

This document outlines the steps required to provision a new CPAR user (i.e., Panel Administrator) with access to the CPAR application.

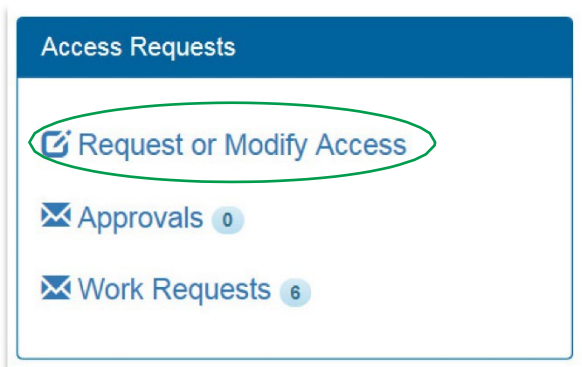
Log In:

Enter the **AHS IAM** URL in the address bar:

<https://iam.ahs.ca/>

The Remote Access Login page displays. Log in with your user name and the passcode on your RSA SecurID token (hard or soft).

- The **AHS IAM Login** page displays. Log in with your **AHS IAM credentials**.
- On the **Home** page click **Request or Modify Access**.



Select User:

- The “**User Search**” page will appear. Click “**New User**.”
- Enter the **user’s first and last name** and their **day and month of birth**. Click “**Search**.”
- Possible matches including users with similar names will display.
- Click “**Select**” next to the name if the user exists and has a DOB match.

NOTE

The first and last name as well as the date of birth (if DOB was used in search) must match for a user to be selected from the list of existing names.

- Click “**Create New User**” *only* if no match is found.
- Scroll down to the “**List of Available Entitlements**.”
- Click “**Request Access**” beside the **Central Patient Attachment Registry** entitlement.
- Scroll to the bottom and click the blue “**Next**” button.
- The “**Complete Access Request**” page will appear.
- Complete all the information requested to set up the new user’s **Network Account**. Fields that are mandatory such as **Middle Initial** and **Phone Number** are indicated with an asterisk (*).

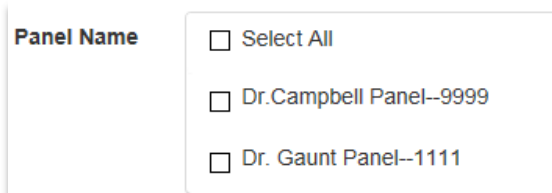
NOTE

The Location is the name of the facility that is considered the CPAR user’s primary work location.

Company / Location	
Job Title	<input type="text"/>
Location	<input type="text"/>
Room Number	<input type="text"/>

- Enter the business address information for the CPAR user.
- The “**CPAR User Registration**” section defaults to “**Request Type: New**,” and the role of Panel Administrator and/or Roster Administrator displays, depending upon the CPAR AA’s authorizations.
- Select the role to be assigned to the user.
- For a Panel Administrator role, facility is required. Select the facility from the “**Facility Billing ID**” drop down.
- From the “**Panel Name**” field drop-down, select the **panel name - number** to be assigned to the Panel Administrator. Click the box to select each panel to be assigned, or click the box next to

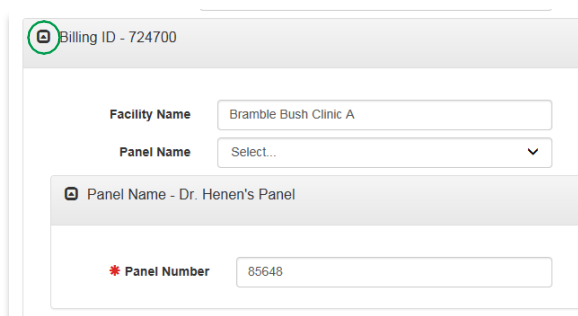
“Select All” if all panels listed are to be assigned.



- If a second facility is to be assigned, scroll up to the “**Facility Billing ID**” drop-down and click on the next facility. Proceed with assigning panels from the “**panel name-number**” drop down, under the second facility.

NOTE

To reduce scrolling when entering multiple panels or facilities, collapse the rows by clicking the up arrows.

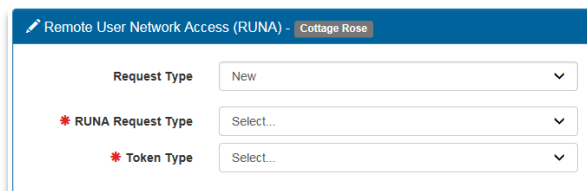


- In the “CPAR Role Contact Information” section, **email address** is mandatory. Enter an email address that is not shared with any site staff, as it may be used to send information intended only for the Panel Administrator’s use.

NOTE

If the user was matched in the initial search, the location defaults from their network account. Update the location field with current information as required and enter the name of the facility of the user’s primary work location.

- In the “**Remote User Network Access (RUNA)**” section “**Request Type**” defaults to “**New**” for a new user and “**Modify**” for an existing user.
- If requesting a **hard token**, an email and delivery address will be required. If requesting a **soft token**, the smart phone’s operating system and email address will be required.
- If the user currently has a token, select “**Update Remote Access**” for the **RUNA Request Type**.
- In the free text box at the bottom of the page, ensure that “CPAR Access” is listed as the **Reason for Requesting Network**



Access.

- Click the “**Save as Draft**” button to save information that has been entered and planned for completion later, or to ensure information is not lost if the session timeout warning displays. A saved draft request will display on the home page with an option to **Resume** or **Delete** the partial request.
- Click the blue “**Submit Request**” button at the bottom of the page, when the request is complete.

NOTE

If the system detects entry errors, you will be asked to fix those fields before proceeding.

Request - IAM-0304336

Y

Network Account (NAR) - New - Completed

Submitted	Manager Approval	Provision Account	Send VSM Email	Completion Notification	Credential Delivery
07-May-2019 01:55:38 PM User: Sun Flower Requester: Bramble Bush	07-May-2019 01:55:38 PM Status: Completed Result: Skipped	07-May-2019 01:55:47 PM Status: Completed Result: Success	07-May-2019 01:55:51 PM Status: Completed Result: Skipped	07-May-2019 01:55:52 PM Status: Completed Result: Success	07-May-2019 01:55:53 PM Status: Completed Result: Skipped

CPAR User Registration (CPAR) - New - Completed

Submitted	CPAR Registry Admin Approval	CPAR Provision	Completion Notification	Credential Delivery
07-May-2019 01:55:38 PM User: Sun Flower Requester: Bramble Bush	08-May-2019 01:39:51 PM Status: Completed Result: Approve Work Item Details	08-May-2019 01:40:23 PM Status: Completed Result: Success	08-May-2019 01:40:32 PM Status: Completed Result: Success	08-May-2019 03:10:19 PM Status: Completed Result: Complete Work Item Details

Remote User Network Access (RUNA) - New - Completed

Submitted	Manager Approval	IT Access Workitem	RUNA Provision	RUNA Request Completion Notification	Credential Delivery
07-May-2019 01:55:38 PM User: Sun Flower Requester: Bramble Bush	08-May-2019 01:40:24 PM Status: Completed Result: Skipped	15-May-2019 08:07:04 AM Status: Completed Result: Complete Work Item Details	15-May-2019 08:07:07 AM Status: Completed Result: Success	15-May-2019 08:07:08 AM Status: Completed Result: Success	15-May-2019 08:07:11 AM Status: Completed Result: Skipped

- Once submitted the “**Request Status Viewer**” page displays.
- This example shows that the request was for a “create new user” (i.e., Network Account) that has had CPAR provisioned and Remote Access requested or updated.
- The request is assigned an AHS IAM request number. Scroll down to view the information for the user’s **Network Account Details**, **CPAR User Registration**, and **Remote User Network Access (RUNA) Details**.
- The **Network Account (NAR)** displays only when the user was not found with the search and a **new user** was created.
- The **CPAR User Registration** and **Remote User Network Access** types always display for both new and existing users.

- Click the “**Home**” tab in the upper left corner of your page to display all of your requests and their statuses. An example of a request with all three streams completed is depicted below.

IAM-0304336 07-May-2019 01:55 PM Completed - Network Account (NAR) - New
Completed - CPAR User Registration (CPAR) - New
Completed - Remote User Network Access (RUNA) - New

- When the CPAR provisioning is complete the requesting CPAR Access Administrator and the CPAR User (e.g. Panel Administrator) will receive an automated confirmation e-mail from the AHS IAM application.
- The CPAR user will receive their username along with instructions for obtaining a password in a Welcome e-mail from the AHS IAM application.
- CPAR Users should refer to the **Quick Reference – [Logging into CPAR](#)** for log in details.