



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

# **User Access Certification for *COMPASS* *Application***

Quick Reference Guide

Version 1.1

Dated: 31 May 2016

# About User Access Certification

## What is User Access Certification?

User Access Certification is the process to review user accounts and ensure users have the appropriate access for the COMPASS application.

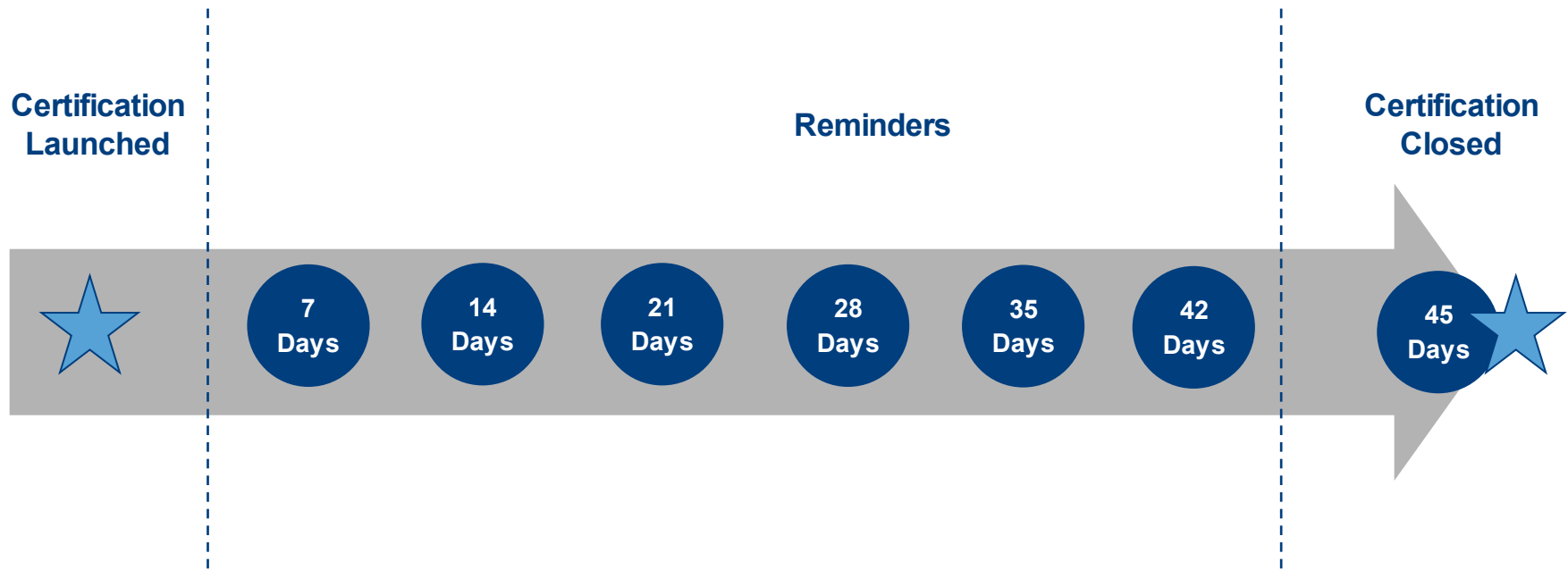
## How long will User Access Certification take?

Certifying user accounts using the system and ensuring users have appropriate access should be quick and typically take only a few minutes.

## How often do I have to complete User Access Certification?

As required by DHS, this access certification needs to be completed annually.

# Access Certification Timeline



## **Access Certification Steps**

# Welcome Screen

**Keystone Key**

1 Username

2 Password

**LOGIN**

**Self-service for Business Partners**

- Forgot User ID
- Forgot Password
- Edit Profile

**Self-service for Commonwealth Employees**

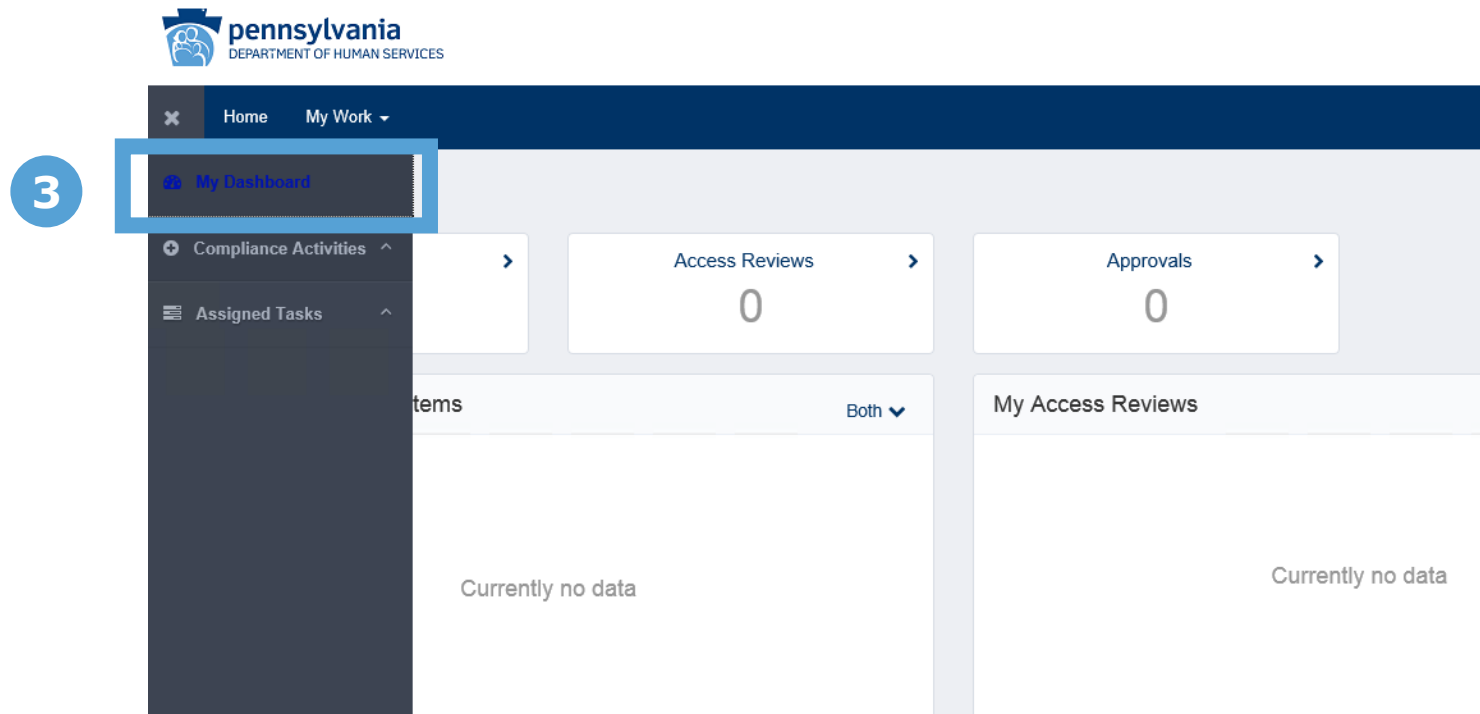
- Change CWOPA Password or Hint Questions

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- 1 Enter your 'Username' and 'Password'. This is the same information you use to log into the COMPASS Community Partner Dashboard.
- 2 Click 'Login'.

# Home Screen



- 3 Navigate to 'My Dashboard' using the menu in the upper left corner of the home screen.

# Dashboard Screen



Home My Work Identities Applications Intelligence Setup

## Dashboard

The screenshot shows a dashboard with two main sections: 'Inbox' and 'Outbox'. The 'Inbox' section contains a table with the following data:

Name	Type	Requester	Created	Expiration	Priority
COMPASS Delegated Administrator access	Delegation	c-stklemen	4/26/16	5/26/16	Normal

The 'Outbox' section is currently empty. A blue circle with the number 4 is positioned to the left of the first row in the 'Inbox' table, indicating the task to be clicked.

4 Click on the task in the inbox on your **Dashboard**.

# Access Review Details

Please Scroll down on the page

Send Comment to Requester

From c-stklemen on 4/26/16 4:04 PM

Please review your access below and select either Approve or Revoke under Decision. Thank you.

Add Comment

Decisions Recent Changes Employee Data Risk Data

Approve All Revoke All Clear Decisions

Legend: Approve Revoke Allow Exception Action Required

**5** Additional Entitlements

Decision	Application	Account Name	Attribute	Entitlements
	SMTEST	c-mafeman	memberOf	PW-COMPASS-Admin
			memberOf	PW-DSNAP-ADMIN

2

Complete Reject Forward Save Cancel

- 5 Review the task in the **Dashboard** and determine if you still need to access as a Delegated Administrator for COMPASS.



# Access Review Details (Cont.)

The screenshot displays the 'Access Review Details' interface. At the top, there are tabs for 'Decisions', 'Recent Changes', 'Employee Data', and 'Risk Data'. Below the tabs are three buttons: 'Approve All', 'Revoke All', and 'Clear Decisions'. A legend indicates that a green circle with 'OK' means 'Approve', a red circle with 'X' means 'Revoke', a yellow circle with 'X' means 'Allow Exception', and a star means 'Action Required'. A red notification box in the top right corner states '2 unsaved change(s)'. The main section is titled 'Additional Entitlements' and contains a table with the following data:

Decision	Application	Account Name	Attribute	Entitlements
	SMTEST	c-mafeman	memberOf	PW-COMPASS-Admin
			memberOf	PW-DSNAP-ADMIN

At the bottom of the table, there are navigation controls including 'Page 1 of 1', 'Show 15 items', and 'Displaying 1 - 2 of 2'. Below the table are two buttons: 'Save Changes' and 'Cancel Changes'. A blue circle with the number '6' is overlaid on the left side of the screenshot, pointing to the decision buttons in the table header.

- 6 Select the appropriate 'Decision' button based on your required access:
- Approve
  - Revoke

# Access Review Details (Cont.)

Decisions Recent Changes Employee Data Risk Data

Approve All Revoke All Clear Decisions

2 unsaved change(s)

Legend: Approve Revoke Allow Exception Action Required

**Additional Entitlements**

Decision	Application	Account Name	Attribute	Entitlements
	SMTEST	c-mafernan	memberOf	PW-COMPASS-Admin
			memberOf	PW-DSNAP-ADMIN

Page 1 of 1 Show 15 items

Save Changes Cancel Changes

7

7 After determining the appropriate 'Decision' button, click 'Save Changes'.

# Complete Access Review

Send Comment to Requester

From c-stklemen on 4/26/16 4:04 PM

Please review your access below and select either Approve or Revoke under Decision. Thank you.

[Add Comment](#)

**Decisions** | Recent Changes | Employee Data | Risk Data

[Approve All](#) [Revoke All](#) [Clear Decisions](#)

Legend: Approve Revoke Allow Exception Action Required

**Additional Entitlements**

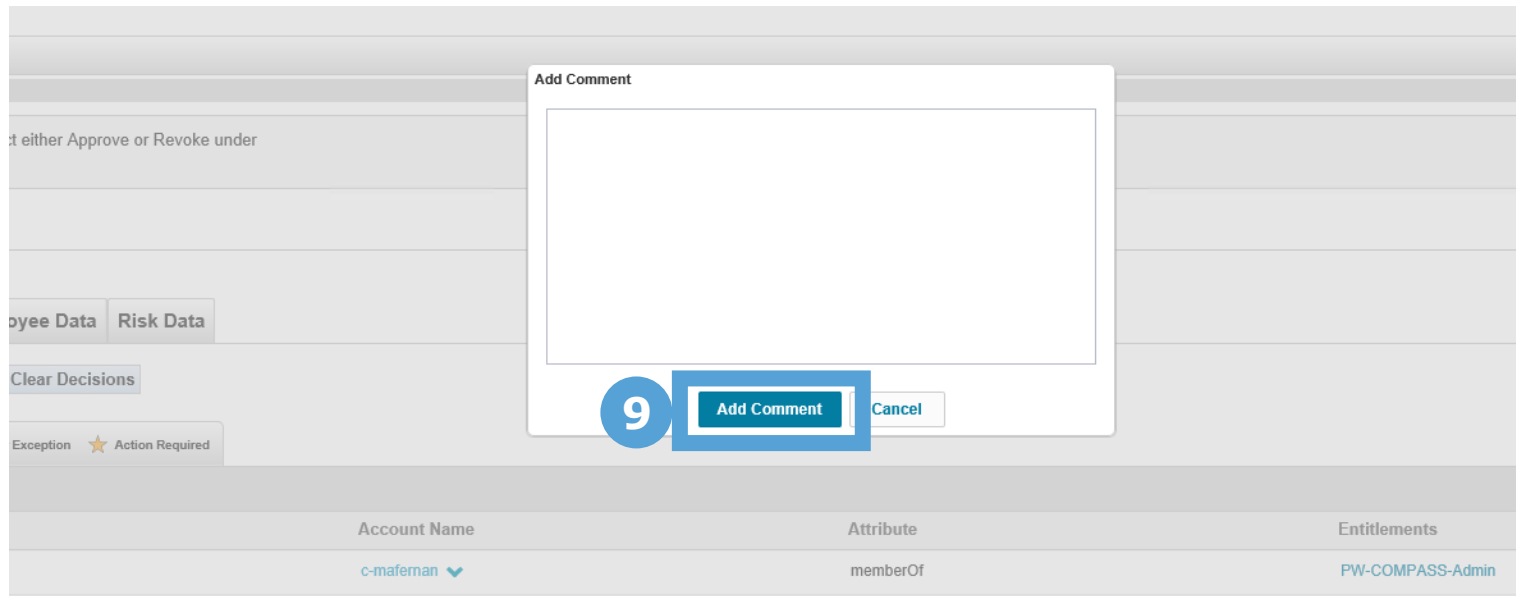
Decision	Application	Account Name	Attribute	Entitlements
	SMTEST	c-mafernan	memberOf	PW-COMPASS-Admin
			memberOf	PW-DSNAP-ADMIN

Page 1 of 1 Show 15 items

**8** [Complete](#) [Reject](#) [Forward](#) [Save](#) [Cancel](#)

**8** Click on the 'Complete' button.

# Add Comment to Access Review



- 9 Click on the 'Add Comment' button. There is no need to write anything in the text box unless you have a comment regarding your decision.

# Certification Task Complete



## Dashboard

A screenshot of a web application dashboard. At the top is a dark blue navigation bar with 'Home' and 'My Work' (with a dropdown arrow). Below it is a 'Dashboard' section. The main content is an 'Inbox' window with a search bar, 'Advanced Search' button, and 'Show All Items' dropdown. Below the search bar is a table with columns: Name, Type, Requester, Created, Expiration, Priority. The table is empty, showing 'Page 0 of 0' and 'No data to display'. A blue circle with the number '10' is overlaid on the left side of the screenshot.

10

10

You have completed the User Access Certification task when the task is no longer in your inbox on your **Dashboard**.

## Need Additional Help?

For additional support, please contact [\*\*RA-PWUAC@pa.gov\*\*](mailto:RA-PWUAC@pa.gov)

