

AUTOMATED SECURITY ACCESS PROCESSING MANUAL FOR LOCAL PUBLIC HEALTH AGENCIES (LPHA)

OVERVIEW:

Welcome to the Missouri Department of Health and Senior Services Automated Security Access Processing (A.S.A.P) application.

LPHA employees can request new access or change existing access for lpha email account, health applications, and prod/mainframe that are supported by the Department of Health and Senior Services.

MANUAL:

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LESSON 1 – NEW LPHA EMPLOYEE

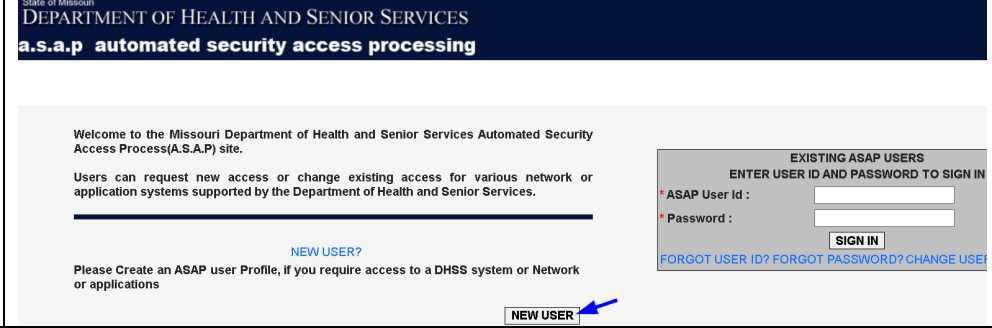
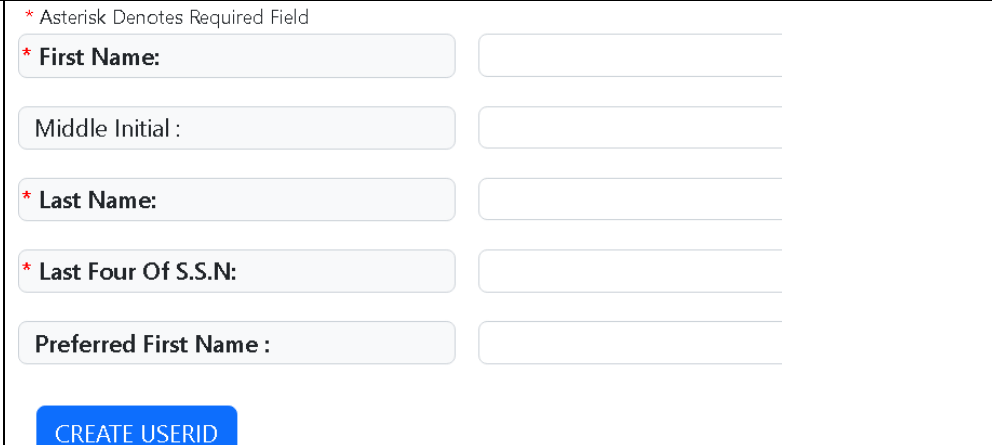
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Creating an ASAP profile - This step is to be completed only **once** per employee. ASAP profiles are never deleted and can be updated if an employee returns, moves to another agency, or has a name change.

Please read...

- If employee already has an ASAP profile and knows their login credentials, please skip this step.
- If employee is unsure that they have an ASAP profile, here are a few steps to determine that.
 - If employee already has an LPHA email account, DHSS health applications and/or DSS prod/mainframe access they mostly likely have an ASAP profile. An employee could even have a profile due to past employment with another State Department, LPHA, or Private Provider (hospitals, clinics, childcare, nursing homes,...)
 - If employee tries to create an ASAP profile and receives a red message indicating that first name and last name is already in use they may already an ASAP profile but sometimes its due to common first and last name combinations. If employee is confident they do not have a profile, in the preferred name field they can enter their first and middle name (no space) and it should allow them to continue.
- If assistance is needed, please contact the ITSD Call Center at 800.347.0887. The call center can assist with profile updates, password resets, logging into ASAP, and/or submitting requests.

ASAP link - https://healthapps.dhss.mo.gov/asap_web/ASAPLogin.aspx



Steps	Screen Print
<p>If employee has not used ASAP before or do not have an ASAP profile, click NEW USER</p> <p>Employee will only need to go through creating an ASAP profile one time</p>	
<p>Enter First Name, Last Name, and Last Four Digits of S.S.N.</p> <p>Preferred First Name (optional)</p> <p>Click CREATE USERID</p>	

Make note of the user id that was generated

Select **LPHA (Local Public Health Agency)** for Agency

Choose the **COUNTY** the local public health agency is in for Local Security Officer County

Choose the **LSO** at the local public health agency for Local Security Officer

Your ASAP User ID has successfully been generated. Your User ID is:  

* Agency:

* Local Security Officer County:

* Local Security Officer:

Begin typing the first part of the LPHAs address (do not space or tab) and click **Address Search**

A list will populate and select the LPHA from the list

Address Search
 (Type in your address starting with Street Number)

Selected Address:

ADDRESS	NAME	COUNTY
1 2 3 4 5 6 7 8 9 10 ..		

Enter **Email** account. If employee will be requesting a lpha email account, enter `firstname.lastname@lpha.mo.gov`

Enter **Phone Number**

Enter **Fax Number** (optional)

*Email1

* Phone1 Ext

Fax Number

Enter a **Password**

Retype **Password**

Type in a **Challenge Question**

Type in the answer to the challenge question (in the **Retype Response** field)

Enter an **Effective Date** (the start of employment)

Click **CREATE PROFILE**

Password


Retype Password

Challenge Question ex:What is your favorite color?

Challenge Response ex:Blue

Retype Response

Effective Date **MM/DD/YYYY**



If ASAP did not prompt employee to create a password and challenge question. They automatically default to...



Password: first initial of first name, first initial of last name, last four digits of social security number, and four # signs.

Challenge Question: What is the last four digits of SSN?

Employee should receive a message that profile was successfully created. Make note of User ID

Employee can click **Request Access** to submit requests for LPHA email account, DHSS Health Applications, and/or DSS prod/mainframe

PROFILE SUCCESSFULLY CREATED.

Your ASAP User ID has successfully been generated. Your User ID is:  

LESSON 2 – DEPARTING LPHA EMPLOYEE

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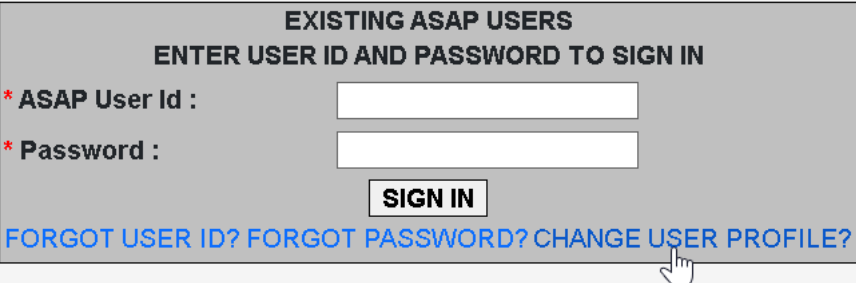
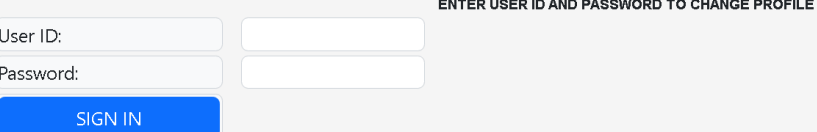
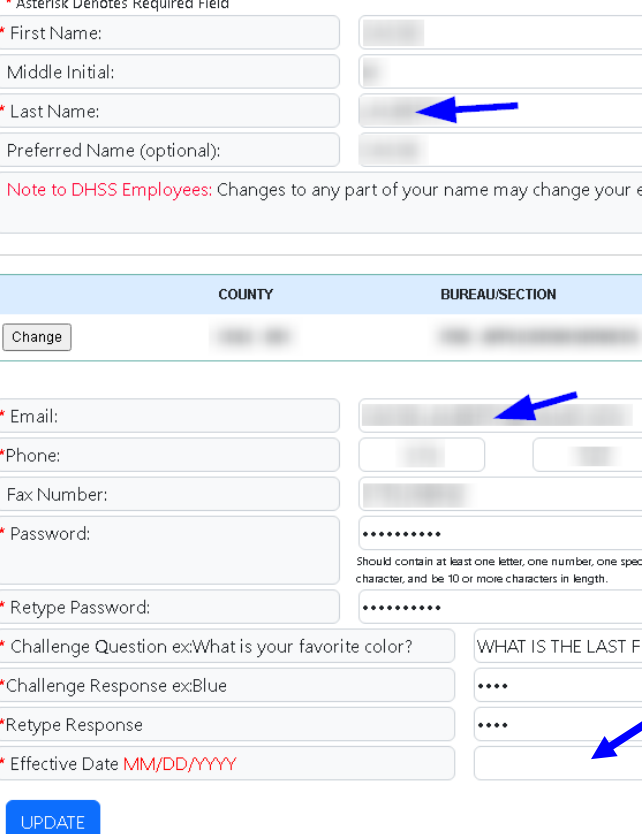

Local Security Officers (LSOs) should follow this step when an employee has left the LPHA, and all access needs to be deactivated

<p>LSO enter their own ASAP credentials (ASAP User ID & Password)</p> <p>Click SIGN IN</p>	<div style="text-align: center; background-color: #cccccc; padding: 5px;"> EXISTING ASAP USERS ENTER USER ID AND PASSWORD TO SIGN IN </div> <p>* ASAP User Id : <input type="text"/></p> <p>* Password : <input type="password"/></p> <p style="text-align: center;">SIGN IN</p>						
<p>Click Completing for Other Employee</p> <p>Click NEXT</p>	<p>Who are you completing this ASAP request for?</p> <p><input type="radio"/> COMPLETING FOR SELF</p> <p><input checked="" type="radio"/> COMPLETING FOR OTHER EMPLOYEE</p> <p><input type="radio"/> APPROVE REQUESTS</p> <p><input type="radio"/> VACATIONS</p> <p style="text-align: center;">NEXT</p>						
<p>Enter the employee's user id and last four digits of SSN</p> <p>Click NEXT</p>	<p>Please enter the Employees User ID and Last Four Digits Of S.S.N</p> <p>User Id <input type="text"/> *</p> <p>Last Four Of S.S.N : <input type="text"/> *</p> <p style="text-align: center;">NEXT</p>						
<p>Confirm that the correct employees profile populates and click NEXT</p>	<p style="text-align: center;">You are Requesting Access Form for</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">BUREAU</td> <td style="width: 25%;">PRIMARY AGENCY</td> <td style="width: 25%;">ADDRESS</td> <td style="width: 10%;">CITY</td> <td style="width: 15%;">STATE</td> <td style="width: 10%;">ZIP POSTAL</td> </tr> </table> <p style="text-align: right;">NEXT</p>	BUREAU	PRIMARY AGENCY	ADDRESS	CITY	STATE	ZIP POSTAL
BUREAU	PRIMARY AGENCY	ADDRESS	CITY	STATE	ZIP POSTAL		
<p>Area Type: COMPUTER AND NETWORK REQUEST</p> <p>Network Area Type: LPHA REQUEST</p> <p>Request Type: DELETE SOME ACCESS</p> <p>Effective Date: Date that access should be deactivated</p> <p>Action Type: LPHA_EMAIL</p>	<p>*Area Type: <input type="text" value="COMPUTER AND NETWORK REQUEST"/></p> <p>*Network Area Type: <input type="text" value="LPHA REQUEST"/></p> <p>*Request Type: <input type="text" value="DELETE SOME ACCESS"/></p> <hr/> <p>*Effective Date: <input type="text"/></p> <p>*Action Type: <input type="text" value="LPHA_EMAIL"/></p>						
<p>Click I Agree</p> <p>Click Submit Form</p>	<p>THE UNDERSIGNED, AN EMPLOYEE OF THE STATE OF MISSOURI OR AUTHORIZED USEF REQUESTED ID OR APPROVAL OF THE REQUESTED CHANGE ENABLES ME TO ACCESS THE ASSIGNED DUTIES. THEREFORE, I AGREE TO MAKE NO INQUIRIES OR UPDATES WHICH ARE STATE AND FEDERAL STATUTES REQUIRE CONFIDENTIALITY OF INFORMATION AND P INFORMATION. VIOLATIONS OR DISCLOSURES ON MY PART MAY RESULT IN DISCIPLINARY . COURT AND (3) DISMISSAL. I AGREE TO KEEP CONFIDENTIAL ALL INFORMATION MADE AVAIL TO DIVULGE OR SHARE MY PASSWORD WITH ANYONE.</p> <p style="text-align: center;">I Agree</p> <p style="text-align: center;">Submit Form</p>						
<p>LSO should receive a successful message. The printer friendly copy is for LSOs records only. ITSD will not need a copy.</p>	<p>You have successfully completed your request form.Press the button below to view a printer friendly copy of your request for your records. Please do not send the print copy for Request process.</p> <p style="text-align: center;">Printer Friendly Copy</p> <p style="text-align: right;">FILL OUT ANOTHER ACCESS FORM</p> <p>The request will route to the LSOs approval queue and once approved a work ticket will be generated. The LSO may receive an email to confirm deletion for employee, please reply.</p>						

LESSON 3 – UPDATING AN ASAP PROFILE

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Location and/or Name changes

Steps	Screen Print
<p>This step should be completed by the employee as it requires the ASAP user id and password.</p> <p>Click CHANGE USER PROFILE?</p>	
<p>Enter User ID and Password</p> <p>Click SIGN IN</p>	
<p>Name Change</p> <p>Enter new last name in the Last Name and Email fields</p> <p>Enter Effective Date (date employee would like last name changed)</p> <p>Click UPDATE</p>	
<p>Employee should receive a successful message.</p> <p>Click Request Access to submit requests to have LPHA email account, health applications, and/or DSS prod/mainframe access updated. In the comments, please make sure to note the former and new last names.</p>	

Location Change ONLY

Only complete this area if your LPHA location has changed.

Click **Change**

Select **LPHA (Local Public Health Agency)** for Agency

Begin typing the first part of the LPHAs address (do not space or tab) and click **Address Search**. A list will populate and select the LPHA from the list

Select the **COUNTY** the local public health agency is in for Local Security Officer County

Select the **LSO** at the local public health agency for Local Security Officer

* Asterisk Denotes Required Field

* First Name:


Middle Initial:

* Last Name:

Preferred Name (optional):


Note to DHSS Employees: Changes to any part of your name may change your email address

COUNTY	BUREAU/SECTION
ADAIR	ADAIR COUNTY HEALTH DEPARTMENT

Change 

* Agency:

ADDRESS INFORMATION

* Address Search [Clear](#) [Address Search](#) 

(Type in your address starting with Street Number)

Selected Address: ADAIR COUNTY HEALTH DEPARTMENT

Address: 1001 S JAMISON

County: ADAIR - 001

City: KIRKSVILLE

State: MO

Zip Code: 635010000

Local Security Officer County/Division:

Local Security Officer:

Update EMAIL and PHONE

Enter **Effective Date**

Click **UPDATE**

* Email:

* Phone:

Fax Number:

* Password:

Should contain at least one letter, one number, one special character, and be 10 or more characters in length.


* Retype Password:

* Challenge Question ex:What is your favorite color?

* Challenge Response ex:Blue

* Retype Response

* Effective Date **MM/DD/YYYY**

UPDATE 

Employee should receive a successful message.

Click **Request Access** to submit requests to have LPHA email account, health applications, and/or DSS prod/mainframe access updated. In comments, please make note of the former and new local public health agencies.

Profile Successfully Updated [Request Access](#)