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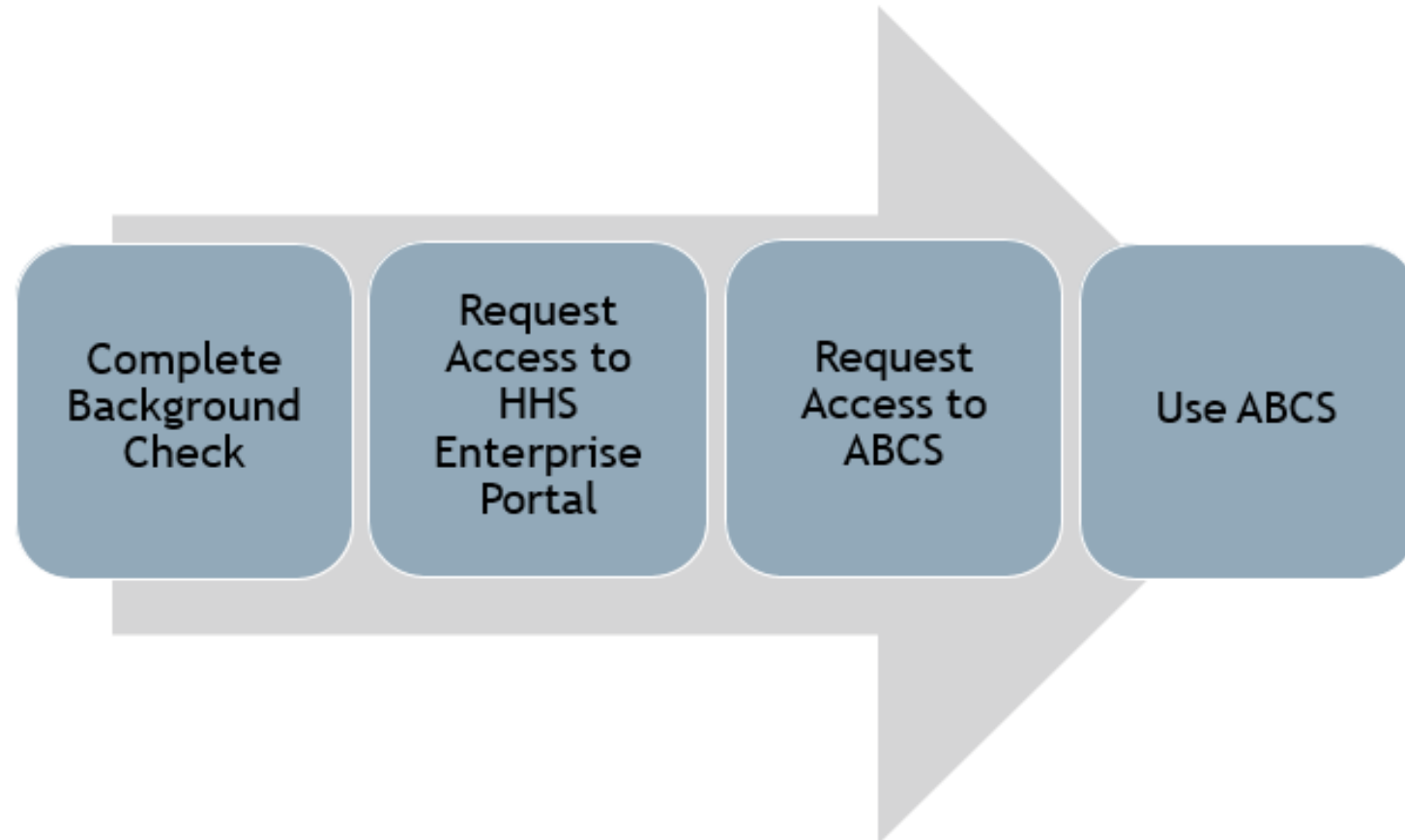
Automated Background Check System(ABCS) Requesting Access Guide

April 2018



How do I access ABCS?

There are four main steps that must be completed to access ABCS. These steps will be outlined over the course of the presentation.

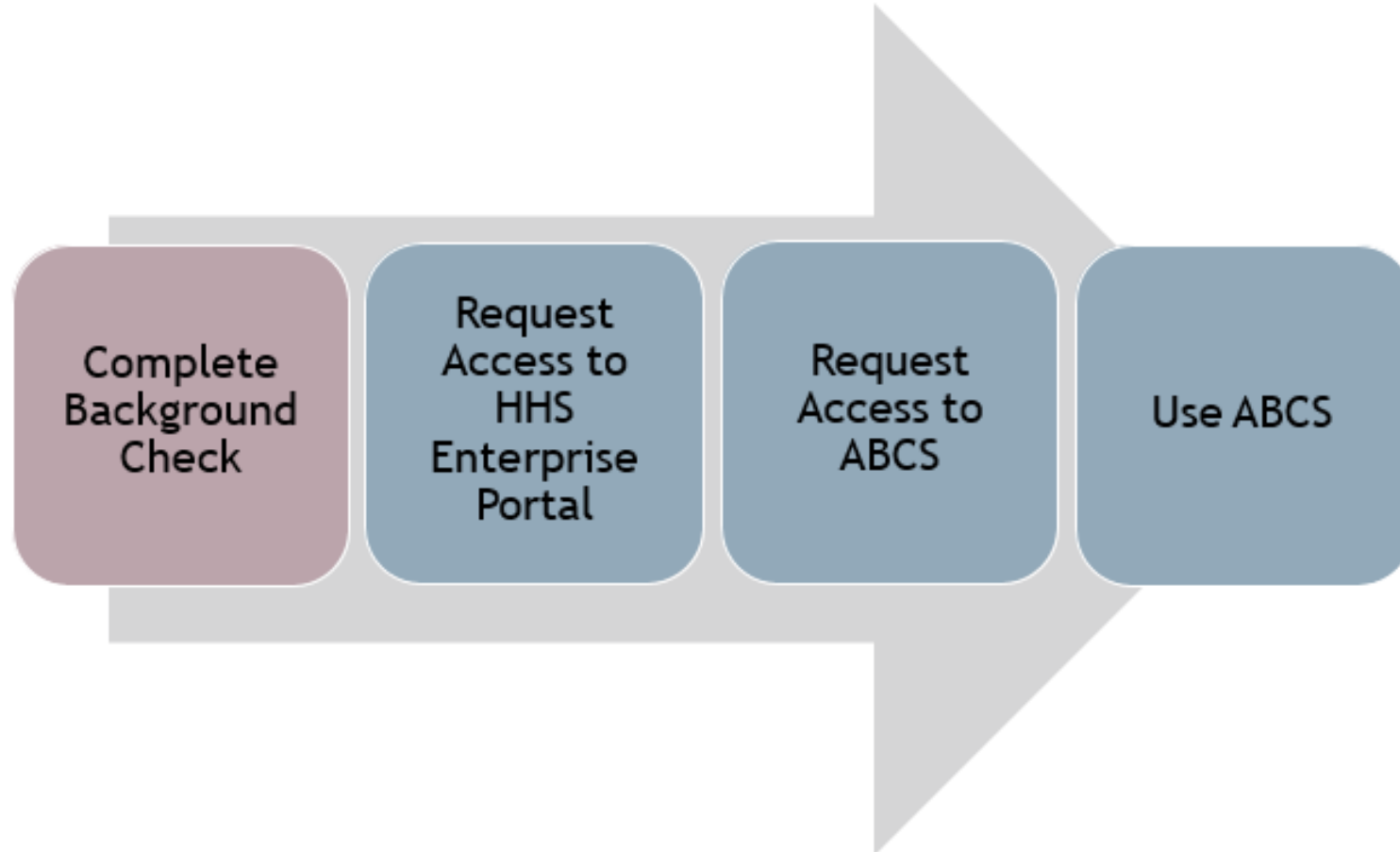




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Step 1: Complete Background Check





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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 on the account.

For new contracts, DFPS will work with the administrator to complete the background check process and set up for the initial user to access ABCS.

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

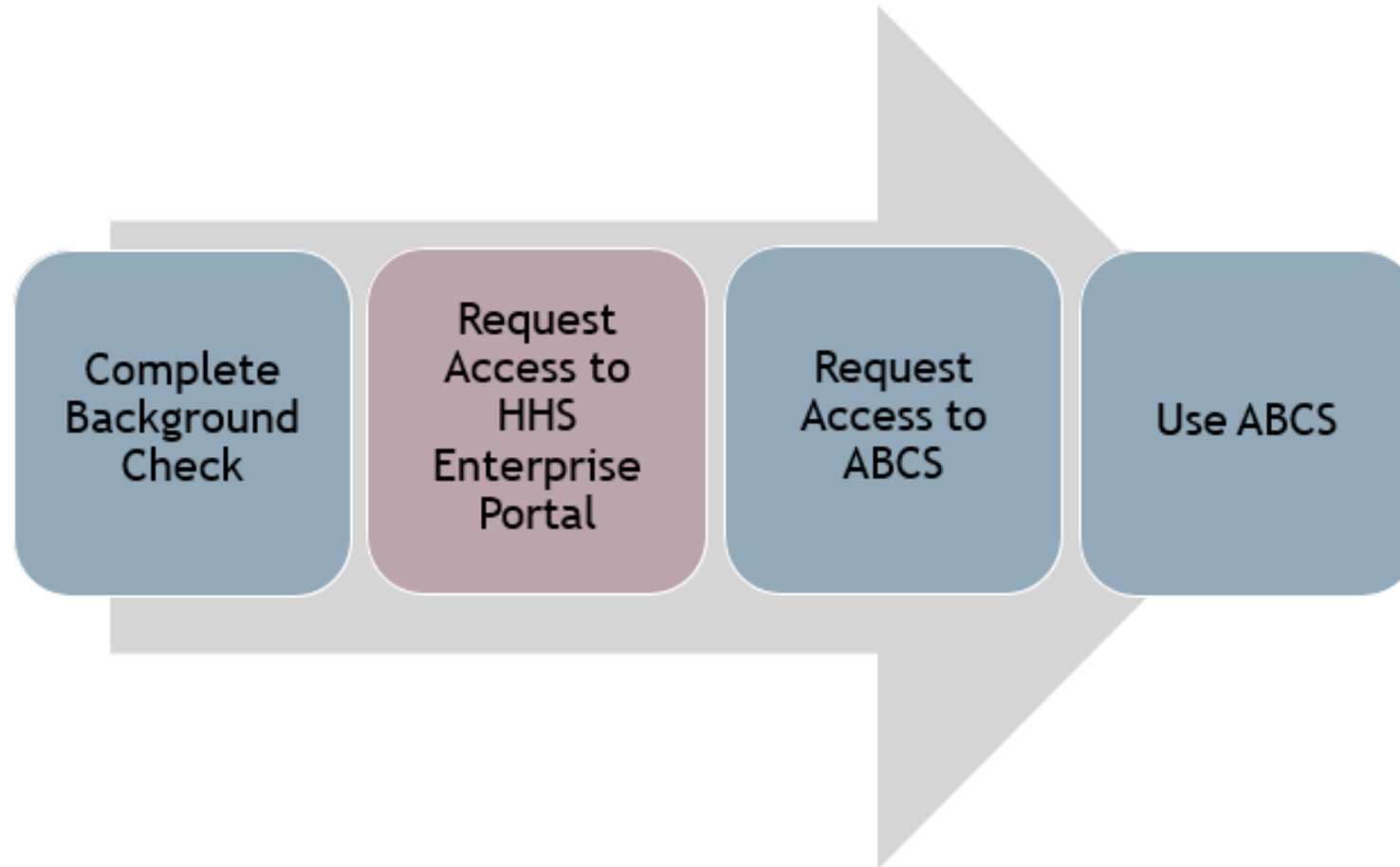




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Step 2: Request Access to HHSC Portal





Step 2: Request Access to HHSC Portal

- Access the HHS Enterprise Portal at: <https://hhsportal.hhs.state.tx.us>
- Click the Register button.

The screenshot displays the HHS Enterprise Portal website. The browser address bar shows the URL <https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome>. The page header includes the text "HHS Enterprise Portal" and the Texas Health and Human Services System logo. A "System Use Notification" section contains a warning about the system's security and legal implications. On the right side, there is a "Sign In" form with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Username?" and "Forgot Password?". Below the sign-in form, there is a "New to the portal?" section with a prominent blue "REGISTER" button. At the bottom, there is a "Broadcast" section with a message about the portal's security and a "View Details" link.



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Step 2 (continued)

DFPS staff:

- Select I am an HHS Employee
- Enter and Re-enter 11-digit DFPS Employee ID
- Click the Next button

Self Registration ?

I am an HHS Employee.
 I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.
 I work for a Non-HHS Government Agency or Private Organization.
 I am a Citizen.

Employee IDs consist of eleven (11) numerical values.

Enter your HHS Employee ID*

Re-enter your HHS Employee ID*

All other ABCS users, including external partners:

- Select I work for a Non-HHS Government Agency or Private Organization
- Enter and Re-enter Employer Identification Number (EIN) also known as the Tax Identification Number (TIN). **Note:** If you don't know the EIN or TIN, select Search for Organization.
- Click the Next button

Self Registration ?

I am an HHS Employee.
 I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.
 I work for a Non-HHS Government Agency or Private Organization.
 I am a Citizen.

Enter your Organization's Employer Identification Number (EIN) without hyphens.

Enter EIN*

Re-enter EIN*

[Search for Organization](#)



Step 2 (continued)

- Enter required profile details.
- Click the Next button

Note:

Notification of decisions made will be emailed to you at the address provided.

If you get a pop-up that says your email address is already in use, click on Next to by-pass and move to the next step.

Personal Information

Prefix

First Name*

Middle Name

Last Name*

Suffix

Preferred Name

Personal Email

Enterprise Portal Information

Username*

User Type*

Organization Name

- Username can contain a-z, A-Z, or 0-9
- Username can contain the following special characters _ - . @
- Numeric only Usernames are not allowed
- A green checkmark means your selected username is available.
- A red (x) means your selected username is unavailable.

Agency Information

Work Email*

Confirm Work Email*

Work Phone*

Work Fax No

Work Location Information

Physical Address 1

Physical Address 2

Physical City

Physical State

Physical Zip Code

Same as Physical Address

Mailing Address 1

Mailing Address 2

Mailing City

Mailing State

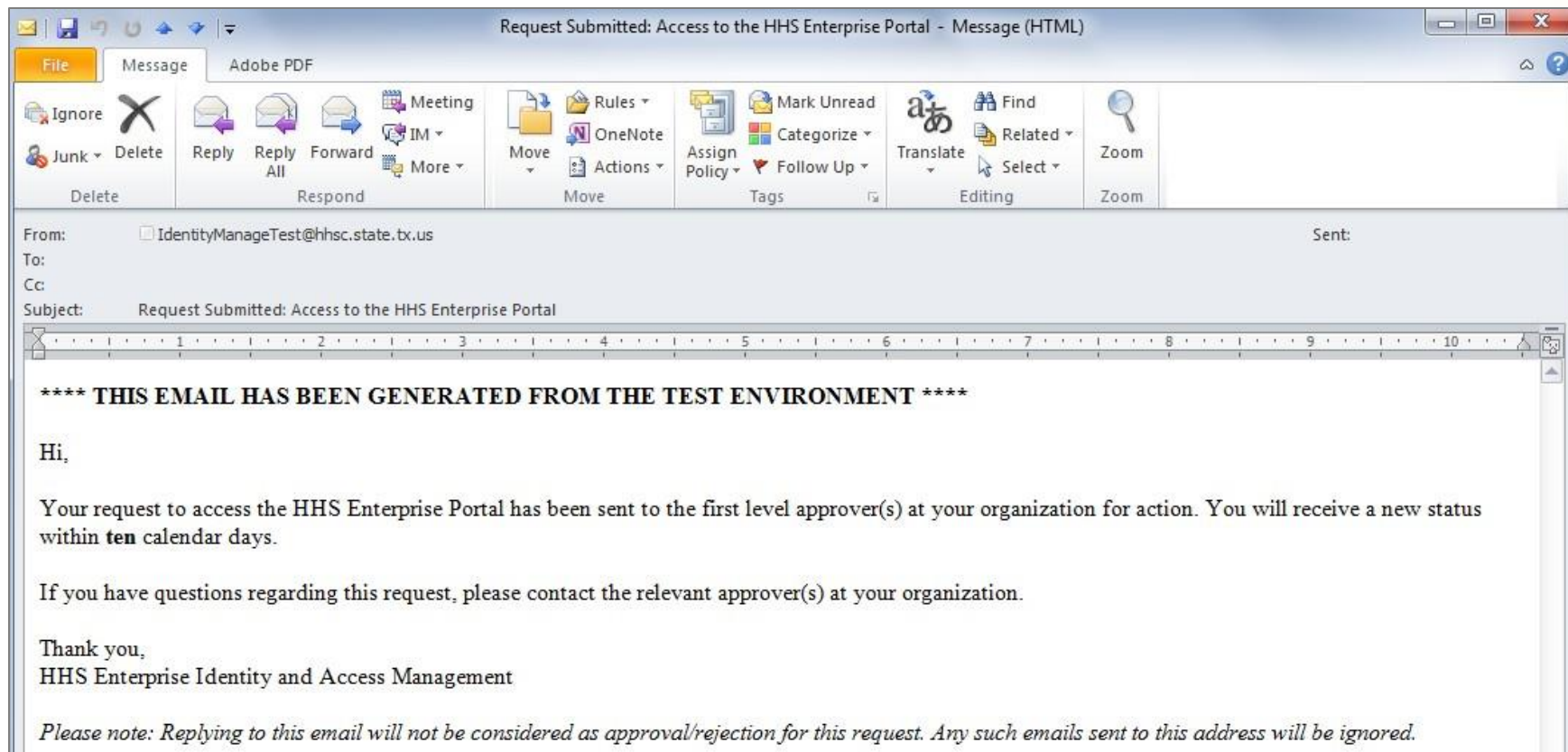
Mailing Zip Code

[Back](#) [Next](#)



Step 2 (continued)

You will receive an email confirming request for HHS Enterprise Portal access advising a decision must be finalized within 10 calendar days or the request will expire.

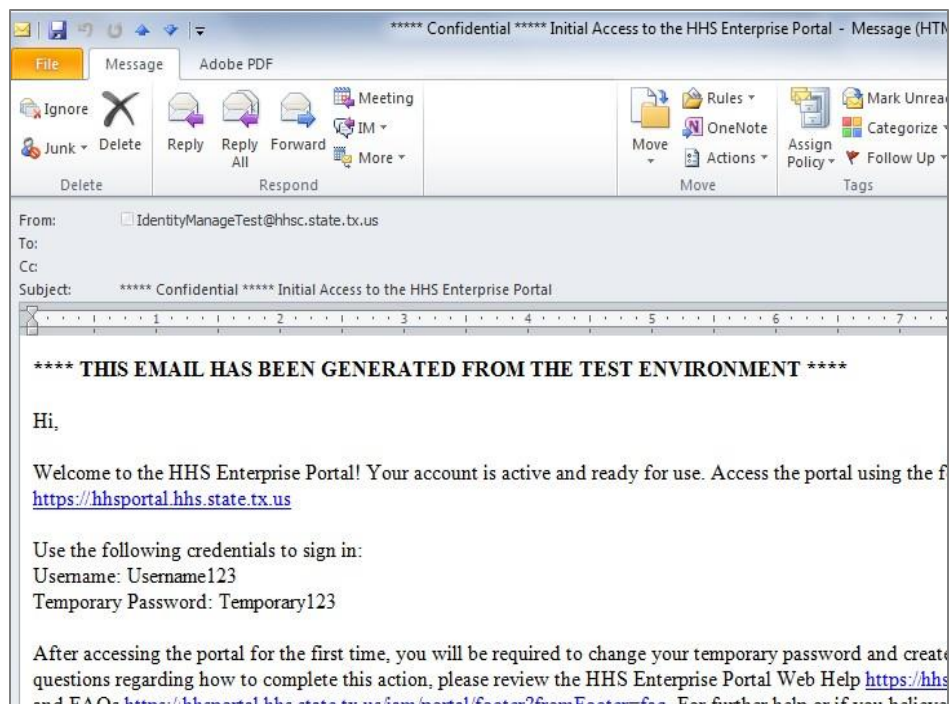




Step 2 (continued)

When request is approved, you will receive an email with a listed Username and Temporary Password.

- Click the link in the email to the HHS Enterprise Portal.



On the portal:

- Enter the Username and Temporary Password.
- Click the Sign In button.

Sign In	
Username	<input type="text" value="Username123"/>
Password	<input type="password" value="Temporary123"/>
<input type="button" value="Sign In"/>	
Forgot Username?	
Forgot Password?	



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Step 2 (continued)

- Read the Acceptable Use Agreement
- Scroll and select the checkbox confirming your understanding
- Enter your name in the fields provided as your electronic signature
- Click the Next button

Acceptable Use Agreement

Please review and agree to the terms of the Acceptable Use Agreement. You must scroll to the end of the agreement to enable the checkbox.

Health and Human Services Acceptable Use Agreement (AUA)

(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

Purpose

... Proper authorization is required for access to all information owned by HHS Agencies, except for information that is maintained for public access.

By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name [?](#) :

First Name

Last Name



Step 2 (continued)

- Enter and confirm the new password following the Password Rules
- Click the Next button

Change Password

You must change your password to continue.

New Password

Confirm New Password

Password Rules

- ✓ The password should not be empty.
- ✓ There should be at least **one upper** case letter.
- ✓ There should be at least **one lower** case letter.
- ✓ There should be at least **one number**.
- ✗ There should be at least **one non-alphabetic** characters from the following:!
@#\$\$%^&*()_+|~='{}[]:;.,/~
- ✗ Minimum length of the password should be **8 characters**.
- ✓ Maximum length of the password should be **16 characters**.
- ✗ At least **four characters** in the new password must be different from the current password.
- ✗ Both new password fields should contain the same data.
- ✓ The password should not be the same as the username.
- ★ The password should not be the same as your First name or Last name.
- ★ The password should not be the same as the last 6 passwords used.
- ★ The password will expire after 90 days and must be changed after expiration.



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Step 2 (continued)

- Choose three different security questions and enter answers for them
- Click the Next button

Security Questions

To help ensure the security of your HHS Enterprise Portal account, choose three questions and provide your answers below.

Question *	What is your favorite pet's name?	▼
Response *	<input type="text"/>	
Confirm *	<input type="text"/>	
Question *	What is your favorite sport?	▼
Response *	<input type="text"/>	
Confirm *	<input type="text"/>	
Question *	Who was your favorite teacher?	▼
Response *	<input type="text"/>	
Confirm *	<input type="text"/>	



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Step 2 (continued)

When additional account creation steps have been completed, you will be redirected to the HHS Enterprise Portal login page.

- Enter Username and new password
- Click the Sign In button

The screenshot shows the HHS Enterprise Portal login page. At the top, there is a dark blue header with the text "HHS Enterprise Portal" and a home icon. Below this is a light gray banner with the Texas state logo and the text "TEXAS Health and Human Services System". The main content area is divided into two columns. The left column contains a "System Use Notification" section with a warning message. The right column contains a "Sign In" form with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Username?" and "Forgot Password?". Below the sign-in form, there is a "New to the portal?" section with a "REGISTER" button. At the bottom, there is a link that says "Click here to sign Acceptable Use Agreement (AUA)".

HHS Enterprise Portal

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Health and Human Services System

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign In

Username

Password

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

New to the portal? [REGISTER](#)

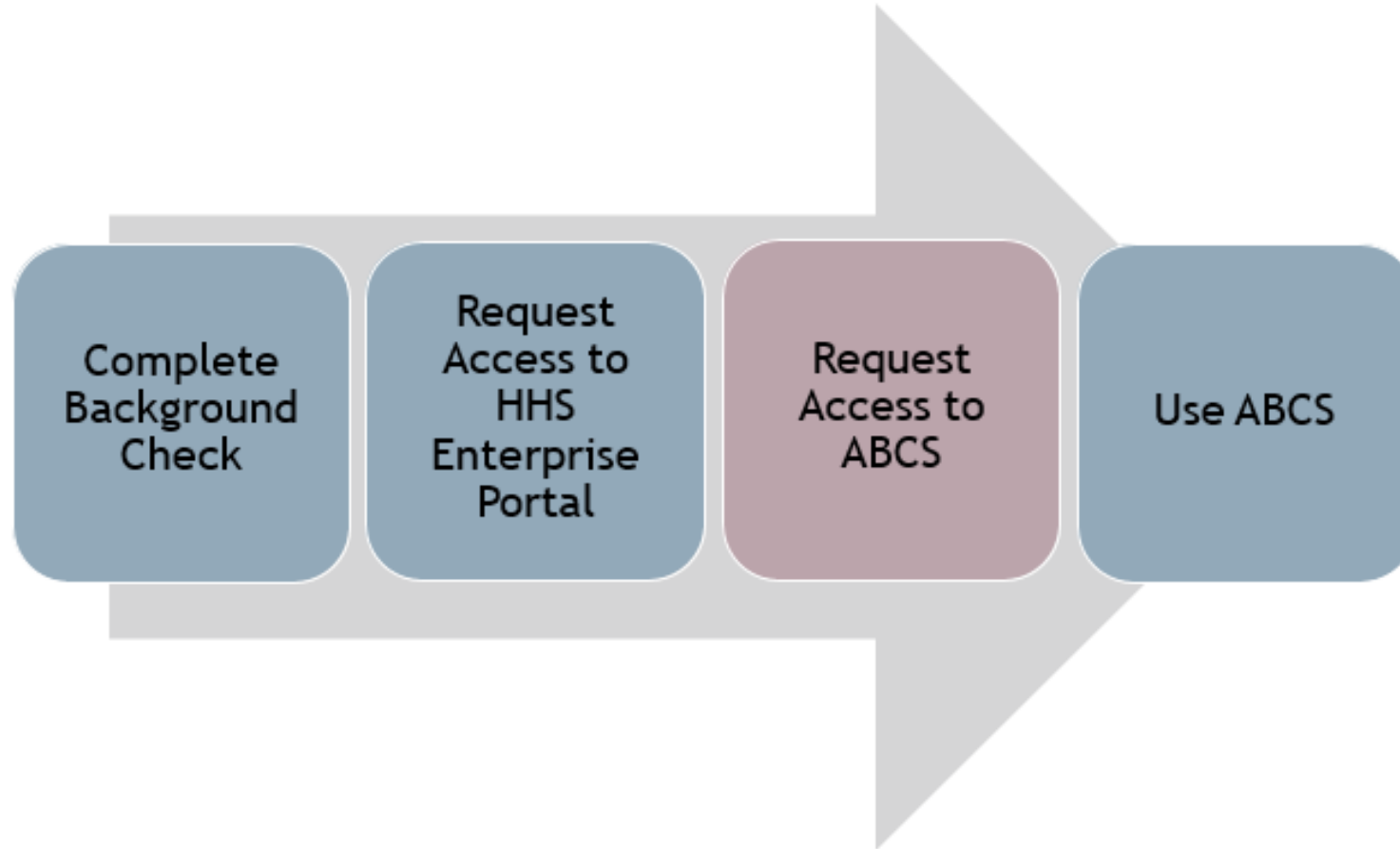
[Click here to sign Acceptable Use Agreement \(AUA\)](#)



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Step 3: Request Access to ABCS





Step 3 (continued)

Once logged into the HHS Enterprise Portal, complete the following steps:

- Select Manage Access on the left
- Select checkbox for ABCS
- Click the Next button

HHS Enterprise Portal

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Access Management

- Notifications
- Manage Access
- View Agreements

Applications

- CAPPS
- Report Abuse
- ABCS

Select Items

Select up to 15 items.

Search:

Access Name	Description	Username
<input type="checkbox"/> CAPPS	Centralized Accounting & Payroll/Personnel System	00000102857
<input checked="" type="checkbox"/> ABCS	DFPS Automated Background Check System	00000102857
<input type="checkbox"/> AARS	Adverse Action Record Sharing System	
<input type="checkbox"/> ARTSWeb	Accounts Receivable Tracking System Web	
<input type="checkbox"/> CM Admin	DADS Administrative Tools	



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Step 3 (continued)

- Click the Information Required link
- Complete additional required fields
- Add the Agency Account ID you are requesting access to in the Comments section
- Click the Next button

Review Order

Empty Cart

Item Name	Request Type	Submitted For	Status
ABCS	New Access		Information Required

Return To List Submit Order

Provide Information: DFPS Automated Background Check System

To complete your request for Automated Background Check, please provide additional information.

First Name:

Middle Name:

Last Name:

Date of Birth: *

Do you have Social Security Number (SSN)?
 Yes No

Identification Type: *

Identification No: *

Comments (Maximum character length is 250)

Back Next



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Step 3 (continued)

- Read the agreement and check the box indicating that the request is true and necessary.
- Click the Submit Order button

Review Order

[Empty Cart](#)

Item Name	Request Type	Submitted For	Status	
ABCS	New Access			Edit

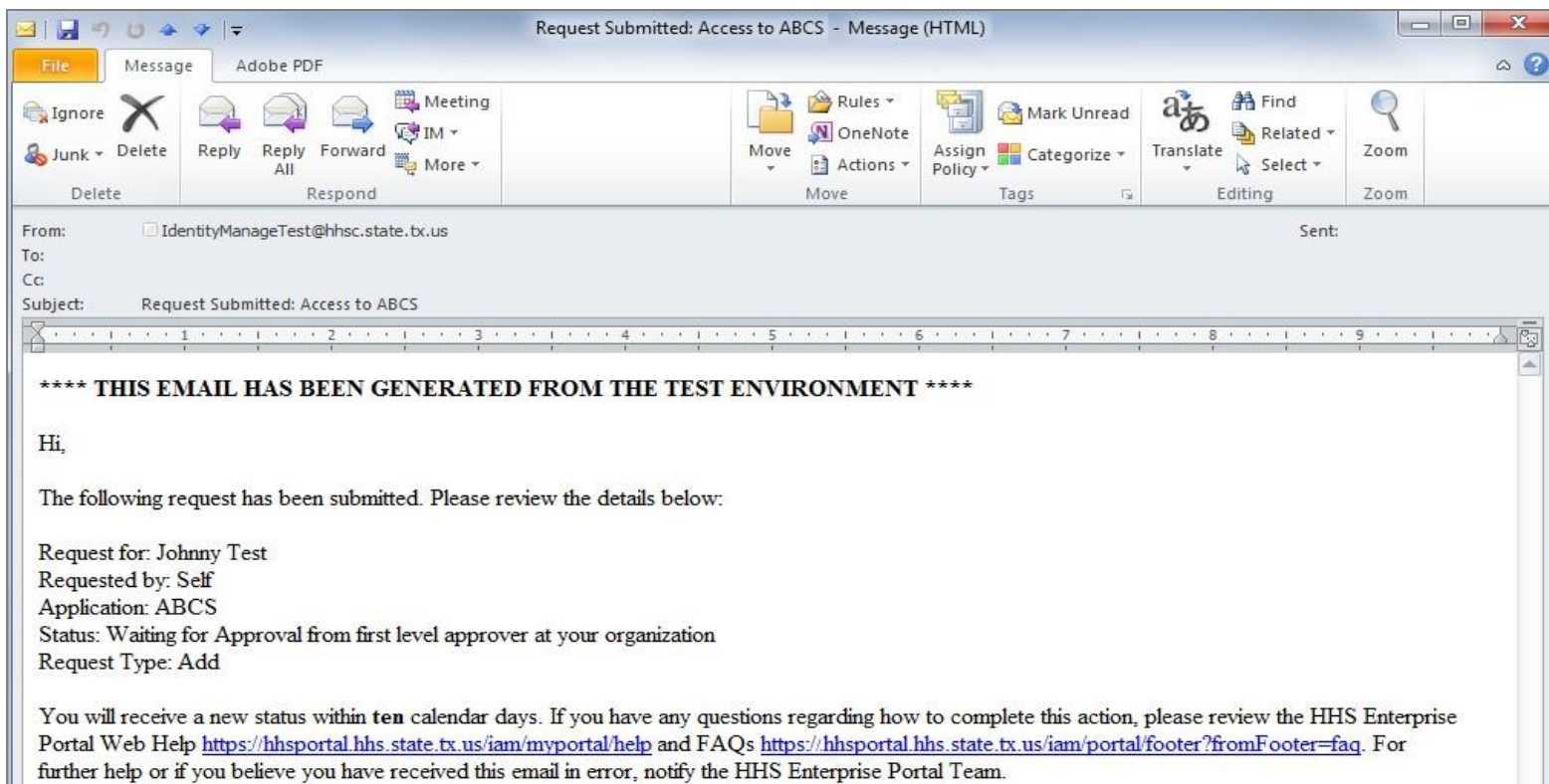
I understand that by submitting this order I am agreeing that all information in each request is true and necessary.

[Return To List](#) [Submit Order](#)



Step 3 (continued)

You will receive an email confirming request for ABCS access and advising that the approver has 10 calendar days to review and make a decision.





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Step 3 (continued)

When a decision has been made on your request, you will receive an email notifying you whether the request was approved or not.

ACCESS GRANTED

If approved:

- Login to the HHS Enterprise Portal
- Click ABCS link under My Applications

My Applications

ABCS

ACCESS DENIED

If denied:

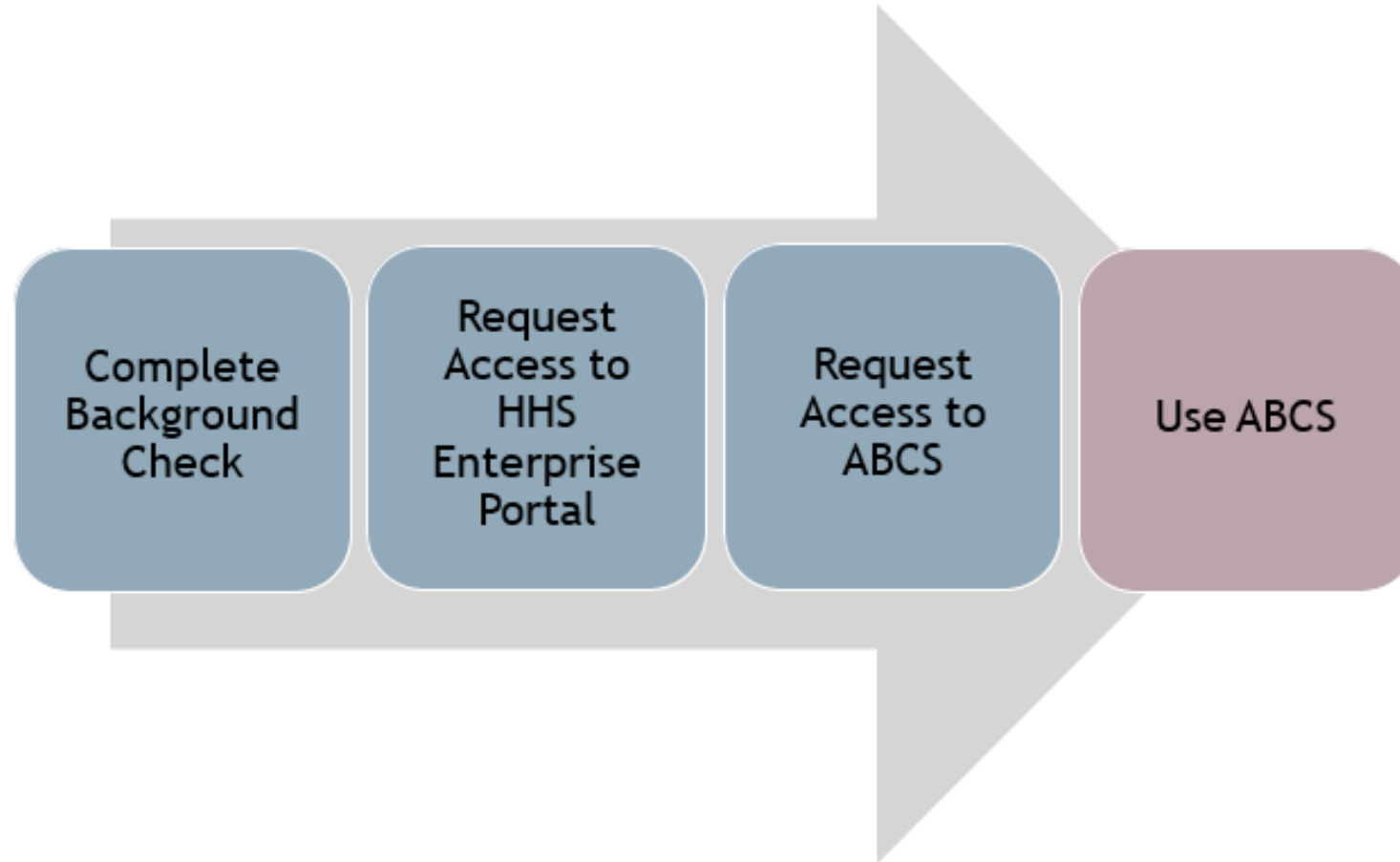
- Contact the representative for the account



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Step 4: Use ABCS





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Step 4 (continued)

You are now ready to use ABCS!

View ABCS resource document “Using ABCS” and the “ABCS User Guide” for additional instructions on ABCS functions.





ABCS Resources

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