

Enterprise Privacy Policy Engine (EPPE) Access – Quick Reference Card

User Acceptance Testing (UAT) First Time Access

[Step 1 – Log into Portal](#)

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Step 1 – Logon to Portal

1.1a CMS Employees <https://portalz7.cms.cmsval/>

1.1b Non-CMS Employees <https://portalval.cms.gov>

1.2 Select “Login to CMS Secure Portal”



1.3 Logon to CMS Portal (email from Sharon Kavanagh, Subject: EPPE UAT Account Info)



Step 2 – Log into Portal (request EPPE role in EIDM) and change email)

2.1 Log into the Portal (see step 2.1)

2.2 Select the drop down arrow on the Portal page (arrow 1)

2.3 Select “My Profile” (arrow 2)



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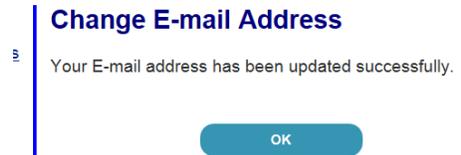
2.4 Select the “Change My Profile” expand arrow



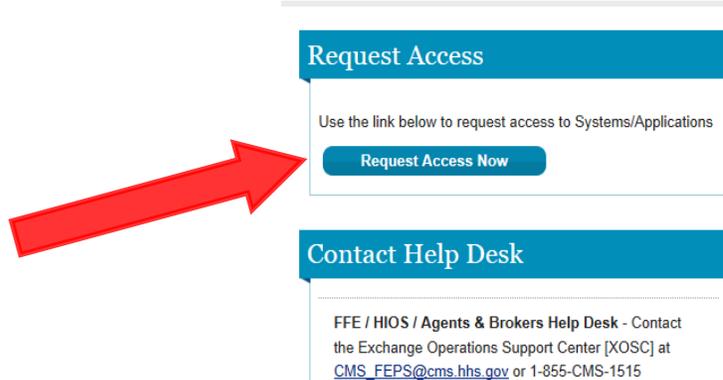
2.5 Select the “Change E-mail address” link



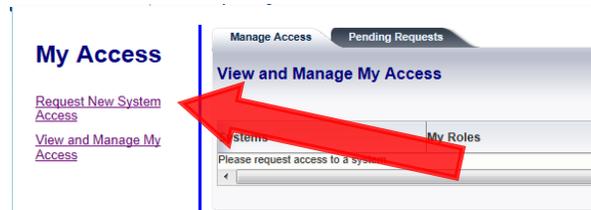
2.6 Email change confirmation page



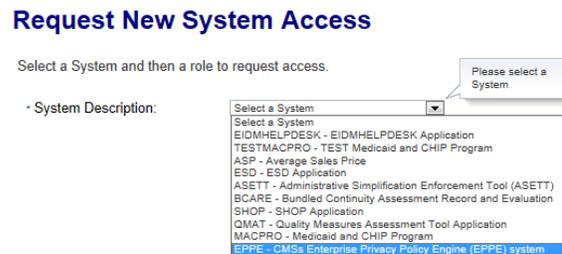
2.7 Select “Request Access Now”
(EPPE role within EIDM)



2.8 Select “Request New System Access”



2.9 Select “EPPE”



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2.10 Select the role “EPPE User”

System Description:

Role:

- Select the Role
- EPPE Administrator
- EPPE Business Owner Representative
- EPPE Help Desk
- EPPE User**

2.11 In the “EPPE Organization name” field enter:

- a) CMS – “CMS” and your Office/Center acronym, e.g. CMS-CMMI
- b) Non-CMS – name & acronym e.g. Research Data Assistance Center (RESDAC)

2.12 A “note” is optional

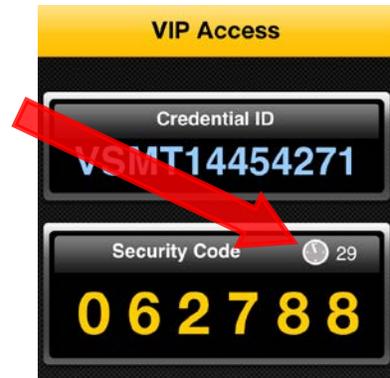
Please submit role data

EPPE Organization Name:

2.13 Start the VIP Access agent



2.14 Note that the VIP Access agent has a 30-second countdown clock



Step 3 – Register for Multi-Factor Authentication (MFA)

3.1 Select CMS Portal logo for signon page



Multi-Factor Authentication Information

To protect your privacy, you will need to add an additional level of security to your account. This will entail successfully registering your phone or computer, before continuing the role request process.

To continue this process, please select 'NEXT'.

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3.2 Select your credential type

Register Your Phone or Computer

Select one of the options below to make your account more secure.

If you intend to use VIP access software on your phone, you must download the application. Select the following link -<https://m.vip.symantec.com/home.v>

If you intend to use VIP access software on your computer, you must download the application. Select the following link -<https://idprotect.vip.symantec.com/desktop/download.v>

If you intend to use the Text Message (Short Message Service - SMS) you will need to provide a phone number for a phone that is capable of receiving text messages.

If you intend to receive a Voice Message containing your security code you will need to provide a valid phone number. When logging into a secure application, you will be prompted for the security code on the login page. Carrier charges may apply for this option.

Please note that there will be only two attempts provided for successful login. After two failed attempts, you will be locked out of the application for 15 minutes.

Select the credential type that you want to use for logging into your application.

* Credential Type :

3.3 Use the “copy” button for the Credential Id and Security Code

Paste them into the fields below

Select the credential type that you want to use for logging into your application.

* Credential Type :

Enter the alphanumeric code that displays under the label Credential ID on your device.

* Credential ID :

* Credential Description :



3.4 Request Acknowledgement page

Request Acknowledgement

Your request to access EPPE using the EPPE User role has been successfully submitted.

Your request id is : 1001119

Use this number in all correspondence concerning this request. You will be contacted via E-mail after your request has been processed.

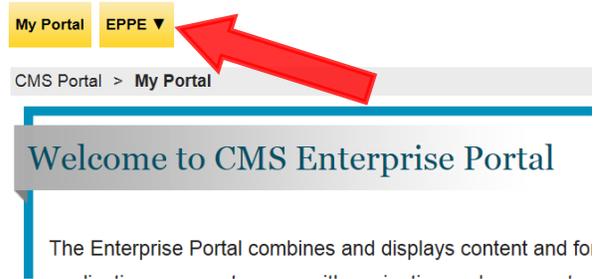
Step 4 – Log into Portal

4.1 Log into Portal using VIP Access

Security Code (VIP Token)

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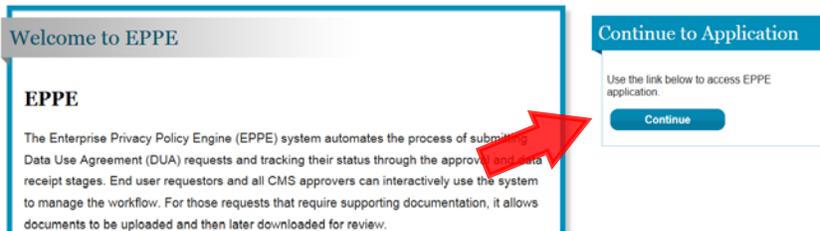
4.2 Portal recognizes EIDM role of EPPE



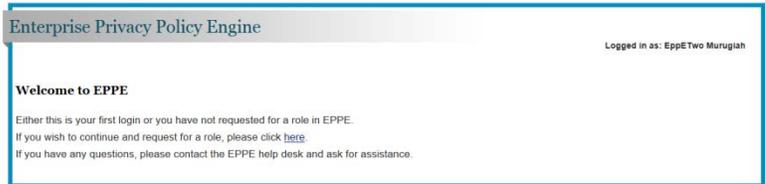
4.3 Select “EPPE VAL”



4.4 EPPE landing page, Select “Continue”



4.5 “Welcome to EPPE” page (role in EPPE not yet designated)



4.6 Select your organization and role

NOTE: EIDM collected the previous Organization information but it was NOT passed to EPPE

CMS employees (“CMS Contact” should be used for COR/GTLs and Program Sponsors)



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Non-CMS employees select your organization

If applicable, select “ResDAC, Buccaneer, CCW or DPSP”

4.7 A message will appear saying you will receive email notification when the role has been approved by the EPPE admin

4.8 This is “Portal” (not EPPE)

Select your Organization :

Role :

DUA REQUESTOR

ORGANIZATION POC

Portal Help & FAQs | Print | Log Out | Welcome EppETwo Murugiah

My Access

Request New System Access

View and Manage My Access

Select 'Add a Role' or 'Remove a Role' to manage your access for a system.

Systems	My Roles	Additional Details	Remove a Role
EPPE Application	EPPE_USER	orgId: CMS-OESS	Remove Role

Step 5 - Log into EPPE

5.1 Login to Portal and select EPPE access (step 4.3 above)

5.2 This is the EPPE home page; see top-right EPPE “role” designation and bottom-left EPPE left-hand navigation menu

Enterprise Privacy Policy Engine

Logged in as: EppETwo Murugiah
Role: CMS CONTACT

Home

DUA

- New DUA Request
- My DUAs
- DUAs Awaiting My Action

ADMINISTRATION

- Organization
- Users

Welcome to EPPE

This page is under construction.