

# Security Official: Manage Access (Approve or Reject Requests)

## Introduction

This document will outline the steps a **Security Official** needs to take to **approve or reject** requests for access to the Internet Quality Improvement Evaluation System (iQIES) from additional users, so they can view information or perform an action, such as submitting assessments on behalf of the organization.

Beginning February 2019, all Security Officials will approve requests by signing in to the HCQIS Access Roles and Profile (HARP) website, [harp.qualitynet.org](http://harp.qualitynet.org). This will allow Security Officials to manage all of their iQIES access request activities in one place.

The main difference between the Security Official role and the other user roles is that Security Officials are responsible for approving (or rejecting) requests from additional users for their organization. If you are the only Security Official for your organization, you will be responsible for approving all requests.

There are three simple steps for approving role requests:

1. Sign in to the HCQIS Access Roles and Profile (HARP) website at <https://harp.qualitynet.org>
2. Navigate to the “Security Official” navigation item
3. Approve or reject the Pending Requests in your queue from “Role Requests” in the left sidebar

### *Helpful hint*

Consider adding a second (or third) Security Official to your organization to ensure someone is always available to approve requests.

There is no limit to the number of Security Officials your organization can have.

## Approval/Denial Role Request Workflow with Screenshots

### Step 1. Sign-in to HARP

Go to [harp.qualitynet.org](http://harp.qualitynet.org). Enter your **User ID** and **password** in the requested fields, agree to the **Terms and Conditions** and click **Login** (you will be prompted to provide a security code from your two-factor authentication.)

#### *New users*

Sign in with your newly created HARP credentials

#### *Don't have an Account?*

Click **Sign Up** under the **Login** button.

# CMS.gov | HARP

HCQIS Access Roles and Profile

## Login

Enter your user ID and password to login.

User ID \*

Test.T-Super-Admin

Password \*

\*\*\*\*\*

Having trouble logging in?

I agree to the Terms & Conditions \*

Login

Don't have an account? Sign Up



## Step 2. Navigate to Security Official

Once you are signed in to your HARP Account on harp.qualitynet.org, navigate to the **Security Official** navigation item.

CMS.gov | HARP © Help **Security Official** User Profile Logout

# Security Official

**Profile Information**

- Change Password
- Challenge Question
- Two-Factor Devices

**Need Help?**  
Contact your application's help desk for assistance.

**Quality Payment Program**  
QPP@cms.hhs.gov  
1-866-288-8292  
TTY: 1-877-715-6222

**IQIES Technical Support**  
help@qtso.com  
1-800-339-9313


### Profile Information Edit

|                                           |                                  |
|-------------------------------------------|----------------------------------|
| First Name<br><b>CONSTANT</b>             | Last Name<br><b>PIVINSKI</b>     |
| Middle Name<br><b>J</b>                   | Date of Birth<br><b>01011957</b> |
| Email Address<br><b>sja6z@voltaer.com</b> | Phone Number                     |
| Home Address Line 1<br><b>PO BOX 1452</b> | Home Address Line 2              |
| City<br><b>TAYLORSVILLE</b>               | State<br><b>NC</b>               |
| ZIP Code<br><b>28681</b>                  | ZIP Code Extension               |
| Country<br><b>USA</b>                     |                                  |

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[CMS.gov](#) [QualityNet.org](#) [Help](#) [Email QPP](#) [Email IQIES](#) [QPP: 1-866-288-8292](#) [IQIES: 1-800-339-9313](#)

[Accessibility](#) [Privacy Policy](#) [Terms of Use](#)



You will be redirected to the **User Lookup** page. All users within the selected organization are loaded by default.

# Security Official

## User Lookup

### Role Requests

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## User Lookup

Search by User ID or Email to find a specific user.  
All fields marked with an asterisk (\*) are required.

Organization \*

User ID or Email

**Search**

User ID or Email requires an exact character match.

| First Name | Last Name  | User ID       | Email                   |                      |
|------------|------------|---------------|-------------------------|----------------------|
| aditya     | Ayyagari   | ad_test3      | ad_test3@test.com       | <a href="#">View</a> |
| vjtestuser | twentyfour | vj_testuser24 | vj_testuser24@alcor.com | <a href="#">View</a> |
| CONSTANT   | PIVINSKI   | sbx.test111   | sja6z@voltaer.com       | <a href="#">View</a> |



### Step 3. View Pending Role Requests

As a **Security Official**, you are responsible for **reviewing** outstanding role requests from other users and either **approving** or **rejecting** their requests.

You can view pending role requests directly by selecting the **Role Requests** sidebar item.

The screenshot shows the CMS.gov Security Official interface. At the top, there is a navigation bar with 'CMS.gov | HARP' on the left and '© Help Security Official User Profile Logout' on the right. Below this is a dark blue header with the text 'Security Official'. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains a 'User Lookup' section with a 'Role Requests' link highlighted in a red box. Below this are contact details for 'Need Help?', 'Quality Payment Program', and 'IQIES Technical Support'. The main panel has a 'Back to Previous Page' link, a 'User Lookup' title, and instructions to search by User ID or Email. It features two input fields: 'Organization \*' (with '123' selected) and 'User ID or Email'. A 'Search' button is to the right. Below the search fields is a table of users with columns for First Name, Last Name, User ID, and Email. Each row has a 'View' link. At the bottom of the table is a pagination control showing '1' of 1 page.

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123     

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| CONSTANT   | PIVINSKI   | sbx.test111   | sja6z@voltaer.com       | <a href="#">View</a> |

« « 1 » »

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CMS.gov QualityNet.org Help Email QPP Email IQIES QPP: 1-866-288-8292 IQIES: 1-800-339-9313

Accessibility Privacy Policy Terms of Use

### Role Requests

The **Role Requests** page includes any **pending requests from other users** that you need to approve or reject as a current Security Official for an organization(s). If you are a Security Official for multiple providers, you will see pending requests for all of the providers you represent on this page.

# Security Official

User Lookup

Role Requests

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## Role Requests

Select one or more users via the associated checkbox to Approve or Reject the user's role request. It may take up to a minute to see your changes due to processing times.

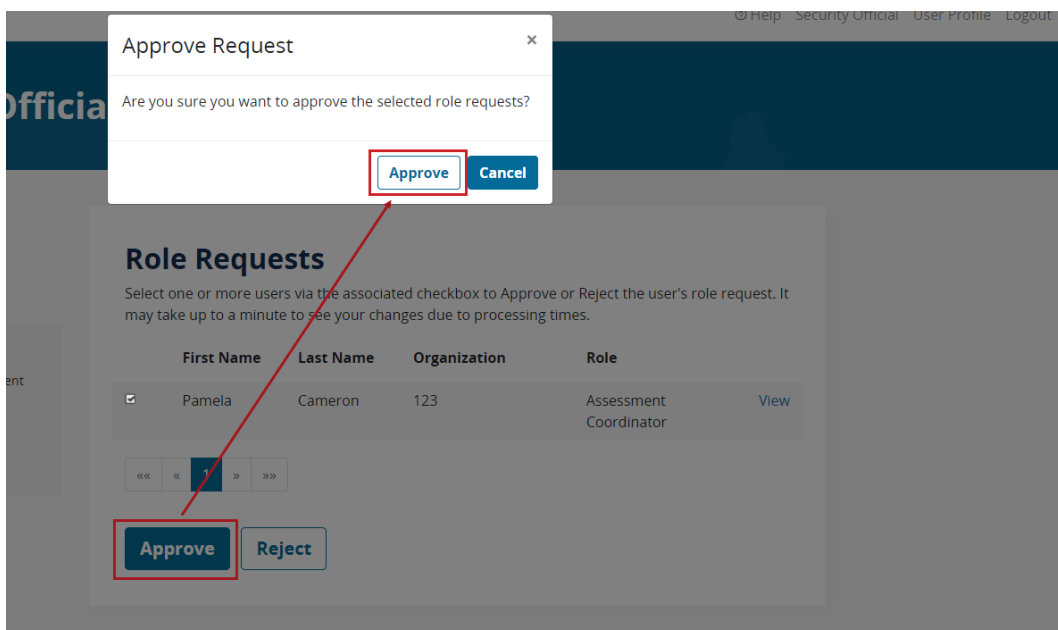
|                          | First Name | Last Name | Organization | Role                   |                      |
|--------------------------|------------|-----------|--------------|------------------------|----------------------|
| <input type="checkbox"/> | Pamela     | Cameron   | 123          | Assessment Coordinator | <a href="#">View</a> |

« « 1 » »

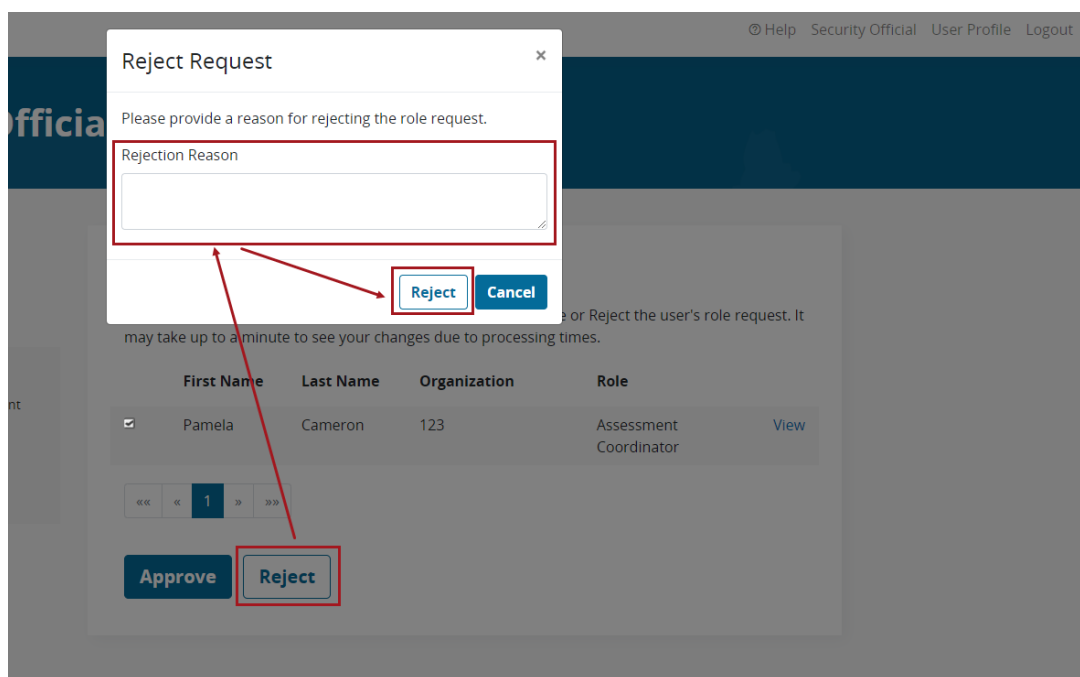
[Approve](#) [Reject](#)



Select the checkbox next to the name and then select **Approve** or **Reject** as appropriate.



A **Rejection Reason** is required to Reject a request.



## Next Steps

- Monitor your email for pending request notifications so you can approve them quickly.
- Consider asking another person in your organization to request the Security Official role so there is always someone available to approve requests.

## FAQs

### **How are requesters notified of my decision to approve or reject their request?**

Requesters will receive an email telling them whether their request was approved or denied. This email will be sent to the email address they provided when registering for their HARP account.

### **I accidentally denied a request that I meant to approve. What do I do?**

Please contact the person whose request you denied and ask them to resubmit their request. If you don't know how to contact the person, you will need to wait for them to resubmit the request on their own.

### **How many requests should I expect to approve?**

This depends on the size of your organization and how your organization will submit data. Generally, you should anticipate a higher volume of requests prior to and during the submission periods, and during the targeted review periods.



**How do I remove a user who should no longer be authorized for my organization?**  
On either the **User Lookup** or **Role Request** page, select **View** next to the user to access the **User Roles** page.

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| CONSTANT   | PIVINSKI   | sbx.test111   | sja6z@voltaer.com       | <a href="#">View</a> |

«« 1 »»



Select **Remove** adjacent to the role to remove from the user's profile.

# Security Official

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Role Requests

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## User Roles

View and remove user roles below. It may take up to a minute to see your changes due to processing times.

| Organization | Role                    |                        |
|--------------|-------------------------|------------------------|
| 123          | Provider Security Admin | <a href="#">Remove</a> |

## Profile Information

|                          |                    |
|--------------------------|--------------------|
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| Middle Name              | Date of Birth      |
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| Email Address            | Phone Number       |
| <b>sja6z@voltaer.com</b> |                    |
| Home Address:            |                    |
| City                     | State              |
| <b>TAYLORSVILLE</b>      | <b>NC</b>          |
| ZIP Code                 | ZIP Code Extension |
| Country                  |                    |
| <b>USA</b>               |                    |

