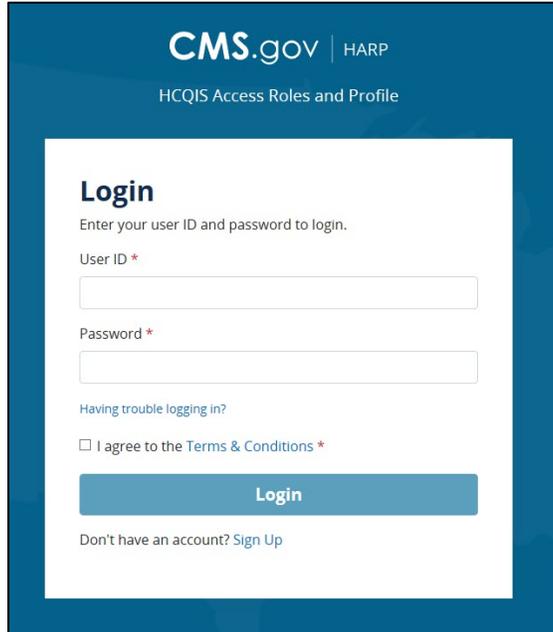


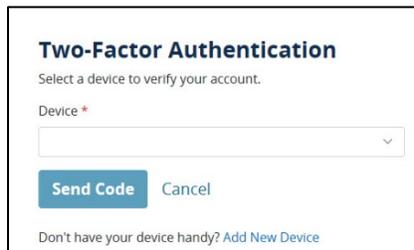
## iQIES State User Role Requests for SAS Viya

1. Log in to HARP at <https://harp.qualitynet.org/login/login>
2. Enter the User ID and Password you use to access QBIC. Note: If you do not have access to QBIC currently, you will need to create a new User ID by selecting the Sign Up link. Once your account has been created you can proceed with the following steps.



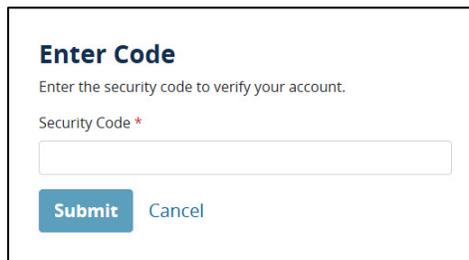
The screenshot shows the CMS.gov HARP login page. At the top, it says "CMS.gov | HARP" and "HCQIS Access Roles and Profile". The main heading is "Login". Below the heading, it says "Enter your user ID and password to login." There are two input fields: "User ID \*" and "Password \*". Below the password field, there is a link "Having trouble logging in?". A checkbox labeled "I agree to the Terms & Conditions \*" is present. A blue "Login" button is at the bottom. Below the button, there is a link "Don't have an account? Sign Up".

3. Choose a Two-Factor Authentication option from the Device dropdown. Click the Send Code button. NOTE: This should be the same authentication device/email used to log into QBIC.



The screenshot shows the "Two-Factor Authentication" page. It says "Select a device to verify your account." There is a "Device \*" dropdown menu. Below the dropdown, there are two buttons: "Send Code" and "Cancel". At the bottom, there is a link "Don't have your device handy? Add New Device".

4. Enter the code sent to the selected two-factor authentication option in the Security Code text box and click the Submit button.



The screenshot shows the "Enter Code" page. It says "Enter the security code to verify your account." There is a "Security Code \*" text input field. Below the input field, there are two buttons: "Submit" and "Cancel".

5. The User Profile page is displayed. Select the User Roles option in the top right corner of the page.



6. The User Roles page is displayed. Select the Request a Role button.



7. Select iQIES Data Analytics-QBIC and click the Next button.



8. Select your organization from the list. All state organizations are listed as 'Analytics-iQIES-State of Name' (Example: Analytics-iQIES-State of Alabama). Click the Next button at the bottom of the page. Note: If you do not see your organization in the list, please email the QTSO Helpdesk at [iqies@cms.hhs.gov](mailto:iqies@cms.hhs.gov).



**NOTE:** You can type the name of your state in the Search text box to limit the available organizations to your state.

9. Select one of the following roles for access, then select the Next button at the bottom of the page:
  - a. iQIES-STATE-HHA-Group (Select this role to access HHA Assessment and Measure Data)
  - b. iQIES-STATE -MDS-Group (Select this role to access MDS Nursing Home Assessment and Measure Data)
  - c. iQIES-STATE-SC-ACTS-Group (Select this role to access Complaints-ACTS/Intake data)
  - d. iQIES-STATE-SC-Group (Select this role to access Survey, Certification, CLIA and Enforcement-AEM data)

### Select Roles

Select one or many roles for the level of access you need for **Analytics-iQIES-State of Georgia**.

iQIES-STATE-HHA-Group

iQIES-STATE-MDS-Group

iQIES-STATE-SC-ACTS-Group

iQIES-STATE-SC-Group

Security Official

**NOTE:** If you need to access more than one data set, you will need to submit a separate request for access to the group.

10. Click the Submit button at the bottom of the page.
11. A pop up for Request Reason will be displayed. You can enter the business reason for making the request or you can leave it blank. Click the Submit button submit the role request to the CMS approvers.

#### Request Reason

Enter your reason for requesting the selected role(s). This will help the Security Official determine whether to approve your request.

Request Reason

250 characters remaining. Please include relevant information such as your job title, place of work, etc.

12. The User Roles page reloads to show the details of your pending request.

Pending Requests				
Your requests pending approval from a security official.				
Request ID	Requester	Program	Request Date	
7474113	[Redacted]	Not Populated	2020-03-20	<a href="#">View</a> <a href="#">Cancel</a>

13. Once your request has been reviewed, you will receive an email from [donotreply.HARP@hcqis.com](mailto:donotreply.HARP@hcqis.com) notifying you if the role is approved or rejected. If you have not received an email response to your request within 2 business days, please contact the QTSO Helpdesk at [iqies@cms.hhs.gov](mailto:iqies@cms.hhs.gov).
14. Once you receive the approval email it will take 1 business day to add the access for your account. After that time, you should be able to log into SAS Viya at <https://analytics-viyaccsq.hcqis.org/SASLogon/login>. Note: If you get an error when attempting to log into SAS after 1 business day, please contact the QTSO Helpdesk at [iqies@cms.hhs.gov](mailto:iqies@cms.hhs.gov).