

Approve User in QARM

1. Open your browser and go to <https://www.qualitynet.org>. The QualityNet Home screen displays.
2. Click the **Log In** button. The Choose Your QualityNet Destination screen displays.
3. Click the 'QIES Business Intelligence Center' link in the menu. The Terms and Conditions screen displays.

CMS.gov | QualityNet
Centers for Medicare & Medicaid Services

Choose Your QualityNet Destination

Please select your primary quality program to reach the correct login screen for your QualityNet portal.

Secure File Transfer

Select your primary quality program:

- End-Stage Renal Disease Quality Reporting System
- Ambulatory Surgical Center Quality Reporting Program
- PPS-Exempt Cancer Hospital Quality Reporting Program
- Inpatient Hospital Quality Reporting Program
- Inpatient Psychiatric Facility Quality Reporting Program
- Outpatient Hospital Quality Reporting Program
- Physician Quality Reporting System
- Quality Improvement Organizations
- QIES Business Intelligence Center**

CANCEL

4. Read the Terms and Conditions and then click '**I Accept**'. The Welcome to CMS Enterprise Portal screen displays.

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | Help & FAQs | Email | Print

Health Care Quality Improvement System | Provider Resources

Welcome to CMS Enterprise Portal

User ID:

Next **Cancel**

[Forgot User ID?](#)
Need an account? Click the link - [New user registration](#)

5. Enter your **User ID** and then click **Next**. The Password screen displays.

Welcome to CMS Enterprise Portal

Enter Security Code

A Security Code is required to complete your login.

To retrieve a Security Code, please select the Phone, Computer, or E-mail that you registered as your Multi-Factor Authentication(MFA) device when you originally requested access, from the MFA Device Type dropdown menu below.

Security Codes expire, be sure to enter your Security Code promptly.

Unable to Access Security Code?

If you are unable to access a Security Code, you may use the "Unable To Access Security Code?" link. To use this link you will be directed away from this page. For security purposes, you will be prompted to answer your challenge questions before the Security Code is generated. The Security Code will be sent to the email address in your profile. You will be required to login again with your User ID, Password and Security Code.

You may also call your Application Help Desk to obtain a Security Code.

After you receive the Security Code using this link or from your Help Desk, you must select the 'One-Time Security Code' option from the MFA Device Type dropdown menu.

Need to Register an MFA Device?

If you have not registered an MFA device and would like to do so now, you may use the "Register MFA Device" link. For security purposes you will be prompted to login again and answer your challenge questions before registering an MFA device.

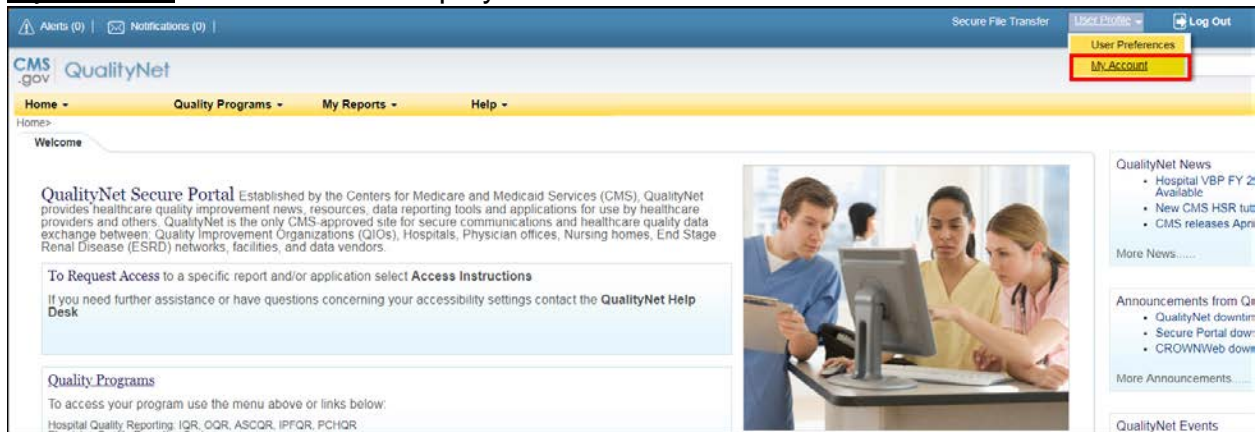
Password:

MFA Device Type:

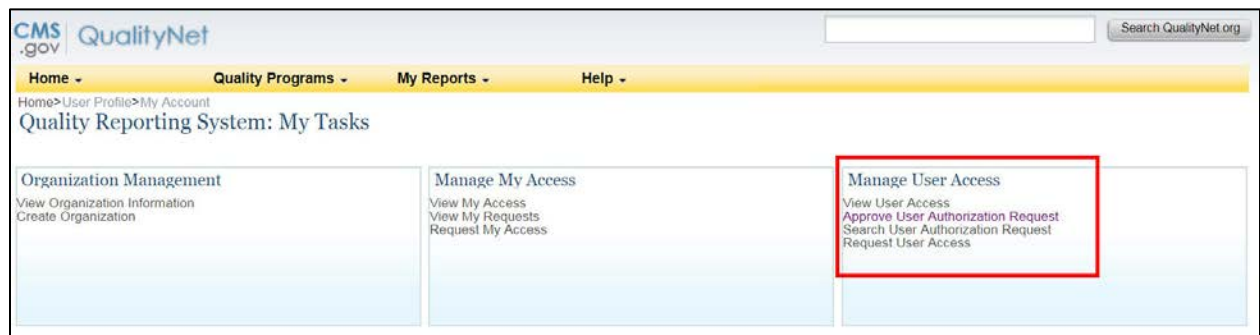
Security Code:

Log In **Cancel**

- Enter your **Password**, select the desired **MFA Device Type**, enter the MFA Security Code and then click Log In. The Welcome screen displays.
NOTE: Depending upon the MFA Device Type selected, you may need to click 'Send' in order for the code to be sent to your selected device.
- Click the Down Arrow to the right of **User Profile** in the top menu bar and select **My Account** from the menu displayed.



- The Quality Report Systems: My Tasks screen displays. Click 'Approve User Authorization Request' link under the Manage User Access group.



9. The Approve User Access page displays. All requests that have been sent to you are listed in the table including the Request Number, the user who created the request, and the date the request was sent to you. Click on the 'ACCESS_REQUEST' in the Title column that you want to approve or reject.
NOTE: The request will open at the bottom of the screen, just below the table.

The screenshot shows the Oracle Business Process Workspace interface. At the top, there are navigation tabs for Home, Quality Programs, My Reports, and Help. Below this is a breadcrumb trail: Home > User Profile > My Account > Manage User Access > Approve User Authorization Request. The main header includes the Oracle logo and 'Business Process Workspace'. On the left, there is a sidebar with 'Views' and 'Applications' sections. The main content area features a table with the following data:

Title	Number	Creator	Assigned	Priority	Process
ACCESS_REQUEST_102361	204227	[REDACTED]	Jun 7, 2018 9:11 AM	1	QARMAuthorization
ACCESS_REQUEST_102198	204041	[REDACTED]	Apr 10, 2018 10:12 ...	1	QARMAuthorization

The first row is highlighted with a red box. Below the table, there is a message: 'Please select a task to see the details'.

10. The requestor's information will load at the bottom of the page.

The screenshot shows the details of the selected request, 'ACCESS_REQUEST_102361'. The table from the previous screenshot is visible at the top, with the first row highlighted. Below the table, the following information is displayed:

Approve Authorization Request

User Information

User ID	Name	Email
[REDACTED]	[REDACTED]	[REDACTED]

User Request Information

11. Use the scroll bar on the right to review the requestor's information. If you wish to reject the request, select the **Reject** button. To approve the request, click **Next**.

The screenshot shows a web interface with a table of requests. The table has columns for Title, Number, Creator, Assigned, Priority, and Process. Two requests are listed: ACCESS_REQUEST_102361 (Number 204227, Assigned Jun 7, 2018 9:11 AM) and ACCESS_REQUEST_102198 (Number 204041, Assigned Apr 10, 2018 10:12 ...). Below the table is a large empty text area. At the bottom, there are three buttons: 'Reject', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red box.

Title	Number	Creator	Assigned	Priority	Process
ACCESS_REQUEST_102361	204227	[REDACTED]	Jun 7, 2018 9:11 AM	1	QARMAuthorization
ACCESS_REQUEST_102198	204041	[REDACTED]	Apr 10, 2018 10:12 ...	1	QARMAuthorization

12. The details of the user's request are displayed. Use the scroll bar on the bottom right of the page to review the information in the request.

The screenshot shows the details of a request. At the top, there is a table with columns for Title, Number, Creator, Assigned, Priority, and Process, containing the same two requests as in the previous screenshot. Below this, there are fields for User ID, Name, and Email, all of which are redacted. A section titled 'Select Coarse Grained Application Roles' is highlighted with a red box. This section contains a table with columns for Applications, Description, and Select. The table lists 'QIES Application Groups' with a sub-entry 'QIES Applications' and a description 'Quality Improvement and Evaluation System'.

Title	Number	Creator	Assigned	Priority	Process
ACCESS_REQUEST_102361	204227	[REDACTED]	Jun 7, 2018 9:11 AM	1	QARMAuthorization
ACCESS_REQUEST_102198	204041	[REDACTED]	Apr 10, 2018 10:12 ...	1	QARMAuthorization

User ID: [REDACTED] Name: [REDACTED] Email: [REDACTED]

Applications	Description	Select
QIES Application Groups		<input type="checkbox"/>
QIES Applications	Quality Improvement and Evaluation System	<input type="checkbox"/>

13. Click **Next**. The same information will be displayed. Use the scroll bar on the right side of the page to scroll to the bottom of the request. Select the **Approve Request** button to approve the request.

The screenshot shows a web application interface with a table of access requests. The table has columns for Title, Number, Creator, Assigned, Priority, and Process. Two requests are listed: ACCESS_REQUEST_102361 (Number 204227, Assigned Jun 7, 2018 9:11 AM) and ACCESS_REQUEST_102198 (Number 204041, Assigned Apr 10, 2018 10:12 ...). Below the table, there is a 'Role Name' input field and a set of buttons: 'Back', 'Cancel', and 'Approve Request'. The 'Approve Request' button is highlighted with a red box.

Title	Number	Creator	Assigned	Priority	Process
ACCESS_REQUEST_102361	204227	[REDACTED]	Jun 7, 2018 9:11 AM	1	QARMAuthorization
ACCESS_REQUEST_102198	204041	[REDACTED]	Apr 10, 2018 10:12 ...	1	QARMAuthorization

14. Enter any approval comments in the **Approval Comments** text box. Select **OK**.

The screenshot shows the same web application interface as in the previous image, but with the 'Approve Request' dialog box open. The dialog box has a title bar 'Approve Request' and a large text area for 'Approval Comments'. The text area is highlighted with a blue box. The dialog box also shows 'User Information' and 'Application Role' sections.

15. An approval message will be displayed confirming the request was approved.

16. A confirmation email will be sent to the Email address associated with the user request.