AUTOMATED SECURITY ACCESS PROCESSING (A.S.A.P)

REQUESTING ACCESS TO

OPENELIS LABORATORY RESULTS WEB PORTAL

(LABORATORY SUBMITTERS)
STEP A. Creating A.S.A.P User profile
(This step is to be completed only once per user)

Please read...
- If you have an ASAP profile already and know your login credentials, please skip to Step B (submitting the request)
- If you are unsure you have an ASAP profile, here are a few steps to determine that
  - If you already have an LPHA email account, DHSS health applications and/or DSS prod/mainframe access you mostly likely have an ASAP profile.
  - If you try to create an ASAP profile and you receive a red message indicating that first name and last name is already in use, please contact the ITSD Call Center at 800.347.0887 for assistance. This most likely means you have an ASAP profile and the call center can assist with profile updates, password resets, logging into ASAP, and/or submitting requests.
- If you have questions on completing the ASAP process, please call Sandy Jones or Shondra Johnson at 573-751-3334.

Creating A.S.A.P User profile

- Open Internet Browser and enter address http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- Click “Yes” to any security messages

### Steps

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<th>Steps</th>
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<tr>
<td>If you have not used ASAP before or do not have an ASAP profile, click the NEW USER button. You will only need to go through the profile creation steps once.</td>
<td><img src="" alt="New User Screen Print" /></td>
</tr>
<tr>
<td>1. Enter your first name, last name and last four of S.S.N. Also enter a Preferred First Name if desired. Click the CREATE USERID button.</td>
<td><img src="" alt="Create UserID Screen Print" /></td>
</tr>
<tr>
<td>2. Make note of the User ID that is assigned to you. Your ASAP User ID has success is: DOEJ, and your email address: <a href="mailto:jane.doe@youragency.mo.gov">jane.doe@youragency.mo.gov</a></td>
<td><img src="" alt="Create UserID Screen Print" /></td>
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Page 2 MO Dept. Of Health and Senior Services
3. Select Others (Schools, Private Providers, etc.) for Agency.

4. Choose DEPARTMENTAL SUPPORT SERVICES for Local Security Security Officer County.

5. Choose OpenELIS Laboratory Results Web Portal (Shondra Johnson) for Local Security Officer.

6. Type your work street number, it will provide a drop-down list. Click your address. If you address is not listed, call ITSD at 573.751.6388 or 1.800.347.0887 and they will work with you to get your address added.

7. Enter your email address and phone number. Fax number is not needed.

8. Enter a password. ASAP password should be 6-8 characters, include letters and numbers but does not allow special characters. Retype your password. Enter a challenge question. This should be a question only you know the answer too. Type the response or answer to the challenge question. Retype the response or answer to the challenge questions.

**If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**

9. Click the CREATE PROFILE button

10. You should see a message about the profile being successfully created. Make note of your User ID

PROFILE SUCCESSFULLY CREATED.

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

Request Access

-------------------- Please continue to Step B --------------------
**STEP B. Request OpenELIS Web Portal access**

- Open Internet Browser and enter address [http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx](http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx)
- Click Yes to any security messages

1. Type the **User ID** and **Password** you created in Step A.

   **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**

2. Click the **SIGN IN** button.

3. Choose the ‘**Completing for Self**’ option.

4. Click the **NEXT** button.

5. Choose ‘**HEALTH APPLICATIONS**’ for Area Type.

6. Choose ‘**OPENELIS LABORATORY RESULTS WEB PORTAL**’ for Health Area Type.

7. Choose ‘**ADD ACCESS**’ for Request Type.

8. Choose ‘**DEFAULT ROLE**’ for Role.

9. Choose ‘**DEFAULT**’ from the Other Role/Report Type dropdown list.

10. Type in the name of the facility(s) in which you collect samples in the Comments field. If you are requesting for a Public Water Supply please include your PWS ID.

11. Type in the Effective Date
12. Leave the Do you enter Data for Additional Agencies question defaulted to ‘NO’.

13. Click the ‘I Agree’ button.

14. Click the ‘Submit Form’ button.

A message should appear stating the request was successfully completed.

Print a copy of the form for your records.