submit the request.

1. Open a System-Generated Request from the Task List.

Request #: 311719 | [Verify Requestor Details](#) | [Select System\(s\)](#) | [Select Security Level](#) | [Select Facility\(s\)](#) NEW | [Review & Submit](#)

Verify Requestor Details

I am completing this request for myself.
 I am completing this request on behalf of another employee. [Change Employee](#)

Employee Details
 Please verify that the following information is correct. *Information for Tenet Marker colleagues may not reflect current HR data; you may continue with the eID process. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet. Update my profile information and email address can be changed by contacting the service desk.*

Name:	test test	Work Phone #:	0000000-0000
Email Address:	test.test@yahoo.com	eTenet User ID:	Ten10.Test
Employee ID:	000232393	Job Title:	Perot Associate
Department:	000000	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Perot Systems Corporation (PSC) (PSC)
Supervisor Name:	Holly Ford	Supervisor Job Title:	QA ANALYST

[Change Supervisor](#)

2. Enter the name of the Supervisor in the Select Supervisor section. The system will allow a search based on the Supervisor Name. Enter several letters of the First and Last names and click the [Search](#) button.

Select Supervisor
 Please use the search tool below to select the supervisor of the employee for which this request is being submitted.

First Name:
 Last Name:
[Search](#)


Total Matches: 194
 Click an employee's name to select. - Indicates selected.

Name	eTenet ID	Facility	Department	Title
Howard, W.F.	W.F.1.Howard	Trinity Medical Center		MD
Howard, W.F.	W.F..Howard	Trinity Medical Center		MD
Train, Wf101	Wf101.Train	Perot Systems Corporation		TEST
Train, Wf16	Wf16.Train	Lakewood Regional Medical Center	INFORMATION SYSTEMS	Senior Tenet Employee
Train, Wf01	Wf01.Train	Baylor Medical Center Carrollton		Test
Train, Wf02	WF02.Train	Brookwood Baptist Med Ctr	BROOKWOOD BAPTIST MED CTR	PEROT ASSOCIATE
train, Wf03	Wf03.Train	MedPost - Boynton Beach	RETIREMENT BENEFITS	PEROT ASSOCIATE
Train, Wf04	Wf04.Train	Delray Medical Center	BAD DEBT PROVISION	PEROT ASSOCIATE
Train, Wf05	Wf05.Train	Perot Systems Corporation		PEROT ASSOCIATE
Train, Wf06	WF06.Train	The Hospitals of Providence East Campus	THOP EAST CAMPUS	PEROT ASSOCIATE TEST
Train, Wf08	Wf08.Train	San Ramon Regional Medical Center	SAN RAMON MEDICAL CENTER	Perot Associate
Train, Wf10	WF10.Train	Headquarters Office		PEROT ASSOCIATE
Train, Wf100	Wf100.Train	Perot Systems Corporation	Default Department	TEST
Train, Wf102	WF102.TRAIN	Perot Systems Corporation	Default Department	TEST
Train, Wf103	Wf103.Train	Headquarters Office	ENDOSCOPY	TENET EMPLOYEE

Page 1 [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#) [\[7\]](#) [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[...\]](#)

Facility Supported

Complete and Submit

3. Select the correct name from the listed results.
4. Verify the employee’s Work Location. If the Work Location is incorrect, click the **Change Location** link in the Work/Single Location Selector section (See *Change Default Work Location Screen* in *Creating Request for Myself* section details).
5. Select the correct radio button for the facility supported.
6. Click the  button. The Select System screen displays.

The eID application automatically populates the application information based on the system-generated request. Only on Associate Change system-generated requests can additional applications be added to the request.



7. Click the  button. The Select Activity screen displays.

The eID application also automatically populates the activity information based on the system-generated request. You may choose to modify only one of the following actions:

- Add Facility
- Replace Facility
- Delete Facility
- Modify Security Level
- Delete Access

If you change your mind after choosing one of the above actions, you can click on the Reselect Activity button.

Complete and Submit

Request # 311781 | Verify Requestor Details | Select System(s) | [Select Activity](#) ▶

Select Activity
Please select an Activity for the applications you wish to modify, and then select "Next". You must select an Activity for all applications labeled "Modify" before you can proceed to the next screen. **NOTE: You will select a Security Level for all applications labeled "New" in the next step.**

OnDemand Web Remove from this request

You currently have the following security access for this application.

Security Level(s): Corporate, HR - Payroll History Reports, PR - Payroll Unlimited (Users will be able to view employee information including wages)	Facility(s): Houston CBO View All	Activity: Select an Activity
Security Level(s): PD - Payroll Limited (Users will be able to view department level statistics)	Facility(s): Perot Systems Corporation View All	Re-Select Activity: Add Facility on existing access

Achieve Pathlinks Remove from this request

You currently have the following security access for this application.

Security Level(s): Clinician	Facility(s): Divested-Starcare of Jonesboro, Inc View All	Re-Select Activity: Add Facility on existing access
--	--	---

[Save & Close](#) [Cancel Request](#) [Next](#)

- Click the [Next](#) button. The remaining steps depend on the activity you choose. Please see the User-Generated section for details.
- After you complete all the steps, the Review and Submit screen displays. Click the [Submit](#) button. The access request is submitted into the approval workflow.

Department:	590000	User Type:	Perot Employee
User Status:	Active	Payroll Location:	Perot Systems Corporation (PSC) (PSC)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	Delray Medical Center (DEL) (200)
Supervisor:	Test Test	Supervisor Job Title:	TEST

[Change Supervisor](#)

System Requests System Generated

HRMSWeb
Added by W104 Train on 8/5/2019 2:00:07 PM
User ID: Facility: Divested Division: Non-Tenet

You have requested the following security access for this application:

Security Level(s)	Kept Facility(s)	Activity:
Corp Facility Job Code (Incl. Grade & Structure), Corporate All Screens - Read Only, DL Admin - HRMS, Report Admins, Report Users	Divested-Atlanta Medical Center (S75-AMU) Div-Starcare of Jonesboro (434-DOK) Divested-Sylvan Grove Hospital (S78-SGB)	Modify Request (options)

[Save & Close](#) [Submit](#)

Overview

There are two ways to review the status of requests. You can view the status of all the requests you have submitted by using **My Submitted Requests** or search for specific requests by using **Search Requests**. *The Search Requests option is only available to certain levels of security.* If you have access to it, it is displayed under the Research option under the My Submitted Requests.

My Requests

You may view a list of all submitted requests. You may sort by any column heading. Clicking on the request number will open the request's Status History page for more detail. You may also view the Requested Systems corresponding to the Request Number by using the cursor to hover over the underlined request number.

Step by Step

1. Click **Research**, then **My Requests** from the left Navigation Menu. A general status screen with all the requests the user has submitted displays.

The screenshot shows the 'My Requests' page in the Tenet system. At the top, there are navigation links: Home, Help, How are we doing?, and Logout. Below that, a breadcrumb trail reads: My Access - Workflow Tasks - New Requests - Research - Administration. The main heading is 'Requests for My Access', followed by a sub-heading: 'This list displays all requests for your own personal access, whether the request was completed by you or on your behalf. You will be able to see your assigned User IDs for each application in these requests.'

Request #	Facility	Request Type	Submitted On	Completed On	Current Status	Current Recipients	Current Recipient's e-mail address	Cancel
309677	Payroll Alpha-Num Test Fac #1 (01P) (01P)	User Requested	7/23/2019 2:37:02 PM		In Process			Cancel
304124	TH VENTURES, INC (01I) (01I)	User Requested	2/26/2019 1:44:27 PM		In Process			Cancel
303635	DMC Detroit Receiving Hospital (DOR) (01S)	User Requested	2/14/2019 4:22:23 PM		In Process			Cancel
303609	DMC Children's Hospital (DCR) (010)	User Requested	2/14/2019 11:33:36 AM		In Process			Cancel
273593	Perot Systems Corporation (PSC) (PSC)	User Requested	9/26/2018 11:18:37 AM	10/2/2018 1:09:49 PM	Completed			
228924	Perot Systems Corporation (PSC) (PSC)	Batch Load	7/9/2018 10:05:35 AM		Cancelled	N/A	N/A	
228923	Perot Systems Corporation (PSC) (PSC)	Batch Load - Preloaded	7/9/2018 9:59:31 AM		Cancelled	N/A	N/A	
228994	Perot Systems Corporation (PSC) (PSC)	Batch Load - Preloaded	7/6/2018 11:49:14 AM		Cancelled	N/A	N/A	
226580	Perot Systems Corporation (PSC) (PSC)	Batch Load	6/14/2018 2:50:54 PM		Cancelled	N/A	N/A	
226579	Perot Systems Corporation (PSC) (PSC)	Batch Load	6/14/2018 2:35:27 PM		Cancelled	N/A	N/A	
226188	Perot Systems Corporation (PSC) (PSC)	Security Rule - NonAdam	5/15/2018 4:15:08 PM		In Process	NTT Central Provisioning Team, Security(CORP) Email: Security_Tenet@nttdata.com Phone: 1-800-639-7575 MedAssets Meditech EMC Clinical Setup MDL ApproverX	WFO4 TRAIN@mdttenethealth.net TenetSecurityID@mdttenethealth.net nina_ofor@mdttenethealth.net jay_witheri@del.com	
188812	Perot Systems Corporation (PSC) (PSC)	User Inactivity	7/15/2016 11:21:15 AM	8/14/2016 1:42:21 AM	Completed			
196693	Perot Systems Corporation (PSC) (PSC)	User Inactivity	2/23/2016 2:01:00 PM	3/24/2016 1:41:30 AM	Completed			
192556	Perot Systems Corporation (PSC) (PSC)	User Requested	9/3/2015 12:19:27 PM		Cancelled	N/A	N/A	

My Requests

COLUMN HEADING	DESCRIPTION
Request #	The request number for that request.
Submission Date	The date the request was submitted.
Status	The status of the request. In Process (submitted prior to IDs created), Complete (approvals and setup complete, IDs sent to requestor), Cancelled (request rejected).

2. To sort the information, click the column heading of the column you want to sort. The first click sorts ascending and the second click sorts descending.
3. Hover over the request number to display the systems for that request.

My Requests

The screenshot shows the 'My Requests' page in the Tenet system. At the top, there are navigation links: Home, Help, How are we doing?, and Logout. Below the navigation is the Tenet logo and a breadcrumb trail: My Access - Workflow Tasks - New Requests - Research - Administration. The main heading is 'Requests for My Access', followed by a note: 'This list displays all requests for your own personal access, whether the request was completed by you or on your behalf. You will be able to see your assigned User IDs for each application in these requests.'

Request #	Facility	Request Type	Submitted On	Completed On	Current Status	Current Recipients	Current Recipient's e-mail address
309677	Payroll Alpha-Num Test Fac #1 (01P) (01P)	User Requested	7/23/2019 2:37:02 PM		In Process		
304124	TH VENTURES, INC (011) (011)	User Requested	2/26/2019 1:44:27 PM		In Process		
303635	DMC Detroit Receiving Hospital (DDR) (015)	User Requested	2/14/2019 4:22:23 PM		In Process		
303609	DMC Children's Hospital (DCR) (010)	User Requested	2/14/2019 11:33:36 AM		In Process		
273593	Perot Systems Corporation (PSC) (PSC)	User Requested	9/26/2018 11:18:37 AM	10/2/2018 1:09:49 PM	Completed		
228924	Perot Systems Corporation (PSC) (PSC)	Batch Load	7/9/2018 10:05:35 AM		Cancelled	N/A	N/A
228923	Perot Systems Corporation (PSC) (PSC)	Batch Load - Preloaded	7/9/2018 9:59:31 AM		Cancelled	N/A	N/A
228894	Perot Systems Corporation (PSC) (PSC)	Batch Load - Preloaded	7/6/2018 11:49:14 AM		Cancelled	N/A	N/A
226580	Perot Systems Corporation (PSC) (PSC)	Batch Load	6/14/2018 2:50:54 PM		Cancelled	N/A	N/A
226579	Perot Systems Corporation (PSC) (PSC)	Batch Load	6/14/2018 2:35:27 PM		Cancelled	N/A	N/A
226188	Perot Systems Corporation (PSC) (PSC)	Security Rule - NonAdam	5/15/2018 4:15:08 PM		In Process	NTT Central Provisioning Team, Security (CORP) Email: Security_Tenet@nttdata.com Phone: 1-800-639-7575 option 9 MedAssets Meditech EMC Clinical Setup MDL ApproverX	WF04 TRAIN@mdttenethealth.net TenetSecurityID@mdttenethealth.net nina.offor@mdttenethealth.net jay_witherel@del.com
198812	Perot Systems Corporation (PSC) (PSC)	User Inactivity	7/15/2016 11:21:15 AM	8/14/2016 1:42:21 AM	Completed		
196693	Perot Systems Corporation (PSC) (PSC)	User Inactivity	2/23/2016 2:01:00 PM	3/24/2016 1:41:30 AM	Completed		
192556	Perot Systems Corporation (PSC) (PSC)	User Requested	9/3/2015 12:19:27 PM		Cancelled	N/A	N/A

My Requests

- To view the detailed status and the current recipient, click the underlined request number. The detailed status displays in a pop-up window.

The screenshot shows the 'Status History for Request #310411' page. At the top, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. Below the navigation is the Tenet logo and a breadcrumb trail: My Access - Workflow Tasks - New Requests - Research - Administration. The main heading is 'Status History for Request #310411'. Below the heading is a list of tasks with their status and details:



- Security Administrator Approval** - In Process
 - Recipient: **Shalini Priyadarshini** - Acknowledged
 - Task: Security Administrator Approval Required for Security Request #310411
 - Initiated On: 8/15/2019 10:53:45 AM
- Consultant: WF04 Train** - Acknowledged
 - Initiated On: 8/20/2019 8:23:53 AM
- Consultant: Shalini Priyadarshini** - Cancelled
 - Initiated On: 8/20/2019 8:22:56 AM
 - Response:

At the bottom of the page, there is a 'Back to Top' link.

Status History for Request

- The current recipient is listed at the top of the display. All other steps are listed below with the 1st step being listed last.

My Requests

6. You can expand the information by clicking the  next to the step name. The system lists the details for that step.
7. To view the request form, click the  tab.
8. Click the **Close Window** link to return to the list of requests.

Search Requests

The Search Requests option is only available to certain levels of security. If you have access to it, it is displayed under the Research option.

Step by Step

1. Click **Search Requests** from the top Navigation Menu.

Request Search

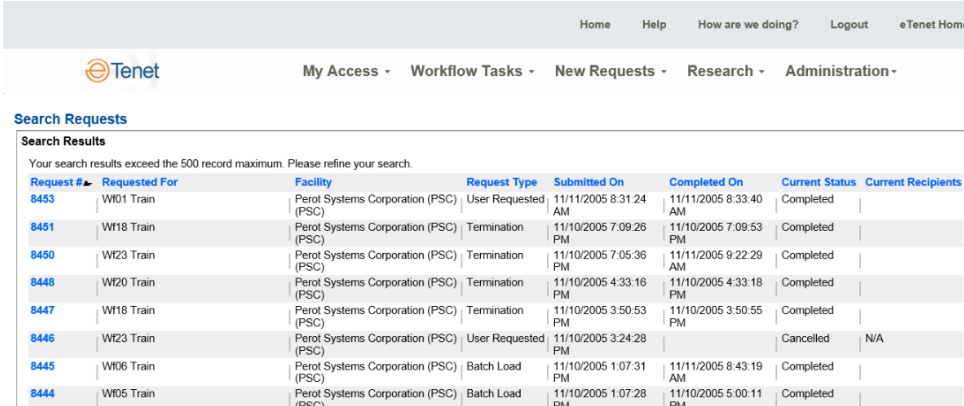
The user can select any of the criteria to display the requests. The different criteria are:

CRITERIA	DESCRIPTION
Request #	The request number for the request.
Requested For - First Name	The first name of the person request is for.
Requested For - Last Name	The last name of the person request is for.
Last 4 Digits of Social Security Number	The last 4 digits of the social security number of the person for whom the request is for.
Request Creation Date From	Search for all requests where the created on date begins with this value.
Request Creation Date To	Search for all requests where the created on date ends with this value.
Request Type	The type of request created.

Search Requests

CRITERIA	DESCRIPTION
Facility	The facility from the employee table.
System	The systems selected on a request.
Status	The status of a request. Entering (not submitted), In Process (submitted prior to IDs created), Complete (approvals and setup complete, IDs sent to requestor), Cancelled (request rejected).

2. Select the appropriate criteria and click the  button.



The screenshot shows the eTenet web application interface. At the top right, there are navigation links: Home, Help, How are we doing?, Logout, and eTenet Home. Below these is a menu bar with options: My Access, Workflow Tasks, New Requests, Research, and Administration. The main content area is titled "Search Requests" and "Search Results". A message states: "Your search results exceed the 500 record maximum. Please refine your search." Below this is a table with the following columns: Request #, Requested For, Facility, Request Type, Submitted On, Completed On, Current Status, and Current Recipients. The table contains 10 rows of data, including request numbers like 8453, 8451, 8450, 8448, 8447, 8446, 8445, and 8444, with details on the facility (Perot Systems Corporation (PSC)), request type (User Requested, Termination, Batch Load), and submission/completion dates.

Request Search (Results)

The system displays those requests that meet the designated criteria. The fields are as follows:

FIELD	DESCRIPTION
Request #	The request number for that request.
Requested For	Individual request is for.
Facility	The requestor's facility from the employee table.
Request Type	The type of request created.
Submitted On	The date the request was submitted.

Search Requests

FIELD	DESCRIPTION
Current Status	The status of the request. Entering (not submitted), In Process (submitted prior to IDs created), Complete (approvals and setup complete, IDs sent to requestor), Cancelled (request rejected).
Current Recipients	The person or role currently in control of the request.

- Click the underlined request number to view the detailed status history.

The screenshot shows the eTenet interface with a navigation bar at the top containing links for Home, Help, How are we doing?, Logout, and eTenet Home. Below the navigation bar are tabs for My Access, Workflow Tasks, New Requests, Research, and Administration. The main content area is titled 'Status History' and includes a 'Refresh' button. The status history is organized into a table with columns for recipient, task, and status. The first entry is 'Provisioning Security Team' with status 'In Process'. Below it are three sub-tasks, each with a 'New' status and a 'History Restart Delegate' link.

Recipient	Task	Status	Actions
WF10 Train	Provisioning Security Team Setup Required for Security Request #310241	In Process	History Restart Delegate
4Medica DMC Setup	4Medica DMC Setup Setup Sub Task for 4Medica - DMC, Request # 310241	New	History Restart Delegate
Kronos Security Setup	Kronos Security Setup Setup Sub Task for Kronos 6.1, Request # 310241	New	History Restart Delegate

Status History for Request

- The current recipient is listed at the top of the display. All other steps are listed in reverse order with the 1st step completed listed last.
- You can expand the information by clicking the next to the step name. The system lists the details for that step.
- To view the request form, click the **Request Details** tab.

Search Requests

The screenshot shows the eTenet web application interface. At the top, there is a navigation bar with links for Home, Help, How are we doing?, Logout, and eTenet Home. Below this is a main menu with options: My Access, Workflow Tasks, New Requests, Research, and Administration. The 'Research' menu is expanded, showing 'My Requests' and 'Search Requests'. The 'Request Details' tab is selected, showing sub-tabs for 'User IDs and Passwords (0)', 'Comments (0)', and 'Status History'. The main content area displays 'Request Details for Request #310241' under the heading 'Employee Details'. A disclaimer states: 'Please verify that the following information is correct. If any of the information is incorrect please contact your local HR department to have the information corrected before submitting this request. Incorrect information could delay approval or result in denial of this request. For reference, the work number can be changed in eTenet- Update my profile information and email address can be changed by contacting the service desk.' Below this is a table of employee information:

Name:	Smoke Auto	Work Phone #:	(000)000-0000
Email Address:		eTenet User ID:	Smoke101 Auto
Employee ID:	000255415	Job Title:	OPERATOR
Department:	740200	User Type:	Employee
User Status:	Active	Payroll Location:	LEISURE WORLD (LEI) (415)
Company:	Tenet Healthcare Inc. (TENET)	Work Location:	LEISURE WORLD (LEI) (415)
Supervisor:		Supervisor Job Title:	

At the bottom of the page, there is a 'System Requests' section with a 'System Generated' icon and a 'Study OnDemand Web' link.

Request Details for Request

7. Click the **Close Window** link to return to the list screen.

Roles Administration

The Administration section is only available to certain levels of security. If the user has access to it, “Administration” is displayed under the Research menu. The Administration section contains one screen, the Roles Administration screen.

Roles Administration is used to populate the different steps in the flow with the person responsible for approving the step. For example, the Department Head role is facility specific and is an optional step. If a facility requires Department Head approval, the user must add an employee to that role. If no Department Head approval is required, the system skips that step. Information Systems is responsible for administering all roles in the flow (CFO, Acquisition Approval, Tenet Approvals, and Application Information Systems). Roles are also used if someone is planning to be out of the office. The Administrator can change a role temporarily while they are out and then change it back upon return.

Step by Step

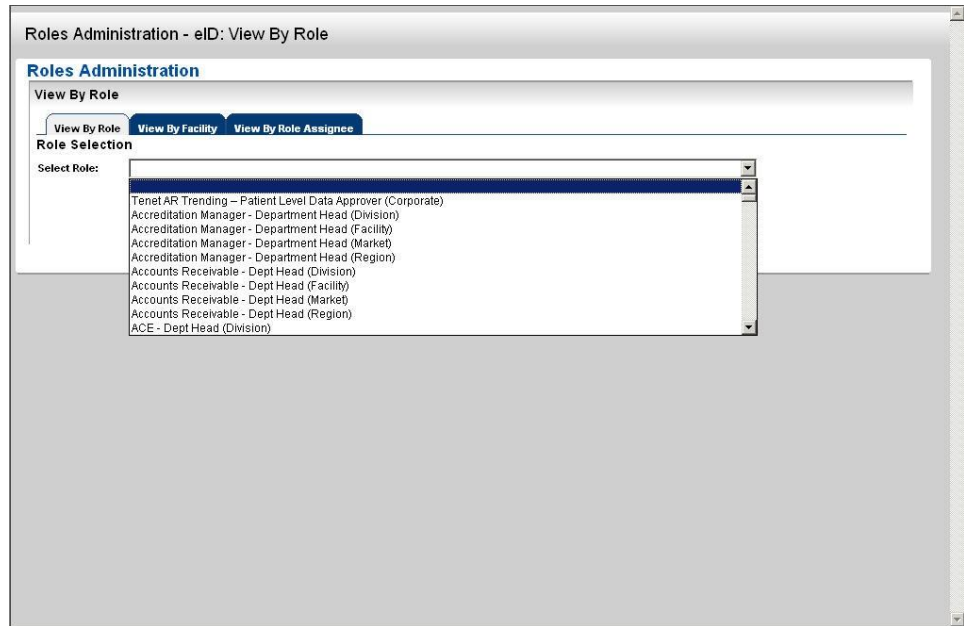
1. Click **Roles Administration** from the left Navigation Menu.

The screenshot shows a web interface for Roles Administration. At the top, there is a section titled "Select a View" with three links: "View By Role", "View By Facility", and "View By Role Assignee". Below this is a section titled "Group Maintenance" with a sub-section "Manage Role Assignee Groups". It features a dropdown menu labeled "Select a Group:" and a "Go" button. At the bottom right of this section is a "Close Window" button.

Roles Administration – Select View

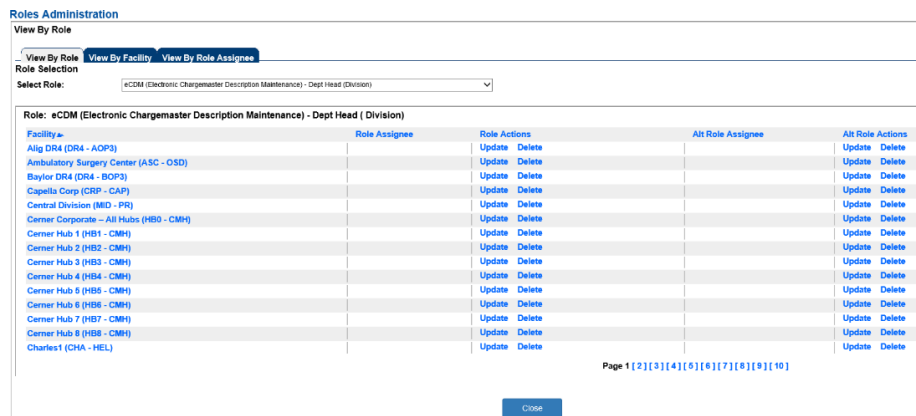
Users may view by **Role**, **Facility**, or **Role Assignee**.

2. To view by role, select the **View by Role** link.



View by Role

3. Select a **Role** from the drop-down menu. A list of facilities is displayed with their respective Role Assignees.



View by Role

4. To sort the information, click the column heading of the column you want to sort. The first click sorts ascending and the second click sorts descending.
5. To update a role for a facility, click the **Update** link.

Electronic ID Quick Reference Guide

Roles Administration

Update Roles

View By Role View By Facility View By Role Assignee

Update Role

Role: eCDM (Electronic Chargemaster Description Maintenance) - Dept Head
 Facility: Central Division(MID)
 Current Assignee: Not Assigned
 Change To: Employee

Select an Employee:

First Name:
 Last Name:

Search

Update Cancel Close

Roles Administration – Update Role

The user can assign a role to an employee, group, or system.

- Choose **Employee**, **Group**, or **System** from the drop-down menu.

The application will provide the following fields based on the user’s selection:

FIELD	DESCRIPTION
Employee	Prompts user to select employee by entering the employee’s First or Last name and conducts a search.
Group	Prompt the user to select one of the following groups from the drop-down menu.
System	Prompt the user to select one of the following systems from the drop-down menu.

Roles Administration

Update Roles

View By Role View By Facility View By Role Assignee

Update Role

Role: eCDM (Electronic Chargemaster Description Maintenance) - Dept Head
 Facility: Central Division(MID)
 Current Assignee: Not Assigned
 Change To: Employee

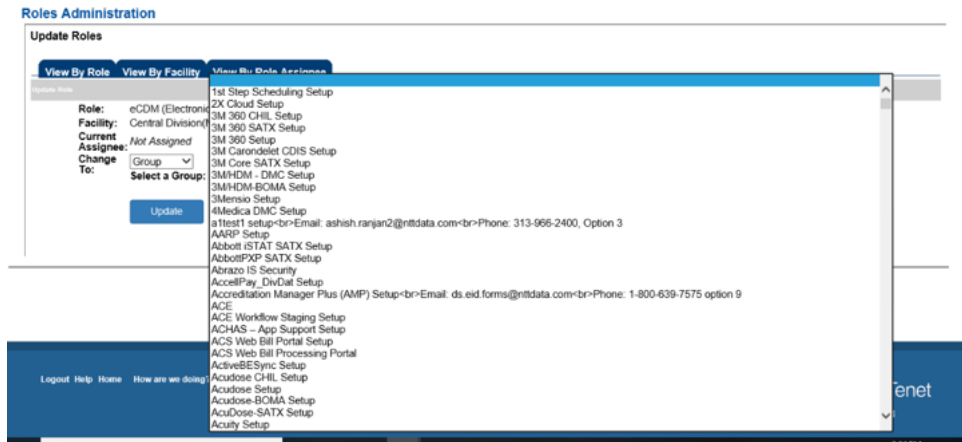
Select an Employee:

First Name:
 Last Name:

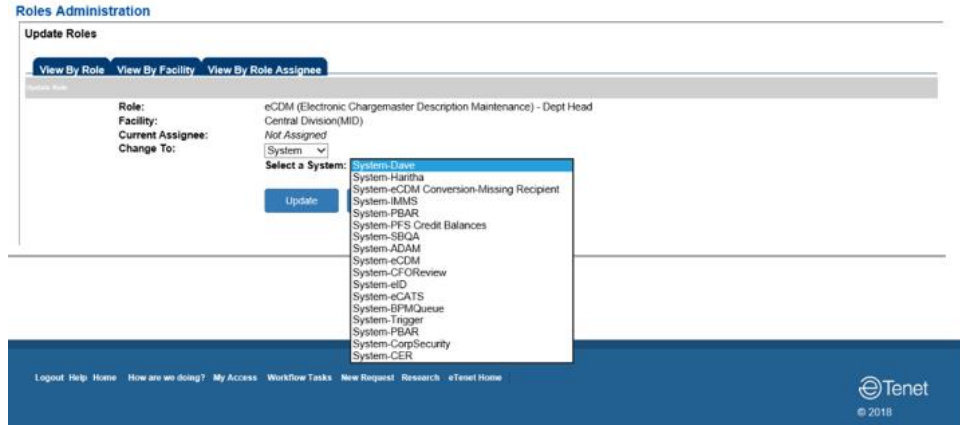
Search

Update Cancel Close

Update Role (Change to Employee)






Update Role (Change to Group)






Update Role (Change to System)

7. Select from the choices and click on the  button when complete.

The user may also view the roles by clicking the appropriate tab   , and then changing them as per steps 4 thru 8.

Electronic ID Quick Reference Guide

<p>MAIN NAVIGATION</p> <ol style="list-style-type: none"> 1. Home – Returns user to the eID Introduction page 2. Help – Presents links to the Service Desk Number and User Guide 3. How Are We Doing? – Displays a form to submit comments and suggestions to the Information Systems department 4. My Task List – View tasks assigned to the user. Able to complete tasks by selecting the request 	<ol style="list-style-type: none"> 5. Create Request – Allows user to create a new request for the user or another employee 6. Update/Submit –Allows user to update or submit a previously unfinished and saved request 7. My Submitted Requests – Allows user to review the status of all the requests you have submitted 8. Search Requests – Allows the user to search for a request that has been submitted for approval 9. Roles Administration – Allows users to assign employees to the roles within the eID application
<p>HELP</p> <p>To access the eID application, the user will need to have an eTenet login ID and have access to the application.</p> <p>Questions and issues should be directed to the Tenet Service Desk Number at 1-800-639-7575 option 2.</p>	<p>COMPLETE MY TASKS</p> <ol style="list-style-type: none"> 1. Click on My Task List. 2. A list of tasks assigned to the user is displayed. The list is empty if the user does not have tasks assigned to them. 3. Click on the underlined task that you want to complete. 4. Complete all required prompts and select the  button.
<p>FACILITY SELECTOR</p> <ol style="list-style-type: none"> 1. The application highlights the Facility Entity level selected in the Verify Requestor Details step. 2. Select the appropriate level from the facility entity display. The children of the selected entity display in the Select From display window. 3. Click on the name of the facility or level you would like to add. 4. Click the Add button. The selection is moved to the Selected display window. <p>eID will add the selected facility(s) to the current access.</p>	
<p>HOW TO CREATE A REQUEST</p> <ol style="list-style-type: none"> 1. Click on Create Request. 2. Click on the appropriate button under the Step 1: Verify Requestor Details title. 3. Continue to fill out or select all required fields that application prompts for. 4. Click on the  button when complete. 	<p>HOW TO SEARCH REQUESTS</p> <ol style="list-style-type: none"> 1. Click Search Requests. 2. Enter criteria for any or all of the following fields: Request #, Requested for First Name, Requested for Last Name, Last 4 digits of SSN, Facility, System, and Status. 3. Click the  button. 4. Click on the underlined Request Number of the appropriate request from the search results.