Identity Management User Manual

Managing
Electronic Burial Permit
User Access

October 2013

eHealth Saskatchewan

DOCUMENT REVISION HISTORY

Version	Date	Author	Amendment
0.10	Sep 30, 2011	Pamela Simpson	Initial draft
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
1.04	Feb 12, 2014	Crystal Jones	Removed Step 3 from New User Setup

TABLE OF CONTENTS

Introduction

Funeral Homes have full control over who can access the Electronic Burial Permit (EBP) application. User registration and login is conducted utilizing the ***my*eHealth** 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 *my*eHealth 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 *my*eHealth. 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.

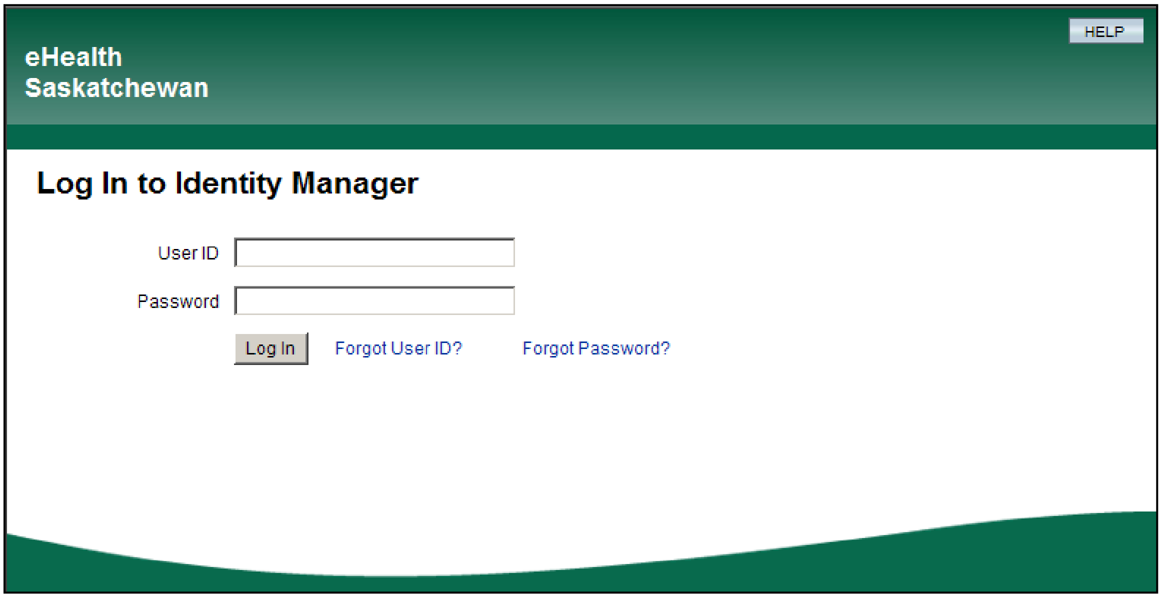
To complete the approval, you will need to login to the Identity Manager website and then complete the approval.

> **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.

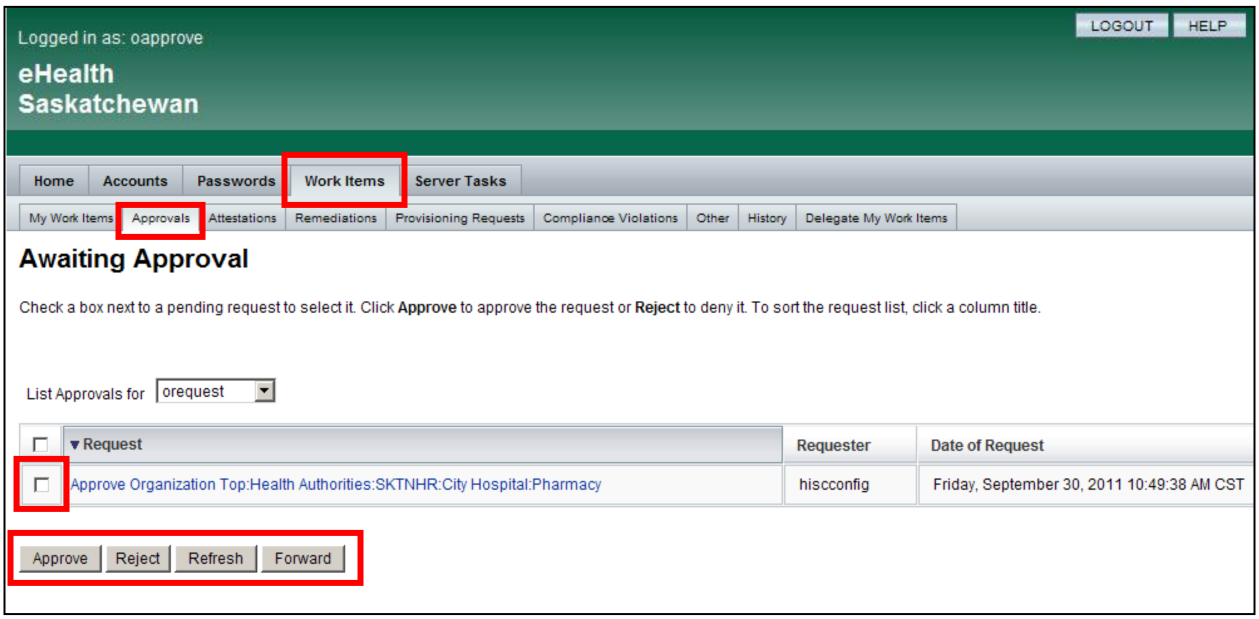


New User Setup

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.

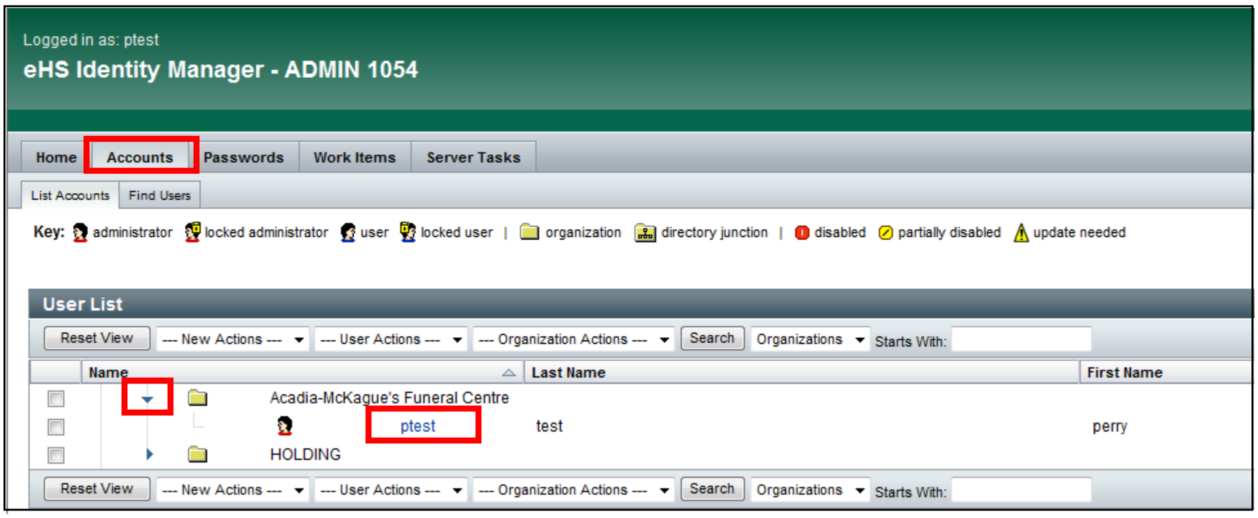


3. Check off the checkbox for the user requesting access. You can select multiple requests at a time.
4. Select one of the following:
    a. **Approve** to approve access to the application. Once you've approved the user access to the application, they will receive an email notifying them of the approval.
    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.

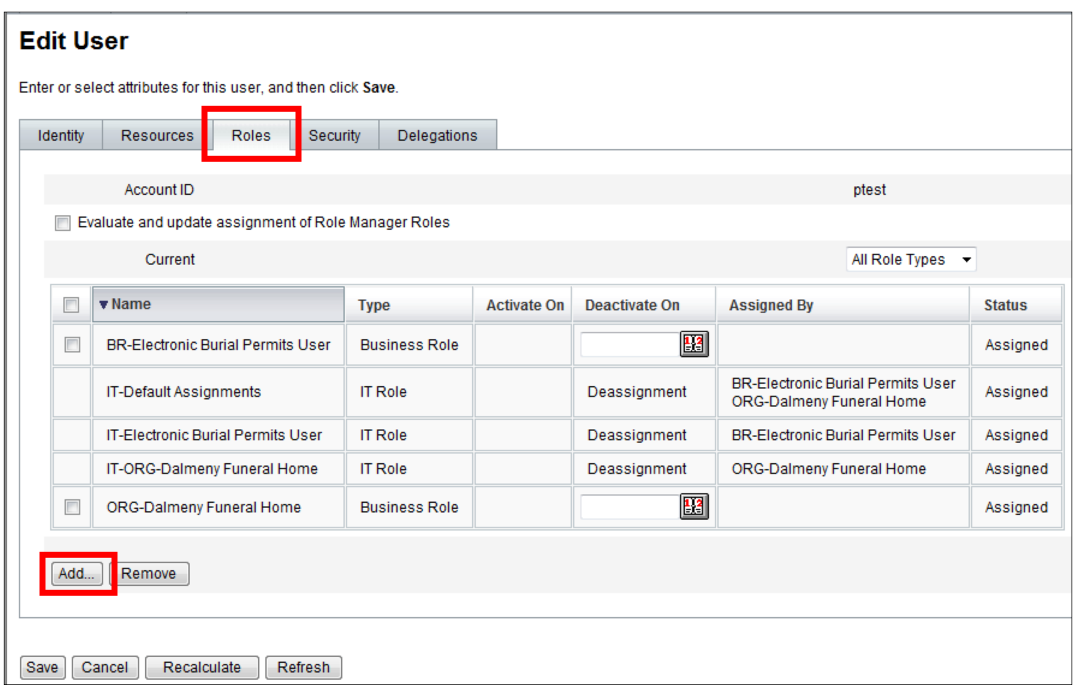
Step 2: Assigning User Roles

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



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

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

OK Cancel

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:

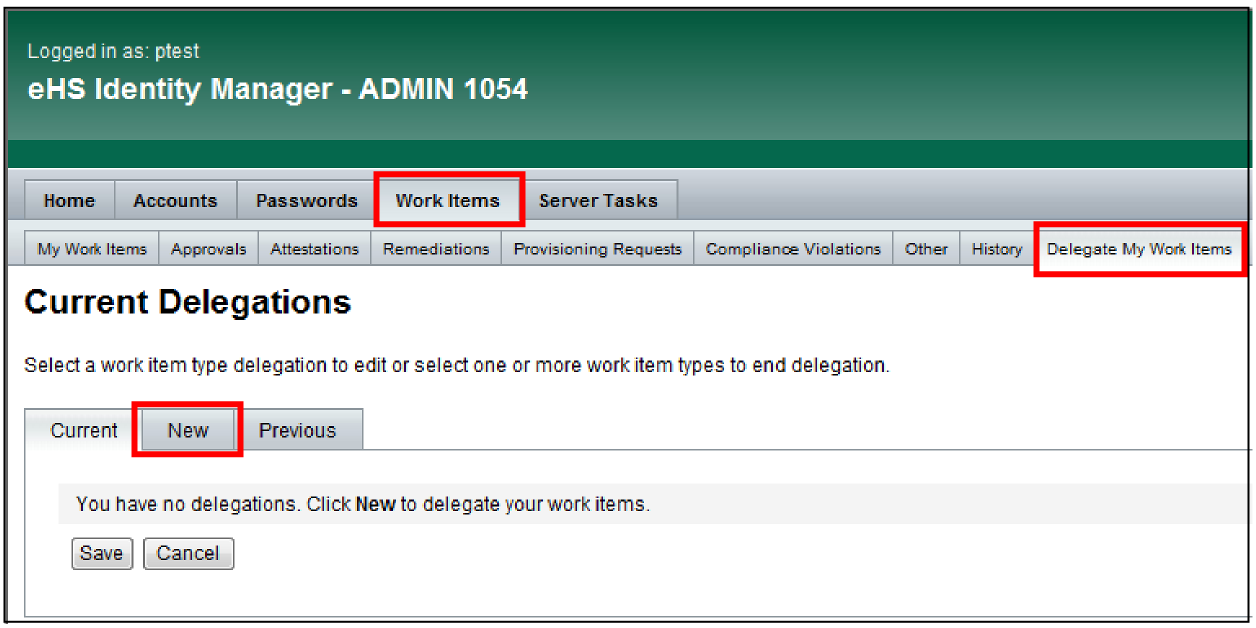
- User's first and last name
- Name of the funeral home(s)
- Date you would like the account disabled

Delegate Work Items

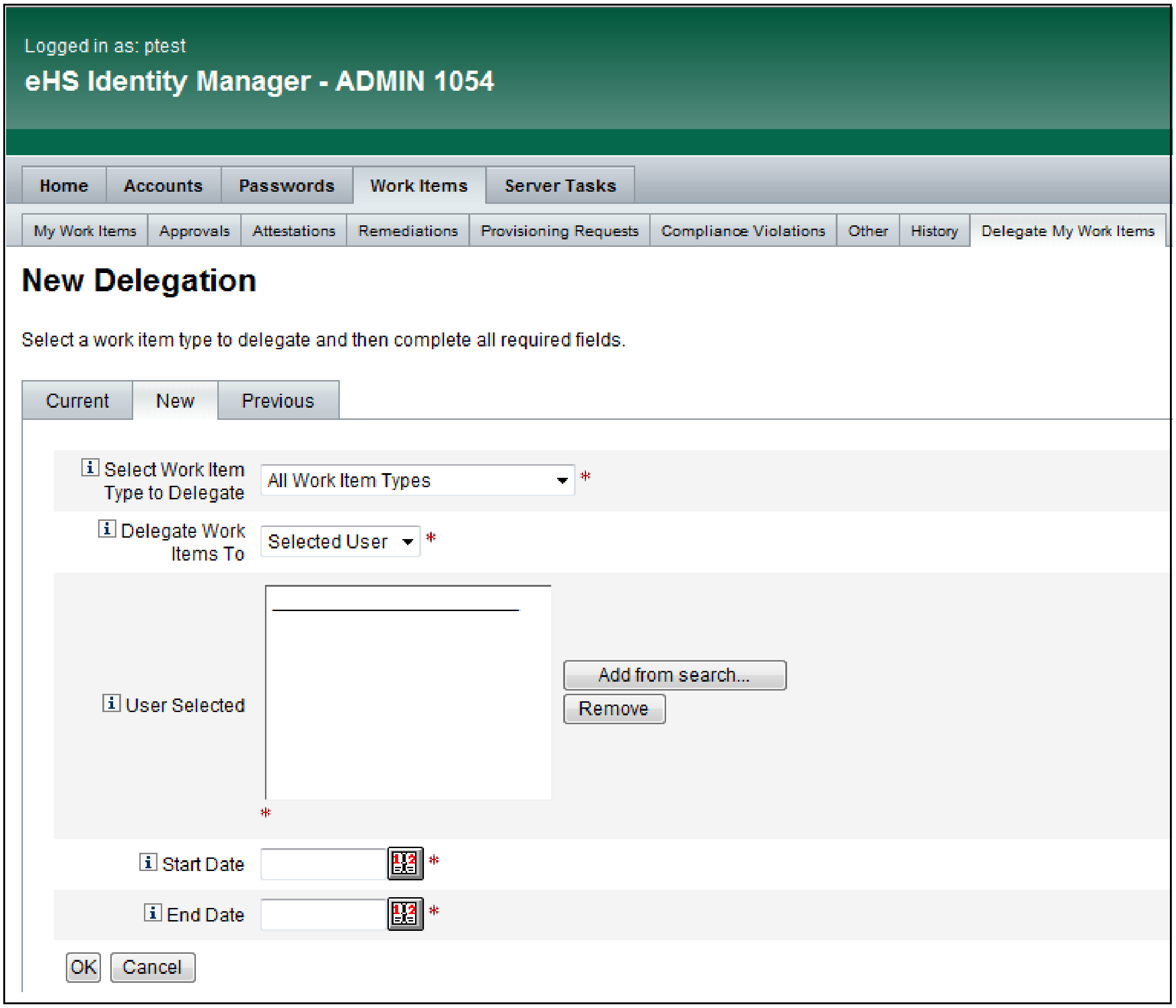
If you are going to be away from the office you can delegate your work items to another Authorized Approver. When your delegation is set you will not receive any email notifications between the start and end dates of the delegation.

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.



4. Select the **New** tab.



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**.