Vaccine Data Dashboard Access Request
For Local Health Entities

Job Aid
Updated 2/16/2021
Overview

• **Purpose**
  - The following slides outline the process of requesting new access to the COVID-19 Vaccine Data Dashboard for Local Health Entities.

• **Audience**
  - Local Health Entities and select local public health groups affiliated with a Public Health Entity or local government
Application Access Steps: VAOS Dashboard
1. Navigate to the HHS Enterprise Portal https://hhsportal.hhs.state.tx.us
   1a. If you have an existing HHS Portal account, login (Skip to Slide 7 – *Navigate to Manage Access*).
   1b. If you do not have an account, click *Register* and continue with Step 2 below.
2. Select the third option, *“I work for a Non-HHS Government Agency or Partner Organization.”*
3. Enter your **EIN (Tax ID)** or click *Search for Organization* to locate your organization.
• If you cannot find your entity in the HHS Portal, have issues, or have questions about the process please contact Seth Henderson (seth.henderson@dshs.texas.gov) for assistance.

• For access and login issues, please contact the HHS Consolidated Help Desk at 512-438-4720 or 855-435-7181.
Step 2: Complete Registration

4. Enter required fields on the next page. Click **Next** on the bottom of the page. Your request will be submitted to Seth Henderson (seth.henderson@dshs.texas.gov) for approval, which usually happens within one business day.

5. Once approved, you will get an email with a username and temporary password. Login to the HHS Enterprise portal and reset your password to complete your registration.
6. Once logged in, navigate to **Manage Access**.
Step 4: Select VAOS Dashboard Application

7. Use the search filters in the New Access pane to locate VAOS Dashboard (Tableau access for LHD). As you select items, they appear on the bottom right of the screen.

8. Click Next when you have finished making your selection to open the Review Order page.
9. Select **Information Required** in the item’s row to provide more information.
10. Select your associated Region(s) and Sub-Region(s) under the dropdowns to gain visibility into specific jurisdictions. Mark the checkbox for **LHD** and click **Next**.

   - If you are not familiar with your region or sub-region, click the blue **Help ?** Icon near the page title to perform a key word search.
11. Read and check beside the confirmation message after you have finished adding the required information for the item in your cart. Click **Submit Order**.
12. After you submit your order, a confirmation message will open with your **Order Number**. Your request will go through the approval process.

13. Once approved by DSHS (Seth Henderson), you will get an encrypted email with a temporary password. You will receive an update to your request(s) within ten business days.

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**Step 8: Await Approval for Access**

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From: identitymanagement@hhsc.state.tx.us

Sent: Thursday, February 4, 2021 5:12 PM

To: [Your Email]

Subject: Request Submitted: Access to VAOS Dashboard

Hi,

The following request has been submitted. Please review the details below:

- **Request for:** [Details]
- **Requested by:** [Details]
- **Application:** VAOS Dashboard
- **Status:** Waiting for Approval
- **Type:** Add

You will receive a new status within ten calendar days. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Help [https://hhsportal.hhsc.state.tx.us/helpGuide/Master/Content/Home.htm](https://hhsportal.hhsc.state.tx.us/helpGuide/Master/Content/Home.htm) and FAQs [https://hhsportal.hhsc.state.tx.us/iam/portal/Home/portalFooter?fromFooter=flag](https://hhsportal.hhsc.state.tx.us/iam/portal/Home/portalFooter?fromFooter=flag). For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,

HHS Enterprise Identity and Access Management

*Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.*
Questions?

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