

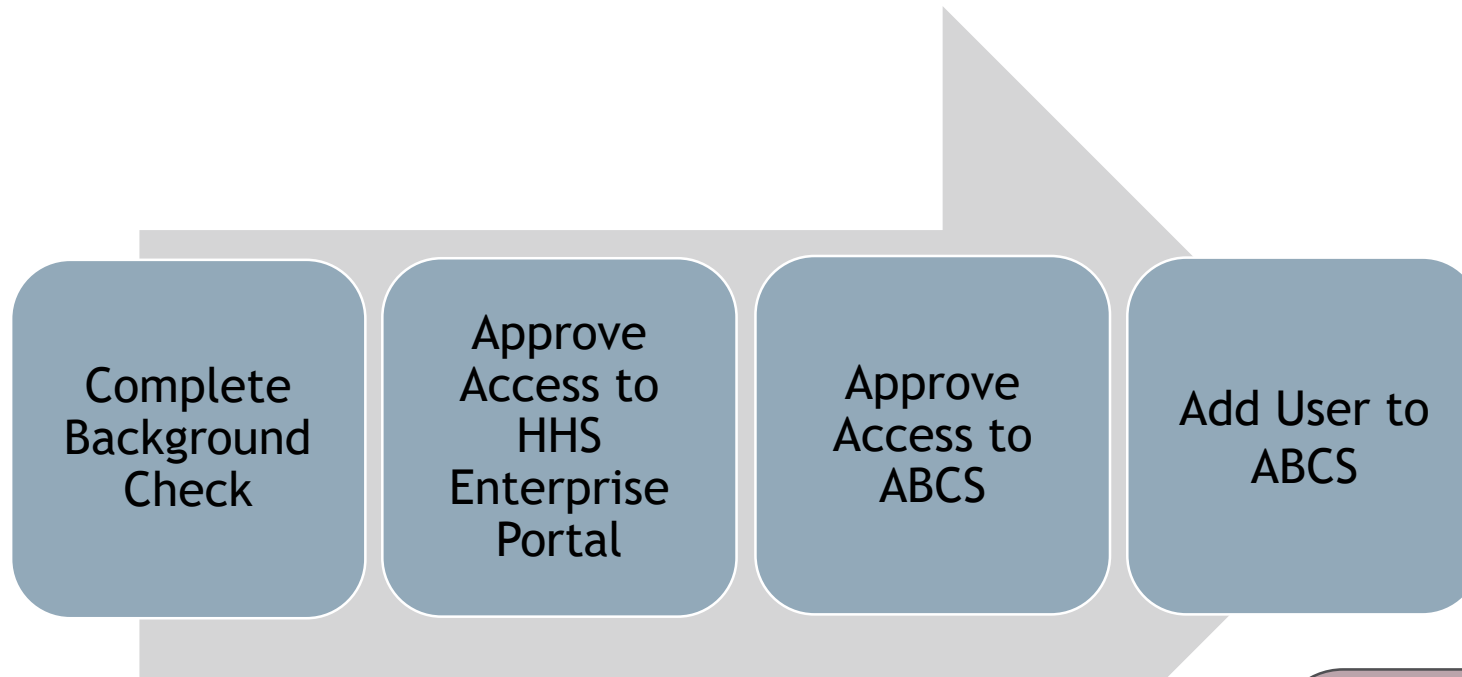
# Automated Background Check System (ABCS)- Approving Access Guide



Texas Department of  
**Family and Protective Services**

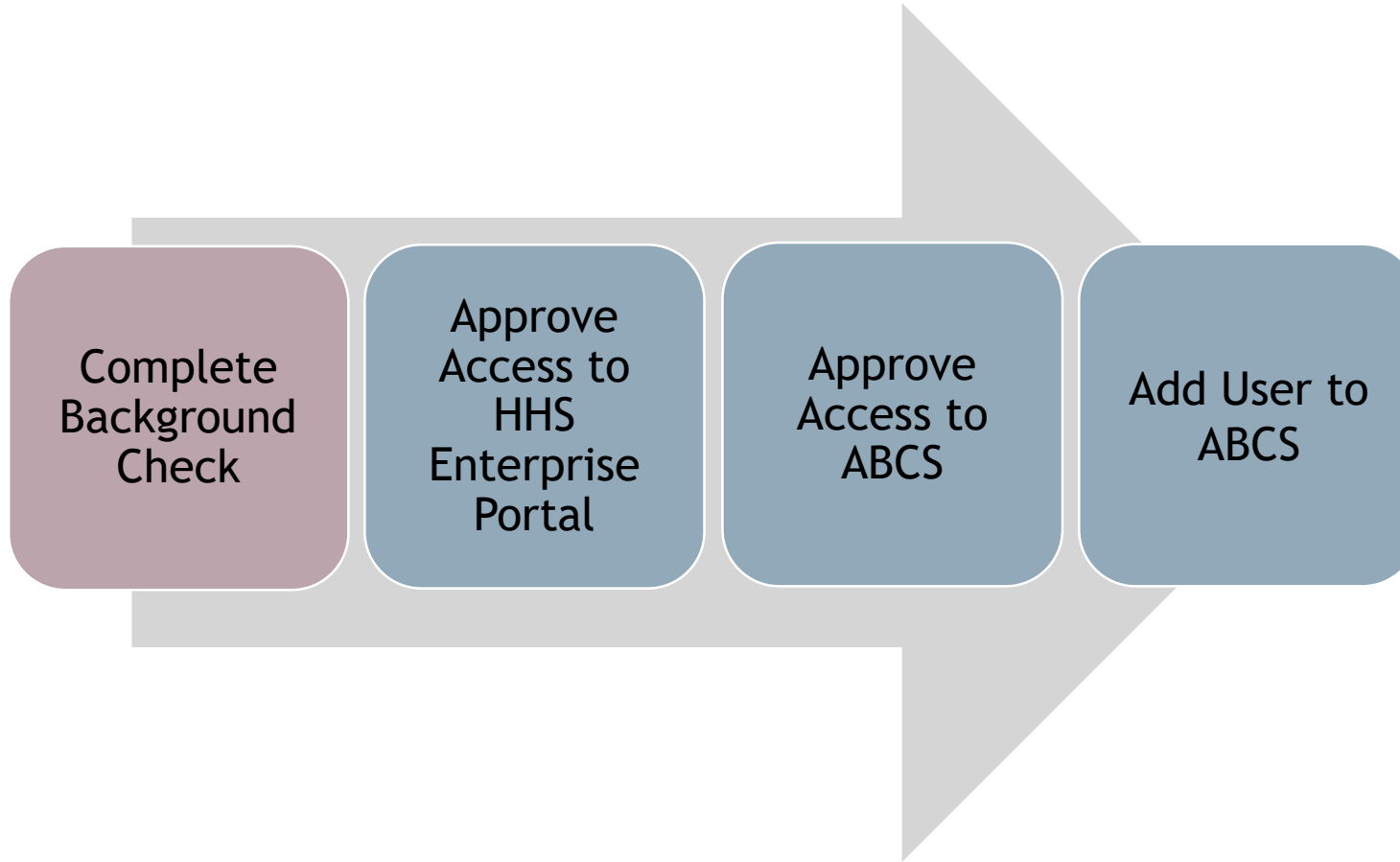
April 2018

# How do I approve access to ABCS?



There are four main steps as an approver that must be completed to grant access to ABCS for a user.

# Step 1: Complete Background Check



Before a user may access ABCS, a background check should be submitted and completed on the individual by an existing ABCS user or administrator on the account.

For new accounts, DFPS staff must initiate the background check for the initial user before completing the approval steps.

For additional instructions on submitting background checks in ABCS, see:

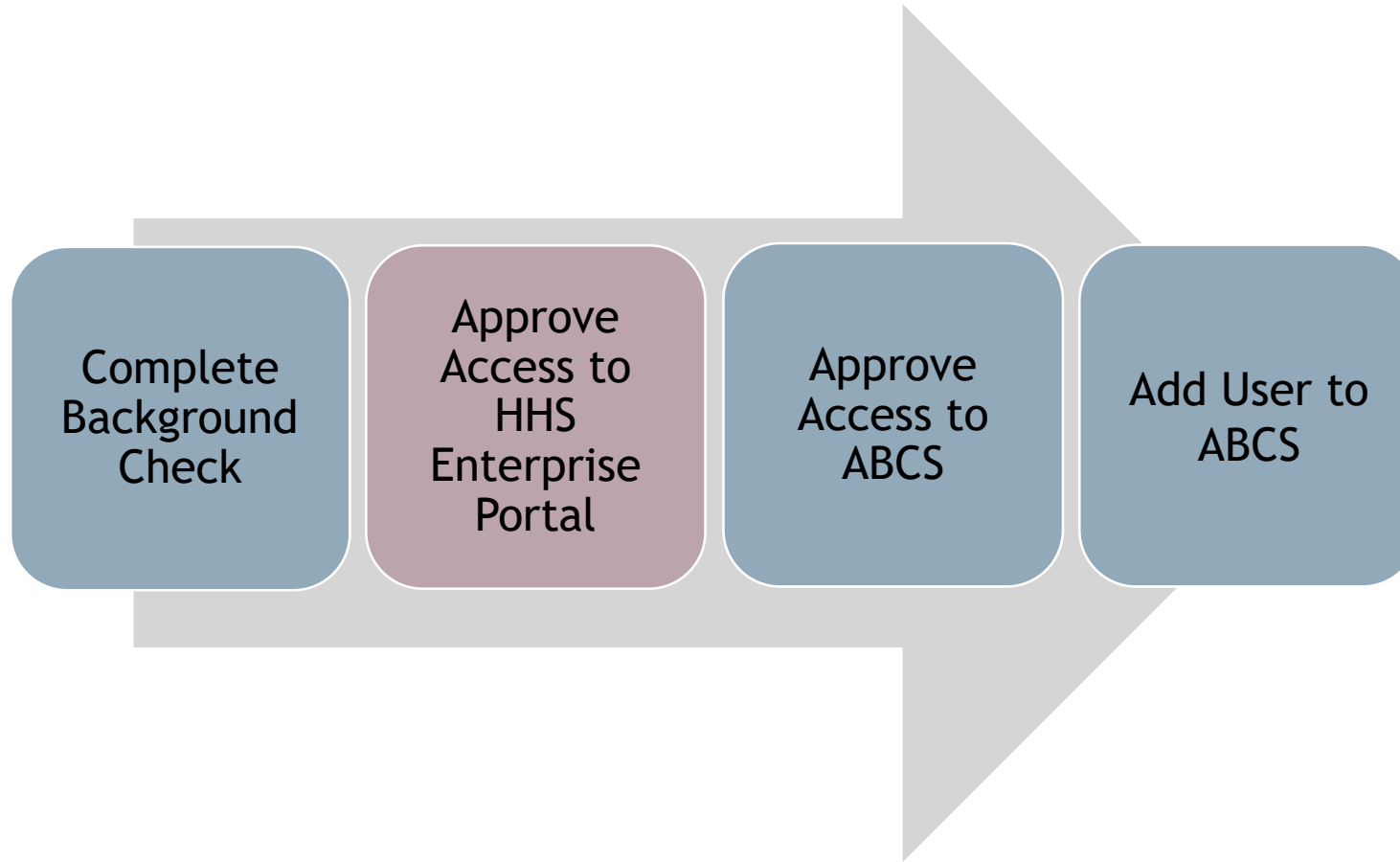
- *Using ABCS resource document or*
- *ABCS User Guide*

**\*\*The background check must indicate the individual is cleared to work in the capacity requested in order to be approved for access to ABCS\*\***

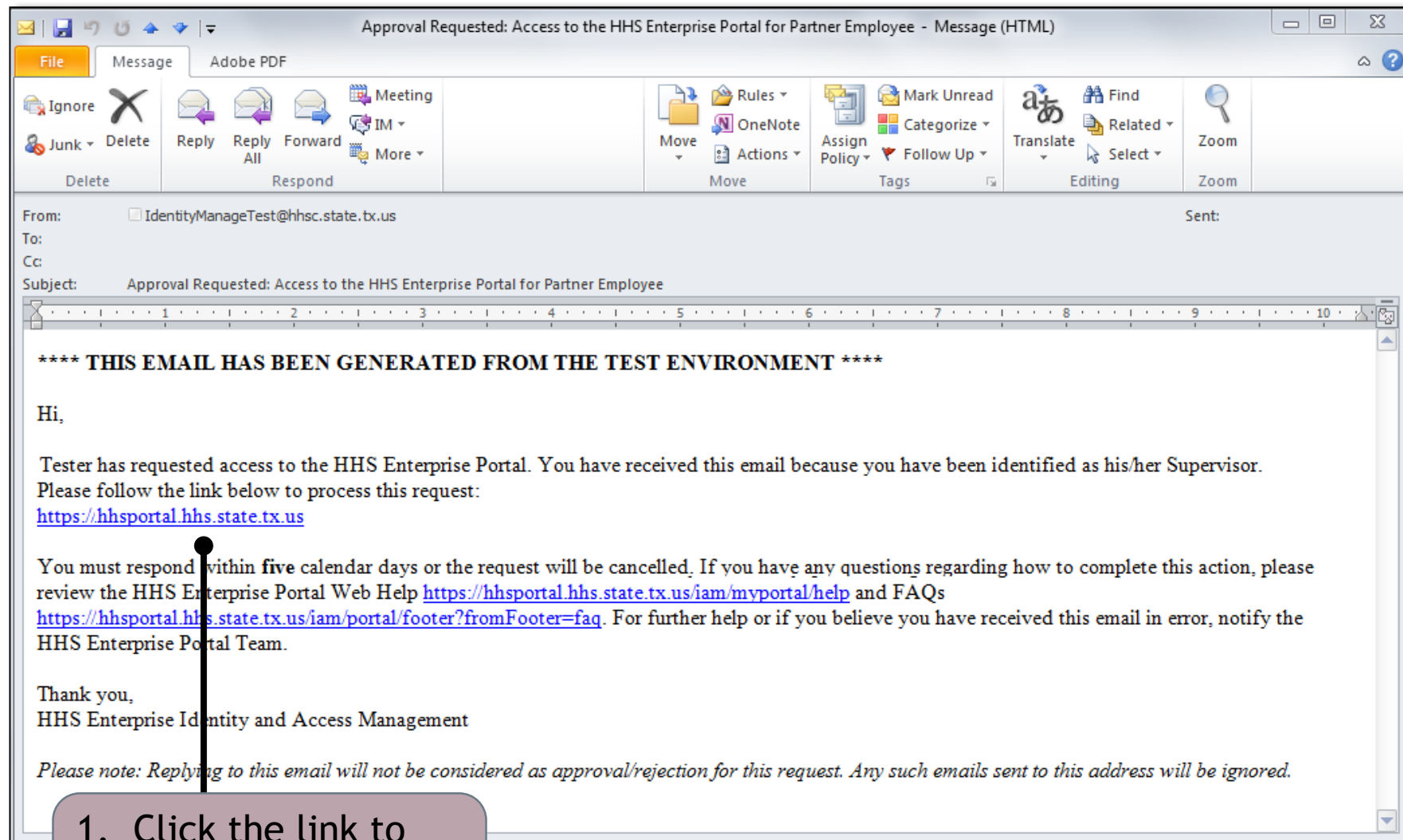


Step 1: Complete Background Check

# Step 2: Approve Request to HHSC Portal



After the user has registered for a new HHS Enterprise Portal account, you will receive an email indicating a request for access has been made for an organization you are listed as the designated approver or agency sponsor of.



1. Click the link to the HHS Enterprise Portal

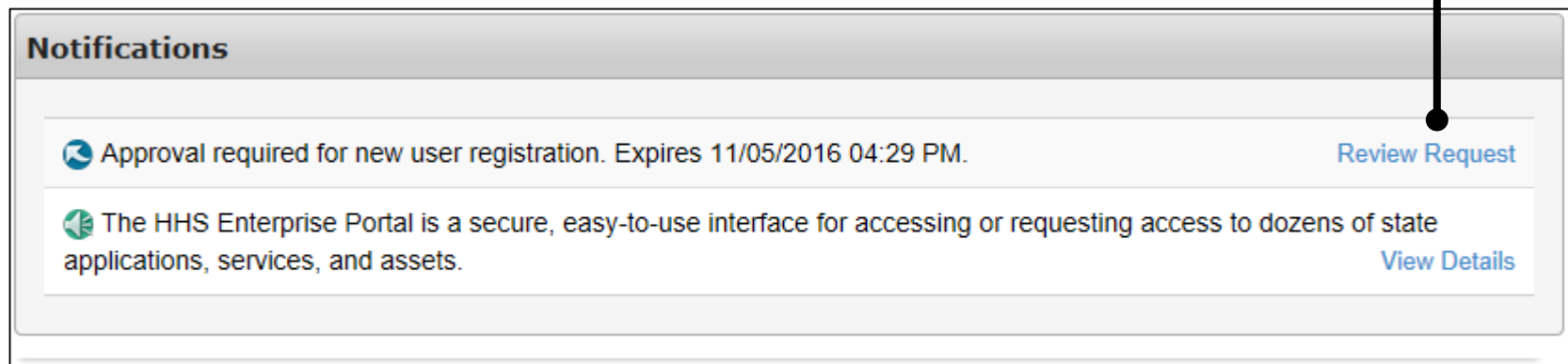
Step 2: Approve Access to HHSC Portal

2. Login to the HHS Enterprise Portal at <https://hhsportal.hhs.state.tx.us> entering **Username** and **Password**
3. Select **Sign In**

\*\*If HHS Enterprise Portal account has not yet been created, see *Requesting Access to ABCS* resource document or view *ABCS User Guide* for further instructions.



4. In the Notifications tab from the left hand side of the HHS Enterprise Portal Home Page under Access Management, locate the notification requesting new user registration. Select **Review Request**



## Step 2: Approve Access to HHSC Portal

5. Verify user information submitted is accurate and identified user is associated with organization

### Review Request

Fields appearing with an asterisk\* cannot be left empty.

▶ Personal Information

Prefix

First Name\*

Middle Name

Last Name\*

Suffix

Preferred Name

Personal Email

▶ Enterprise Portal Information

Username\*

User Type\*

Organization Name

6. Complete request selecting **Approve** or **Deny**

\*If denied, comments must be provided explaining denial

#### Add Details

Notes (\*Required only if you deny the request)

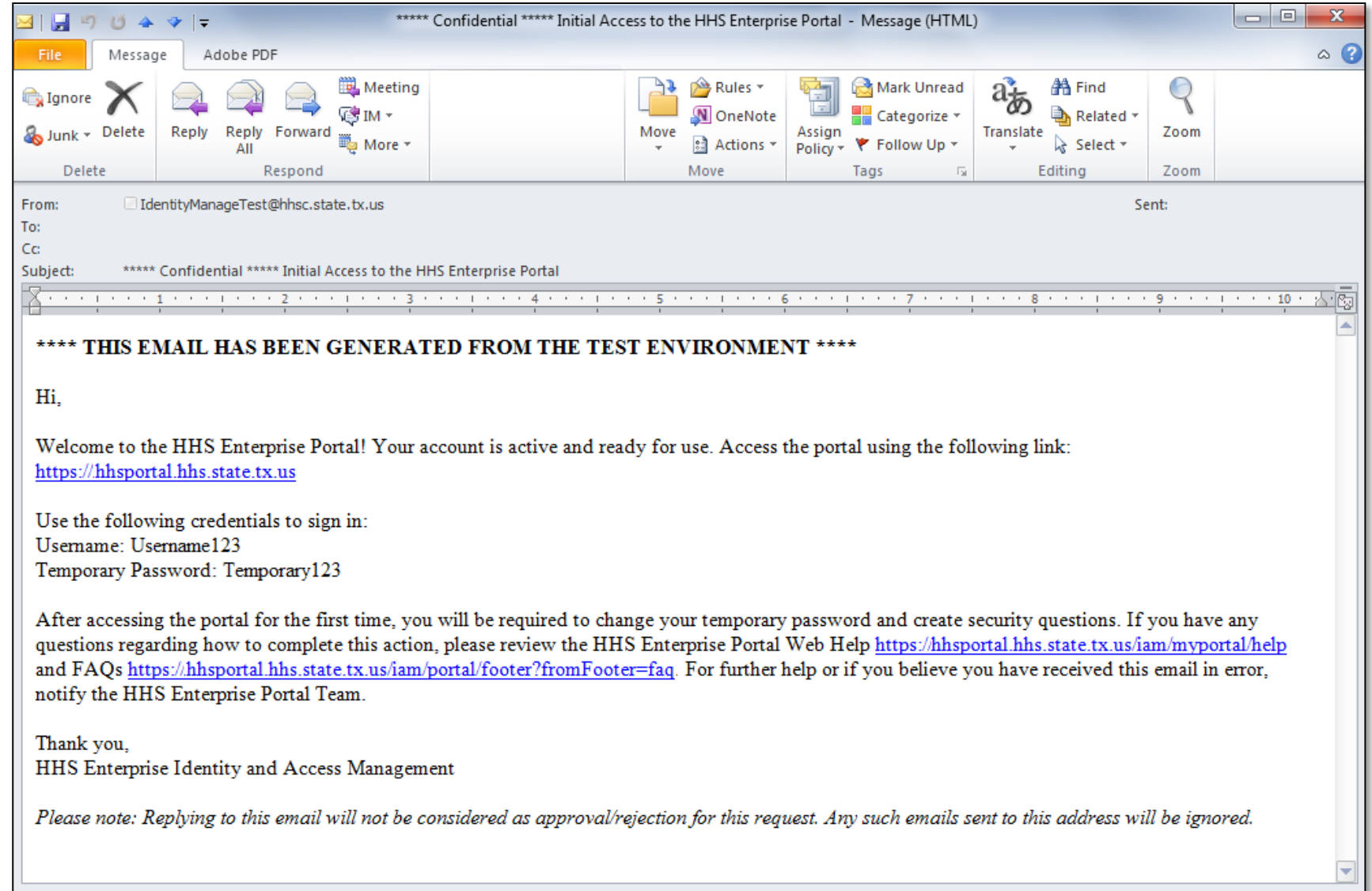
Maximum character length is 500

## Step 2: Approve Access to HHSC Portal



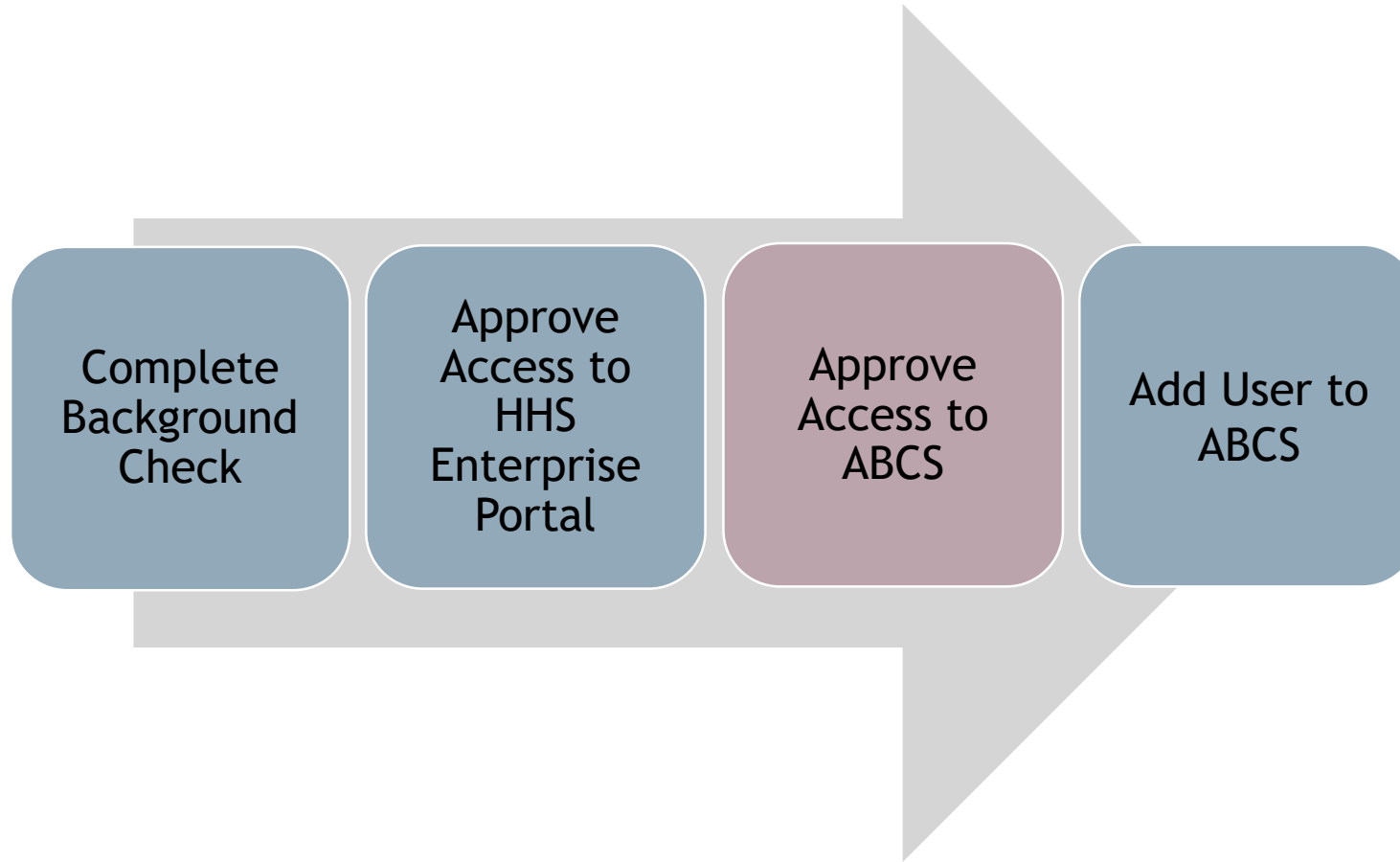
The requestor will receive an email indicating their request for HHS Enterprise Portal access has been approved.

The requestor will use login credentials provided to complete registration steps for portal access and submit a request for access to ABCS.

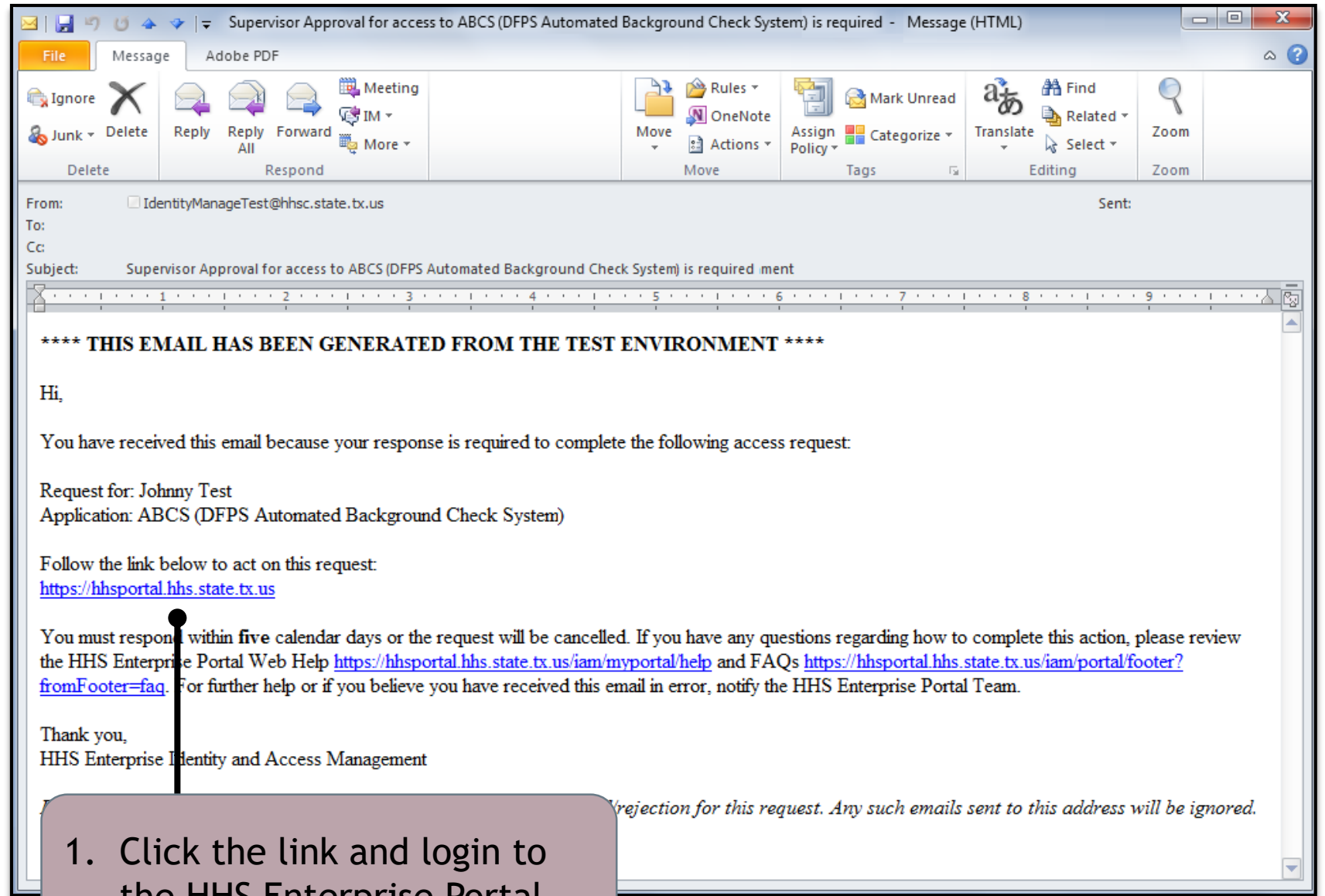


## Step 2: Approve Access to HHSC Portal

# Step 3: Approve Access to ABCS



After the user has requested access to ABCS in the HHS Enterprise Portal, you will receive an email indicating a request for ABCS access has been made for an organization you are listed as the designated approver or agency sponsor of.



### Step 3: Approve Access to ABCS

2. Login to the HHS Enterprise Portal at <https://hhsportal.hhs.state.tx.us> entering **Username** and **Password**
3. Select **Sign In**

\*\*If HHS Enterprise Portal account has not yet been created, see *Requesting Access to ABCS* resource document or view *ABCS User Guide* for further instructions.

Sign In

Username

Password

[Sign In](#) [Forgot Username?](#) [Forgot Password?](#)

New to the portal? [REGISTER](#)

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

4. In the Notifications tab from the left hand side of the HHS Enterprise Portal Home Page under Access Management, locate the notification requesting ABCS Access. Select **Review Request**

**Notifications**

[ABCS](#) access request for [redacted] is waiting for your approval. Expires 10/09/2016 11:47 AM. [Review Request](#)

[The HHS Enterprise Portal](#) is a secure, easy-to-use interface for accessing or requesting access to dozens of state applications, services, and assets. [View Details](#)

## Step 3: Approve Access to ABCS

5. Verify user information submitted is accurate and eligible for ABCS access

6. Complete additional required fields, as applicable, based on request type.

\*\*For all users outside of DFPS, a specific agency account ID (formerly the contract number) the user is being given access to must be entered.\*\*

### Review Request

**Request#**

System: ABCS

Requested By: Johnny Test

Requested For: [Johnny Test](#)

Request Date:

Request Type: New Access - ABCS access request for Johnny Test is waiting for your app

First Name: Johnny

Middle Name:

Last Name: Test

Date of Birth: \* xxxxxxxxxxxx

Identification Type: \* SSN

Identification No: \* xxxxxxxxxxxx

**Agency Account ID: \***

Comments (Maximum character length is 250)

History

7. Complete request selecting **Approve** or **Deny**

\*\*If denied, comments must be provided explaining denial

#### Add Details

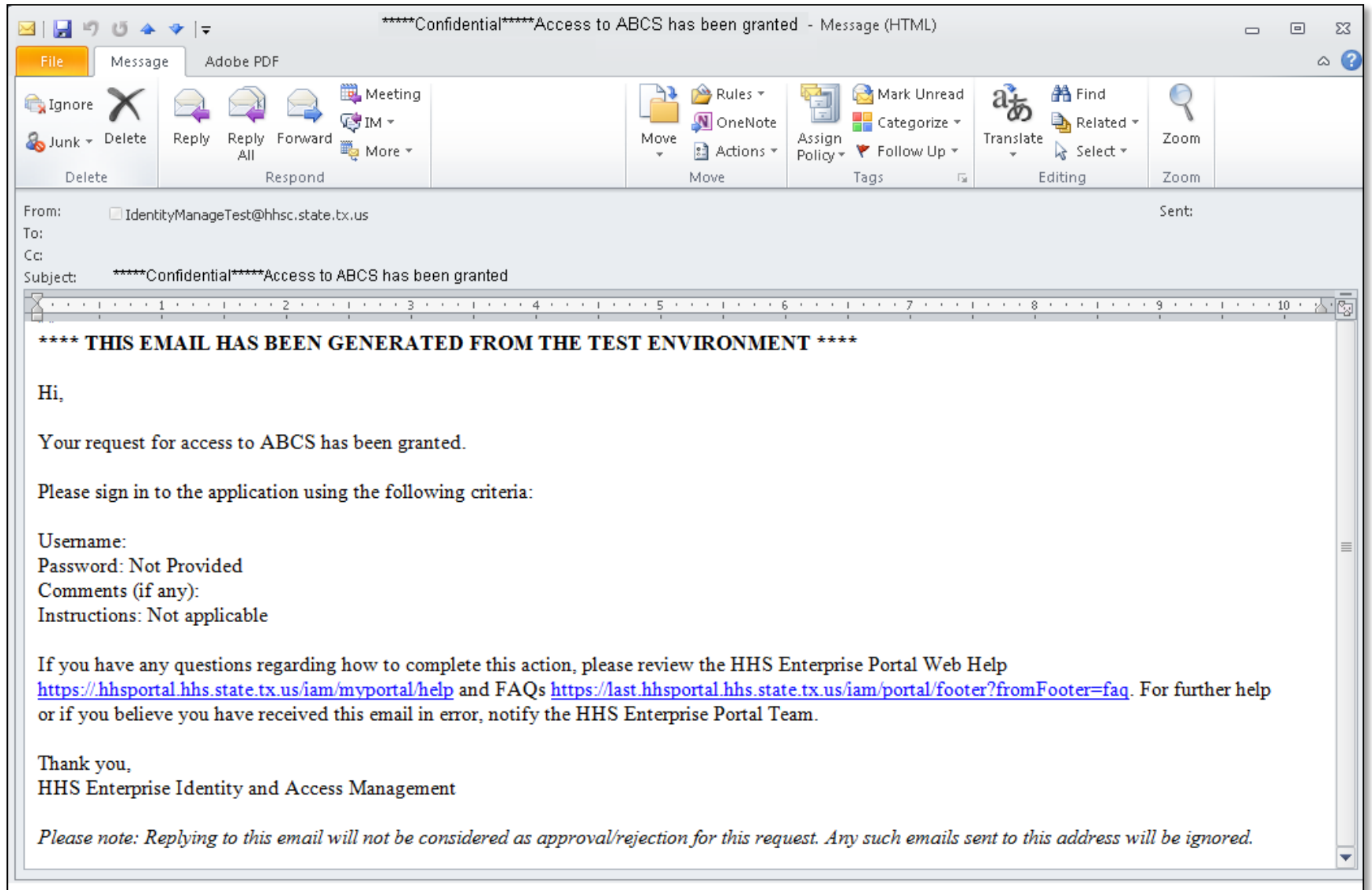
Notes (\*Required only if you deny the request)

Maximum character length is 500

## Step 3: Approve Access to ABCS

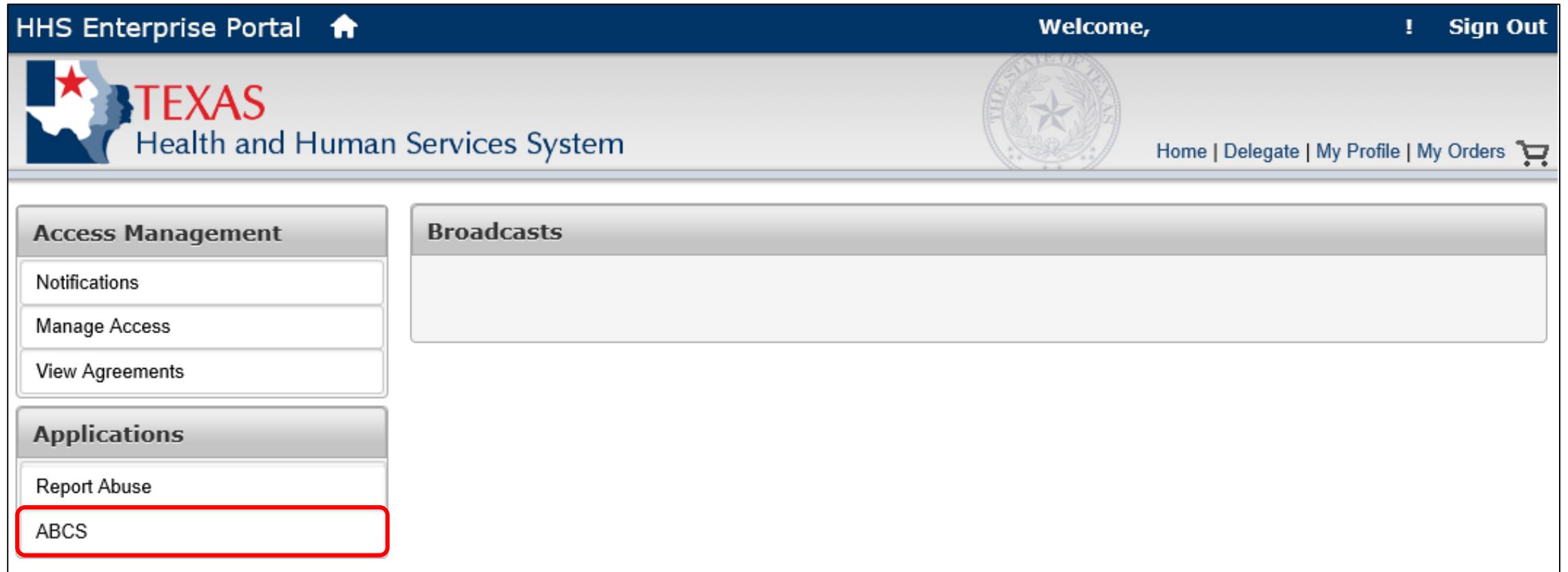
Once approved, the request will be run through additional validation processes including verifying a background check has been completed for the user on the specified account.

If request passes additional validation, the requestor will receive an email notifying them of the approval.



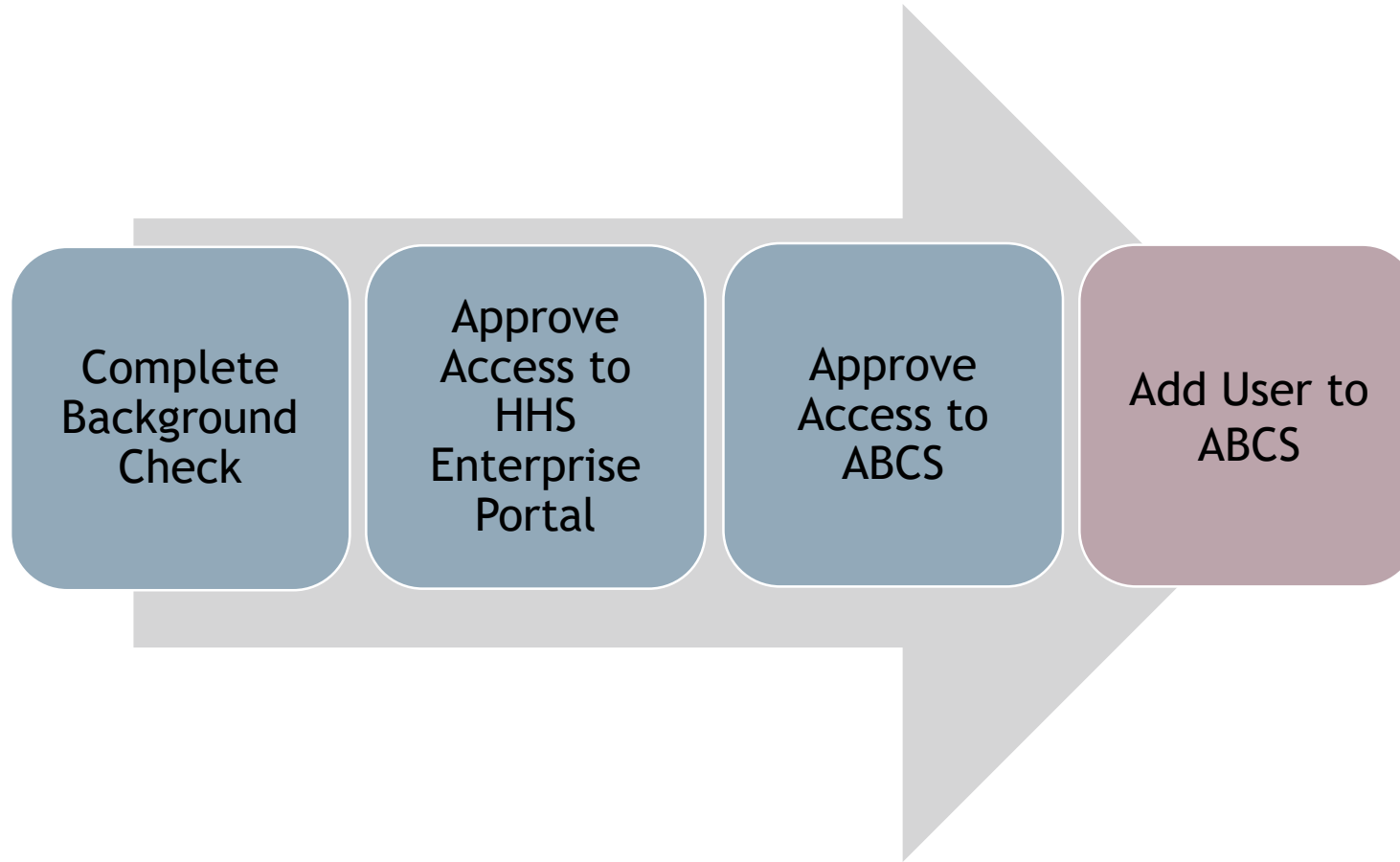
### Step 3: Approve Access to ABCS

The requestor will log into the HHS Enterprise Portal and click the **ABCS** link under **Applications** to begin using ABCS.



Step 3: Approve Access to ABCS

# Step 4: Add User to ABCS





For ABCS users outside of DFPS only, an additional step of adding the approved user to ABCS must be completed by the account administrator or DFPS staff before the individual can access and submit background check for the account.

1. From the ABCS tab bar, select **Account Details**



2. Select user from the **Name** drop-down

3. Select User Role of **User** or **Administrator**

4. Select **Yes** or **No** to indicate whether the individual is approved to receive result notifications for background checks they submit

5. Select **Add**  
6. User will display in user list and now be able to access the account when logged into ABCS

### Account Details

#### Current User List

\* Name :

\* User Role :

\* Receive Background Check Results :

Name	User Role

Name	User Role	Email	Receive Background Check Results	
Doe, John	User	abcs@yahoo.com	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Step 4: Add User to ABCS

# ABCS Resources

<p>DFPS Background Checks (BC) website</p> <ul style="list-style-type: none"><li>• Resource documents:<ul style="list-style-type: none"><li>➤ Requesting Access to ABCS</li><li>➤ Using ABCS Training</li></ul></li><li>• ABCS User Guide</li></ul>	<ul style="list-style-type: none"><li>• <a href="http://www.dfps.state.tx.us/Background_Checks/ABCS.asp">http://www.dfps.state.tx.us/Background_Checks/ABCS.asp</a></li></ul>
<p>BC Mailbox</p>	<ul style="list-style-type: none"><li>• <a href="mailto:AskCBCU@dfps.state.tx.us">AskCBCU@dfps.state.tx.us</a></li></ul>
<p>BC Handbook</p>	<ul style="list-style-type: none"><li>• <a href="http://www.dfps.state.tx.us/handbooks/CBCU/default.asp">http://www.dfps.state.tx.us/handbooks/CBCU/default.asp</a></li></ul>
<p>HHS Enterprise Portal Help</p>	<ul style="list-style-type: none"><li>• (512) 438-4720</li><li>• <a href="https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/help">https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/help</a></li></ul>