

Identity Management User Manual

*Managing
Electronic Burial Permit
User Access*

October 2013

DOCUMENT REVISION HISTORY

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0.20	Oct 27, 2011	Pamela Simpson	Removed Edit Attributes and Change User Password sections
0.30	Feb 9, 2012	Pamela Simpson	Updated verbiage within numerous sections for clarification.
0.40	Sept 12, 2013	Perry Vonk	Updated IDM link
1.00	Sept 16, 2013	Crystal Jones	Updated for Electronic Burial Permit User Approvals
1.01	Sept 23, 2013	Crystal Jones	Added New User Setup – Step 3
1.02	Oct 28, 2013	Crystal Jones	- Changed New User Setup – Step 3 to include username requirement - Fixed page numbering
1.03	Oct 30, 2013	Crystal Jones	Added Disable User Account information

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Introduction

Funeral Homes have full control over who can access the Electronic Burial Permit (EBP) application. User registration and login is conducted utilizing the **myeHealth** website. Managing user access is conducted using the **Identity Manager** website.

This guide is intended to assist in using the Identity Manager website. It does not cover the **myeHealth** website of the EBP application.

New User Requests

To gain access to the Electronic Burial Permit (EBP) application, the first step is to register a new account at *myeHealth*. As part of this process, new users will select an organization. When a user selects your organization as part of this registration an email will be sent directly to those listed on the Organization Request form as the Primary Administrative Contact and any individuals listed as an Authorized Approver.

The email will include the text below:

Access has been requested for: <fullname>.

Please proceed to the Identity Management Administrator <https://idm.ehealthsask.ca/idm/approval/approval.jsp> website to approve or reject this request.

This is a post-only mailing. Replies to this message are not monitored or answered.

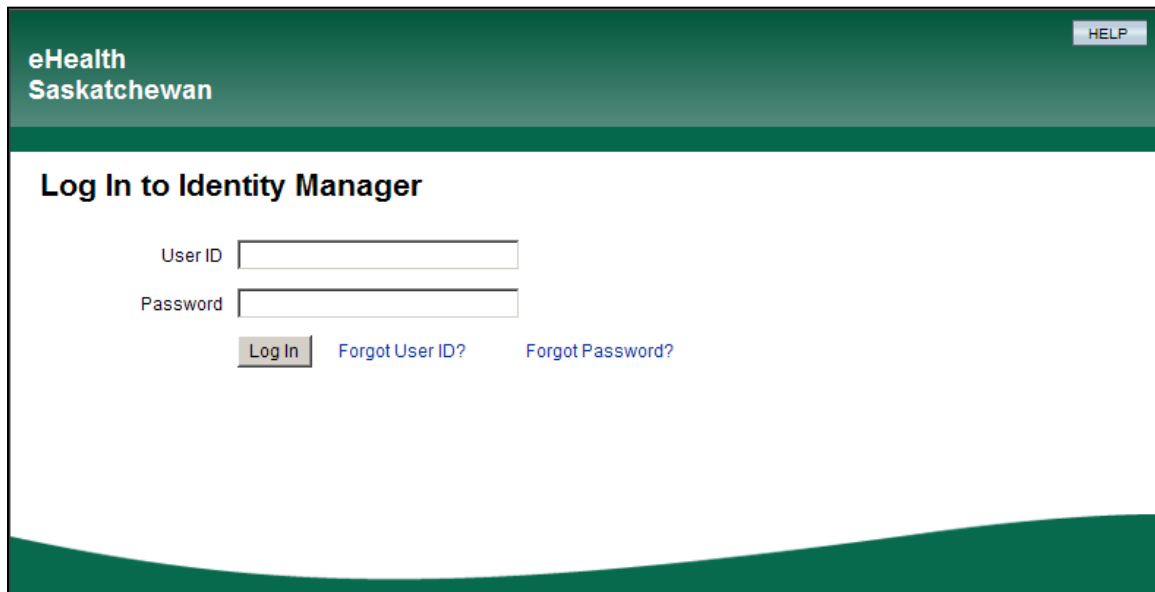
To complete the approval, you will need to login to the Identity Manager website and then complete the approval.

DO NOT use the Identity Management Administrator link provided in the email. See [Logging into Identity Manager \(IDM\)](#) for more information on how to log on.

Identity Manager (IDM) Login

To log into IDM, go to the following website:
<https://idm.ehealthsask.ca/idm/approval/approval.jsp>

Enter your **User ID** and **Password** you use to log into EBP, and select **Log In**. If you've forgotten your User ID or Password, select the links provided for more information on how to retrieve this information.



The screenshot shows the login interface for the Identity Manager. At the top left, it says "eHealth Saskatchewan" and at the top right, there is a "HELP" button. The main heading is "Log In to Identity Manager". Below this, there are two input fields: "User ID" and "Password". Underneath the "Password" field, there are three buttons: "Log In", "Forgot User ID?", and "Forgot Password?".

New User Setup

Step 1: Approving/Rejecting Requests

To approve/reject a user's access to the Electronic Burial Permit application, follow these steps:

1. Select the **Work Items** tab.
2. From the list of secondary tabs, select the **Approvals** tab.

Logged in as: oapprove LOGOUT HELP

eHealth Saskatchewan

Home Accounts Passwords **Work Items** Server Tasks

My Work Items **Approvals** Attestations Remediations Provisioning Requests Compliance Violations Other History Delegate My Work Items

Awaiting Approval

Check a box next to a pending request to select it. Click **Approve** to approve the request or **Reject** to deny it. To sort the request list, click a column title.

List Approvals for:

<input type="checkbox"/>	Request	Requester	Date of Request
<input type="checkbox"/>	Approve Organization Top:Health Authorities:SKTNHR:City Hospital:Pharmacy	hisconfig	Friday, September 30, 2011 10:49:38 AM CST

3. Check off the checkbox for the user requesting access. You can select multiple requests at a time.
4. Select one of the following:
 - a. **Approve** to approve access to the application. Once you've approved the user access to the application, they will receive an email notifying them of the approval.
 - b. **Reject** to deny access to the application. Once you've rejected the user access to the application, they will receive an email notifying them. It is recommended that you add comments to the request before rejecting.
 - c. **Forward to....** to send this request onto another Authorized Approver
 - d. **Cancel** to go back to Awaiting Approval screen.

Step 2: Assigning User Roles

To assign a user to the Electronic Burial Permit application, follow these steps:

- ▶ Select the **Accounts** tab.
- ▶ Expand your Funeral Home folder by clicking on the arrow. The arrow will face downward when your list is fully expanded.
- ▶ Select the user from your list by clicking on their username.

The screenshot shows the eHS Identity Manager interface. At the top, it says "Logged in as: ptest" and "eHS Identity Manager - ADMIN 1054". Below this is a navigation bar with tabs: Home, **Accounts**, Passwords, Work Items, and Server Tasks. The "Accounts" tab is selected. Below the navigation bar, there are options for "List Accounts" and "Find Users". A key section shows various user and organization icons. The main area is titled "User List" and contains a search bar and several dropdown menus. Below this is a table with columns for "Name", "Last Name", and "First Name". The table lists three entries: "Acadia-McKague's Funeral Centre", "ptest" (highlighted with a red box), and "HOLDING". A red box also highlights the expandable arrow next to the "ptest" entry.

- ▶ The Edit User screen will open. Select the **Roles** tab.
- ▶ Select the **Add** button.

The screenshot shows the "Edit User" screen. At the top, it says "Enter or select attributes for this user, and then click Save." Below this is a navigation bar with tabs: Identity, Resources, **Roles**, Security, and Delegations. The "Roles" tab is selected. Below the navigation bar, there is a section for "Account ID" with the value "ptest". There is a checkbox for "Evaluate and update assignment of Role Manager Roles". Below this is a section for "Current" with a dropdown menu for "All Role Types". Below this is a table with columns for "Name", "Type", "Activate On", "Deactivate On", "Assigned By", and "Status". The table lists five entries: "BR-Electronic Burial Permits User", "IT-Default Assignments", "IT-Electronic Burial Permits User", "IT-ORG-Dalmeny Funeral Home", and "ORG-Dalmeny Funeral Home". Below the table, there are "Add..." and "Remove" buttons. At the bottom, there are "Save", "Cancel", "Recalculate", and "Refresh" buttons.

- ▶ A list of options will open. Check off the **BR-Electronic Burial Permits User** checkbox.
- ▶ Select **OK**.

<input type="checkbox"/>	▼ Name	Type	Description
<input type="checkbox"/>	BR-Electronic Burial Permits User	Business Role	
<input type="checkbox"/>	ORG-Acadia-McKague's Funeral Centre	Business Role	
<input type="checkbox"/>	ORG-AHA	Business Role	Users that belong to Athabasca Health Authority
<input type="checkbox"/>	ORG-CHRA	Business Role	Cypress Hill Regional Health Authority
<input type="checkbox"/>	ORG-FHHR	Business Role	Members of the Five Hills Health Region
<input type="checkbox"/>	ORG-HRHA	Business Role	
<input type="checkbox"/>	ORG-KTHR	Business Role	Members of the Kelsey Trail Health Region
<input type="checkbox"/>	ORG-KYHRA	Business Role	
<input type="checkbox"/>	ORG-MCR	Business Role	
<input type="checkbox"/>	ORG-PAPHR	Business Role	
<input type="checkbox"/>	ORG-PNRHA	Business Role	
<input type="checkbox"/>	ORG-RQHR	Business Role	
<input type="checkbox"/>	ORG-SCA	Business Role	
<input type="checkbox"/>	ORG-SCHR	Business Role	
<input type="checkbox"/>	ORG-SKTNHR	Business Role	A group to hold membership in the Saskatoon Health Region

OK Cancel

Step 3: Notify Vital Statistics

To complete the process, notify Vital Statistics that you have a user requiring access to the Electronic Burial Permit. Contact by either:

- ▶ phone 1-855-eHS LINK (347-5465)
- ▶ email VitalStatistics@eHealthSask.ca

Please supply the following information:

- ▶ User's first and last name
- ▶ User's username (supplied to new user in email)
- ▶ User's funeral home address (including street address, city/town and province)

Disable User Account

To disable a user's Electronic Burial Permit application access, an Authorized Approver will need to either email or phone the Vital Statistics Customer Support Team at:

- ▶ Email: VitalStatistics@eHealthsask.ca
- ▶ Phone: 1-855-EHS-LINK (1-855-347-5465)

Please supply the customer representative with the following:

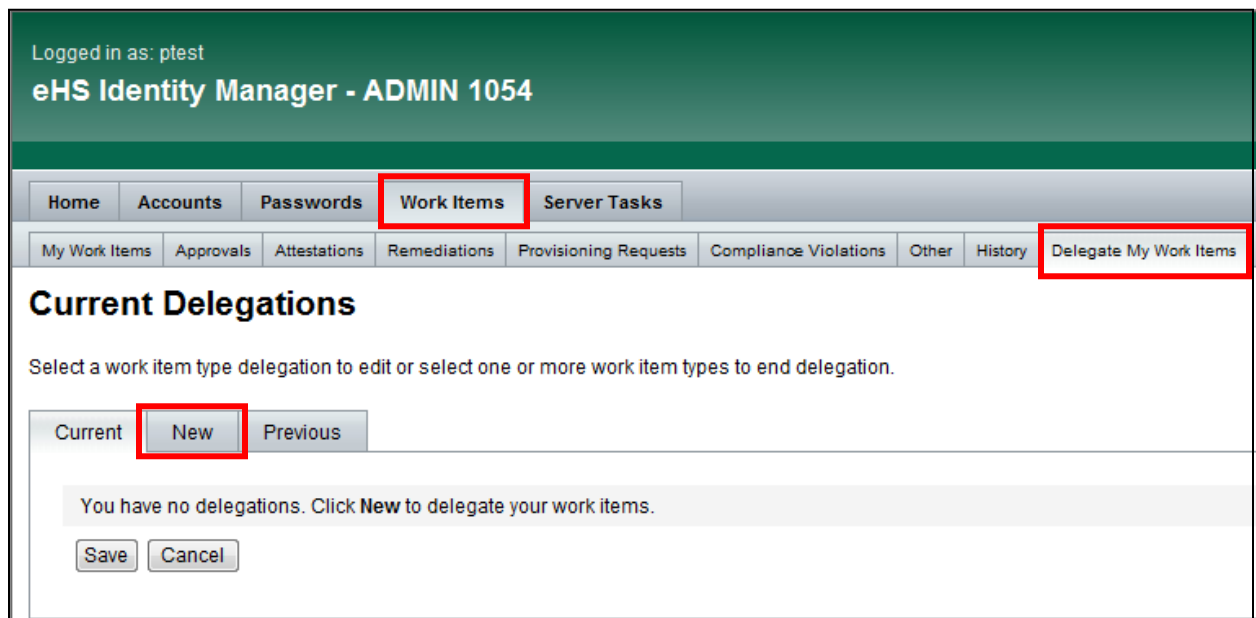
- ▶ User's first and last name
- ▶ Name of the funeral home(s)
- ▶ Date you would like the account disabled

Delegate Work Items

If you are going to be away from the office you can delegate your work items to another Authorized Approver. When your delegation is set you will not receive any email notifications between the start and end dates of the delegation.

To delegate your work items, follow these steps:

1. Log into Identity Manager
2. Select the **Work Items** tab.
3. Select the **Delegate My Work Items** tab. The filter will default to 'All Items'. If you have used the delegations tab before, you will see all of your ended delegations too.



The screenshot shows the eHS Identity Manager interface. At the top, it says "Logged in as: ptest" and "eHS Identity Manager - ADMIN 1054". Below this is a navigation bar with tabs: Home, Accounts, Passwords, Work Items, and Server Tasks. The "Work Items" tab is highlighted with a red box. Below the navigation bar is another set of tabs: My Work Items, Approvals, Attestations, Remediations, Provisioning Requests, Compliance Violations, Other, History, and Delegate My Work Items. The "Delegate My Work Items" tab is also highlighted with a red box. The main content area is titled "Current Delegations" and contains the text: "Select a work item type delegation to edit or select one or more work item types to end delegation." Below this text are three tabs: Current, New, and Previous. The "New" tab is highlighted with a red box. Below the tabs is a message: "You have no delegations. Click New to delegate your work items." At the bottom of the message are two buttons: Save and Cancel.

4. Select the **New** tab.

Logged in as: ptest
eHS Identity Manager - ADMIN 1054

Home Accounts Passwords Work Items Server Tasks

My Work Items Approvals Attestations Remediations Provisioning Requests Compliance Violations Other History Delegate My Work Items

New Delegation

Select a work item type to delegate and then complete all required fields.

Current New Previous

Select Work Item Type to Delegate All Work Item Types *

Delegate Work Items To Selected User *

User Selected

Add from search...
Remove

Start Date [] *

End Date [] *

OK Cancel

5. From the **Select Work Item Type to Delegate** dropdown list, select **All Work Item Types**.
6. From the **Delegate Work Items To**, select **Selected User**.
7. Select the **Add from search...** button.
8. Fill in the field **Starts with** field with the user id that you wish to delegate your work items too. Click **Find**. This will populate the next section with the possible users.
9. Highlight the correct user by clicking on the user id and Select **Add**. The selected user will appear in the previous section.
10. Enter a **Start Date** and **End Date**.
11. Select **OK**.
12. You will be directed to the Current Delegations screen and should be able to see the Delegation you just created. Click **Save**.