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

User Acceptance Testing (UAT) First Time Access

Step 1 – Log into Portal
Step 2 – Log into Portal (request EPPE role in EIDM) and change email
Step 3 – Register for Multi-Factor Authentication (MFA)
Step 4 – Log into Portal
Step 5 – Log into EPPE

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"

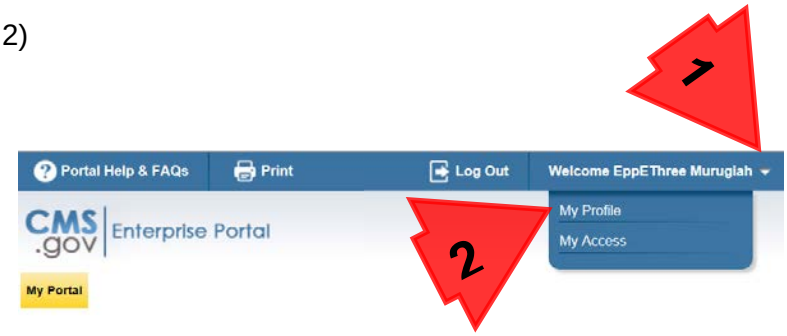
1.3 Logon to CMS Portal (email from Sharon Kavanagh, Subject: EPPE UAT Account Info)

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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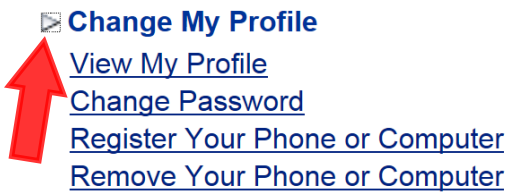
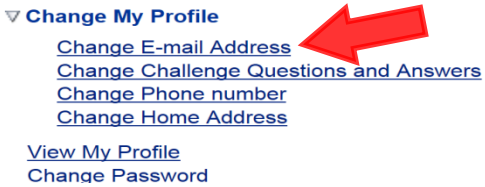
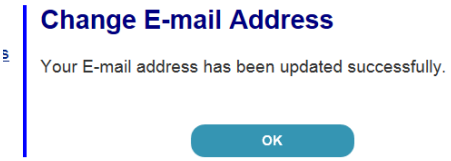
2.4 Select the “Change My Profile” expand arrow



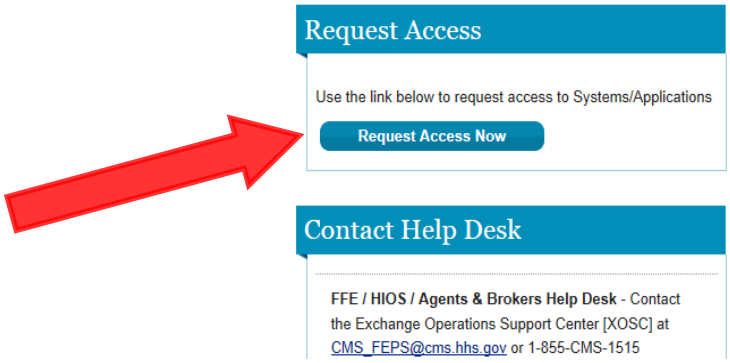
2.5 Select the “Change E-mail address” link



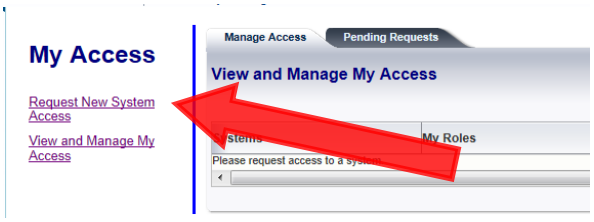
2.6 Email change confirmation page



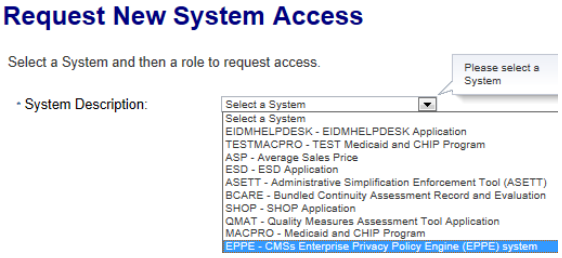
2.7 Select “Request Access Now”
(EPPE role within EIDM)



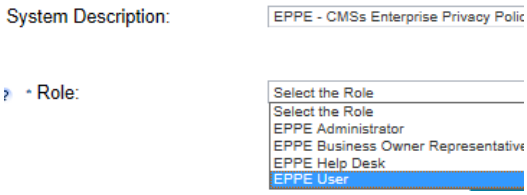
2.8 Select “Request New System Access”



2.9 Select “EPPE”

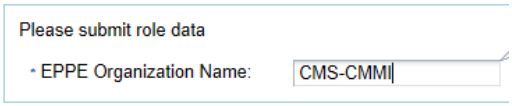


2.10 Select the role “EPPE User”



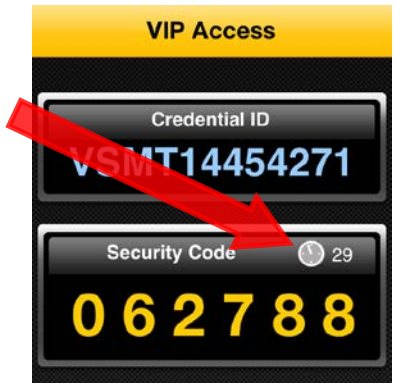
2.11 In the “EPPE Organization name” field enter:
a) CMS – “CMS“ and your Office/Center acronym, e.g. CMS-CMMI
b) Non-CMS – name & acronym e.g. Research Data Assistance Center (RESDAC)

2.12 A “note” is optional



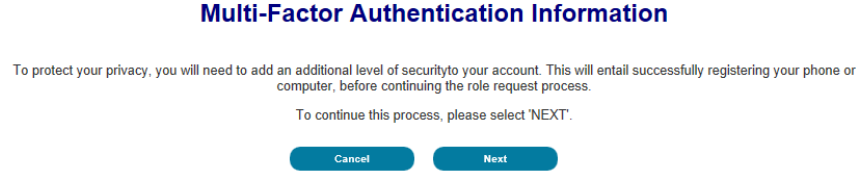
2.13 Start the VIP Access agent

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

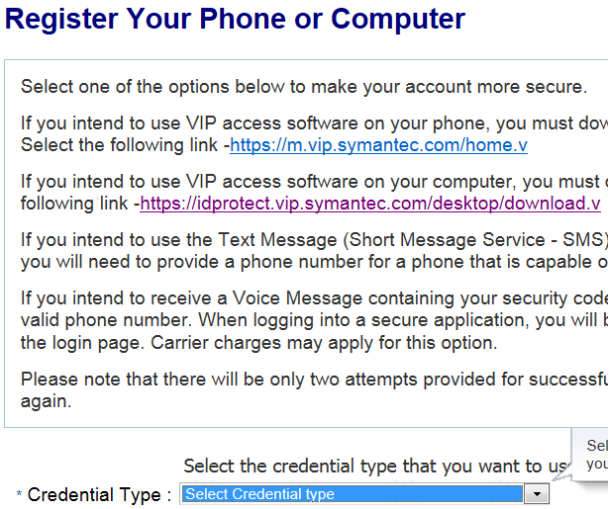


Step 3 – Register for Multi-Factor Authentication (MFA)

3.1 Select CMS Portal logo for signon page

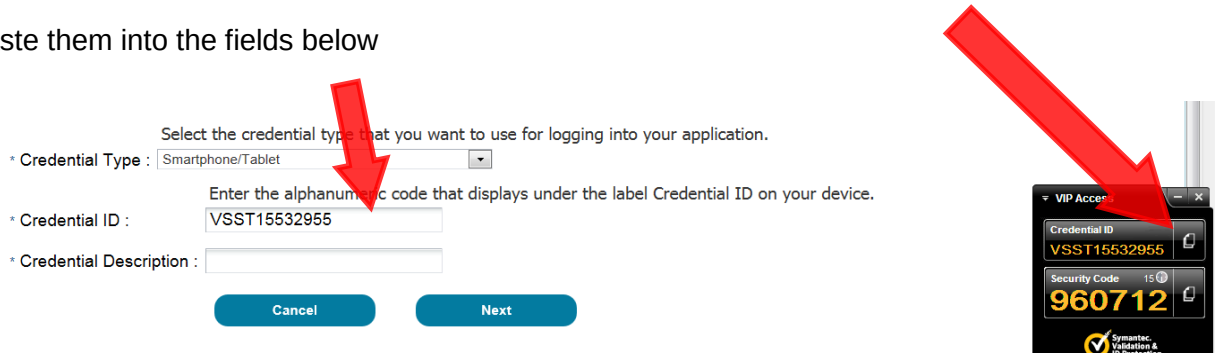


3.2 Select your credential type

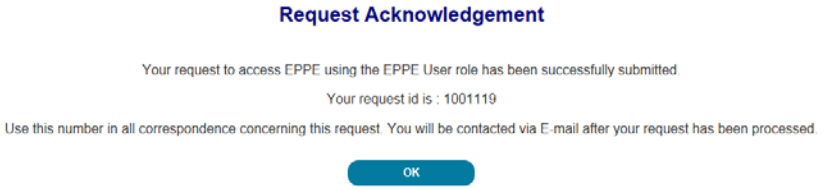


3.3 Use the “copy” button for the Credential Id and Security Code

Paste them into the fields below

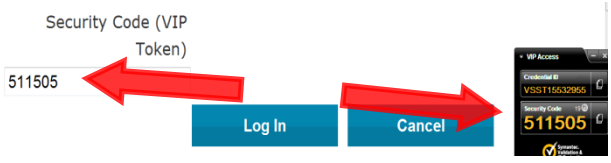


3.4 Request Acknowledgement page

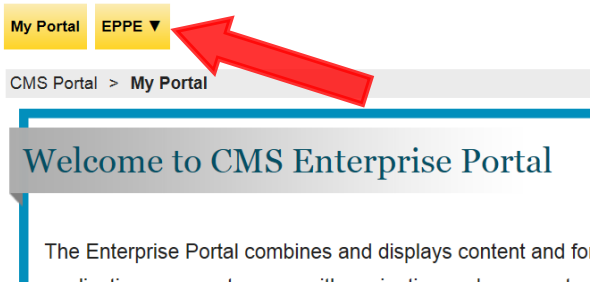


Step 4 – Log into Portal

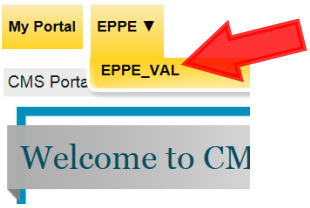
4.1 Log into Portal using VIP Access



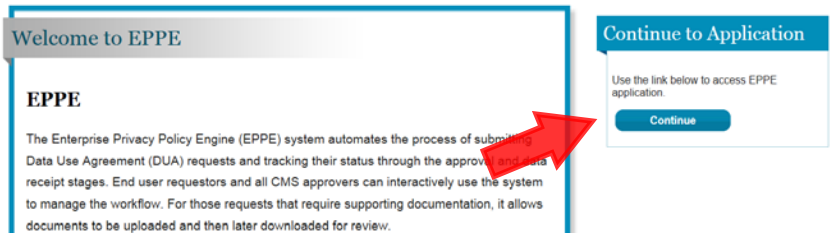
4.2 Portal recognizes EIDM role of EPPE



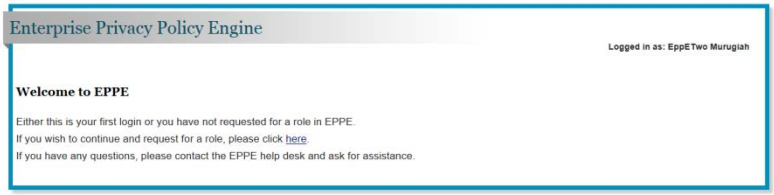
4.3 Select “EPPE VAL”



4.4 EPPE landing page, Select “Continue”



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



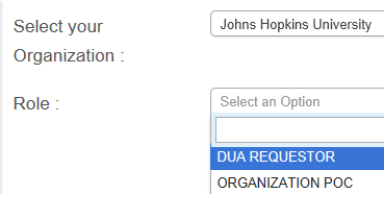
4.6 Select your organization and role

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)

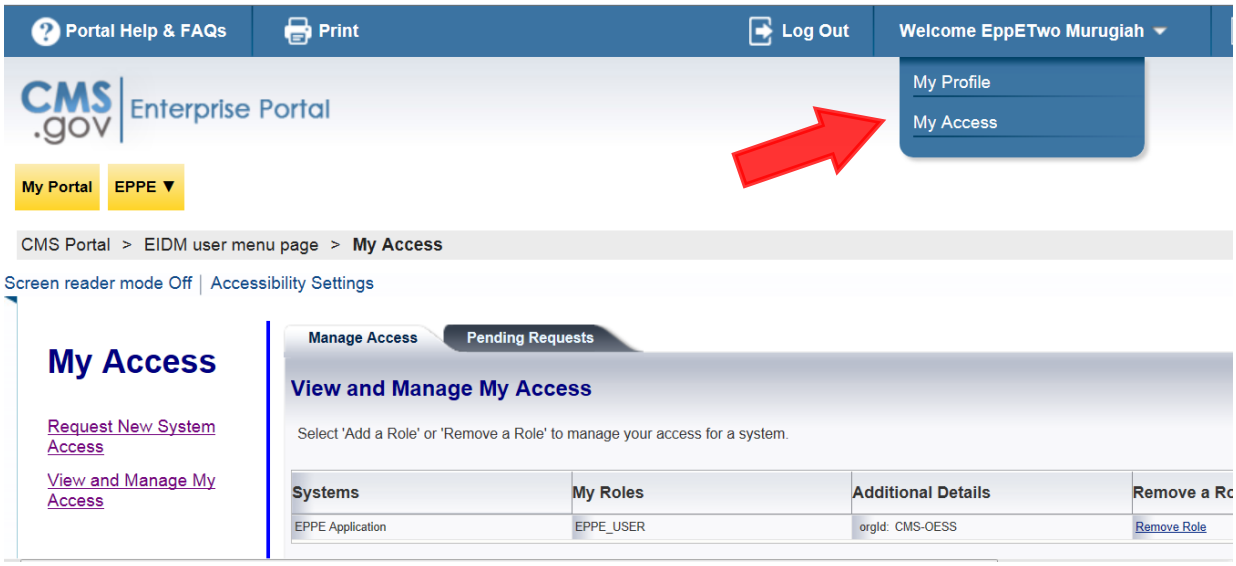
Non-CMS employees select your organization

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

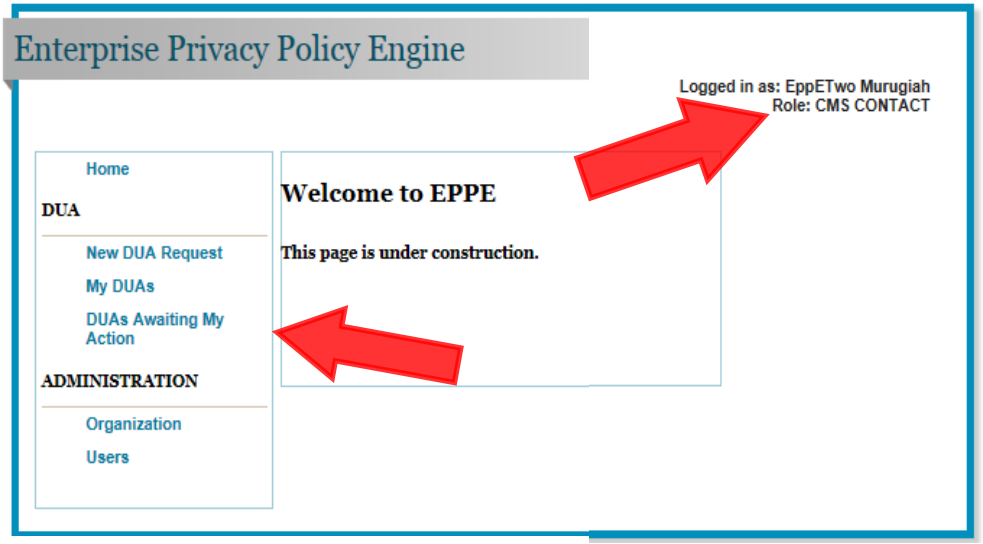


4.7 A message will appear saying you will receive email notification when the role has been approved by the EPPE admin

4.8 This is “Portal” (not EPPE)



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