

This quick reference outlines how Primary Custodians can add or remove an Authorized Approver in the Alberta Health Services (AHS) Identity & Access Management (IAM) application.

Authorized Approvers can add, amend or remove ANP users via AHS IAM.

NOTE Learn more about Authorized Approver roles and responsibilities on the <u>Alberta Netcare Learning</u> <u>Centre</u>.

How to Add an Authorized Approver

Log In

- 1 Access the AHS IAM remote login page: <u>iam.albertahealthservices.ca</u>
- 2 Enter your **username** and **RSA SecurID token code**.
- **3** The AHS IAM login page displays, requiring entry of your AHS IAM **username** and **password**.
- 4 On the AHS IAM homepage click **Request or Modify Access**.



Select Authorized Approver Custodian Entitlement

1 Under Existing User Search, click Advanced Search.

2 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.

- 3 Click Select next to the name if the user exists and has a DOB match (in green) or click the + New User button if no match is found.
- 4 Once you have selected or created a new profile, click **Request or Change Access** beside the Authorized Approver/Custodian entitlement, then click **Next**.



- **5** Scroll down to **User Information** and enter the required details.
- 6 In the Request Type drop-down select New, Modify, or Remove. If several approval entitlement options appear, select only ANP.

Request Type	Modify
NOTE: The Modify request shoul	d be used to update the user's selected entitlements. You can either
Select Approval	XANP
	search
	ANP
	Authorized Custodian
	AVBS Authorized Approver
	Community Password Reset
	□ NAR
	View User

Add the Authorized Approver Entitlement to Your Facility

1 In the **Assigned ANP Facilities** section, select your facility from the list provided.

Add ANP Facilities	search
	Select All
	SG TC63 - Practitioner Office G8OW



TIP Using the advanced search functionality helps minimize duplication errors.

2 Enter the Authorized Approver's email address, then check the box below to open the **Remote User Network Access (RUNA)** section. If the checkbox is disabled, the RUNA is already active, skip to step 6.

Email Address Does user require Remote Access (RUNA)? Request Notes /		
- Rometo Liser Networ	(A (711))A)	li
Remote Oser Networ	K ACCESS (RUNA)	
	K ACCESS (RUNA)	
Request Type	New	~
Request Type	New	~
Request Type	New	~ ~

- 3 Select the appropriate RUNA request type and token type from the drop-down menus. If requesting a hard token, a delivery address is required. If requesting a soft token, a *personal* email address is required.
- 4 In the State the reason the user needs remote access box type "Authorized Approver access."
- 5 Click Submit Request.

For successful requests, a green status bar will appear at the top of the page.

How to Remove an Authorized Approver Entitlement From Your Facility

1 Under Existing User Search, click Advanced Search.



2 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.

- 3 Click **Select** next to the user's name.
- 4 Click Request or Change Access beside the Authorized Approver/Custodian entitlement, then click Next.



5 On the Complete Access Request page, click **Remove** next to the desired facility.



6 Scroll to the bottom of the page and click **Complete**.

For successful requests, a green status bar will appear at the top of the page.

If you have questions, contact eHealth Services Provider Support at **1-855-643-8649**, <u>eHealthProviderSupport@gov.ab.ca</u>; Monday to Friday 8:15 am - 4:30 pm, or visit the <u>Alberta</u> <u>Netcare Learning Centre Contact Us page</u>.