

# How-To: Check Status of Your CSHCS Access Request

Upon submitting the CSHCS access request form, you can track the status as the access request progresses through the standard review and approval cycle. Remember, requests must be marked approved prior to your CSHCS security role (your access) being granted.

Complete the following steps to check the status of your CSHCS access request in the DSA:

1. Access the **Database Security Application (DSA)** through MILogin (*Figure 1*).

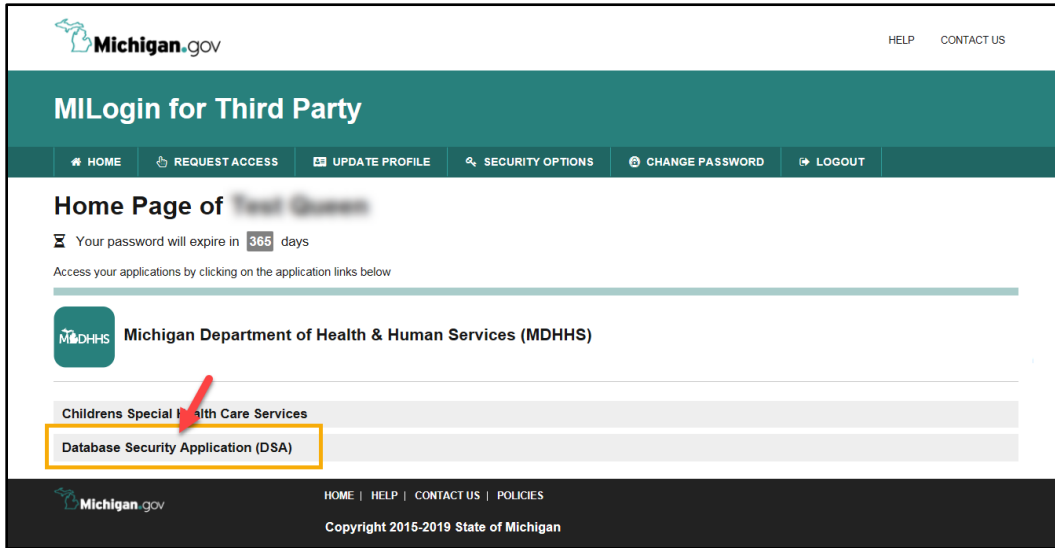


Figure 1: MILogin Home

2. Select **Application Access** from the **Request** sub-menu (*Figure 2*). The Security Form Selection page displays.



Figure 2: DSA Home

- To check the status of your CSHCS access request, click [View Request Status](#) beside Children's Special Health Care Services (Figure 3). The Request Details display.

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**MDHHS** Michigan Department of Health and Human Services

Welcome: cshcsuser DSA v2.0 (Staging)

Home Demographics Request Training Contact Email Exit

### Security Form Selection

User Name (Last, First)	User, CSHCS	Email Address	cshcsuser@lhd.com
Area Code & Phone Number	517-555-1212	State of Michigan Employee?	No
Organization	Ingham HD		

Action [Edit Demographics](#)

Select from the list below to request access to an application/database.

Application	Action
CareConnect360	<a href="#">Submit Request</a>
Children's Special Health Care Services	<a href="#">View-Request-Status</a>

Message Action [Cancel](#) [Help](#)

Figure 3: Security Form Selection

- Each review step initially displays as collapsed. Click the double-arrow beside a step to expand the details (Figure 4).

**TIP:** Once complete, the step's **Review Status** displays either 'Completed' or 'Denied'. When denied **Review Comments** are required.

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Request ID	56145	Request Status	Submitted
User	User, CSHCS - (cshcsuser)	Email Address	cshcsuser@lhd.com
Area Code & Phone Number	517-555-1212	State of Michigan Employee?	No
Organization	Ingham HD	Date Submitted	2/8/2019 1:48:00 PM
Request Type	New	Request Term	Annual
Domain	Domain for Local Health Departments		

### Request Details - Children's Special Health Care Services

Role(s) Selected

Role	Program Manager
Children's Health Care Services (CSHCS) Database	
Children's Healthcare Automated Support Services (CHASS)	

Request Reason

[reason must explain in detail why each role group requested is required to complete your job duties]

Review(s)

Immediate Manager Review (Hide Details)	Sponsor Review (Show Details)	Program Manager Review (Show Details)	Director Review (Show Details)	Training Manager Review (Show Details)	Security Administrator Review (Show Details)										
<table border="1"> <thead> <tr> <th>Immediate Manager</th> <th>Review Date</th> <th>Reviewed By</th> <th>Review Status</th> <th>Review Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Unreviewed</td> <td></td> </tr> </tbody> </table>	Immediate Manager	Review Date	Reviewed By	Review Status	Review Comments				Unreviewed						
Immediate Manager	Review Date	Reviewed By	Review Status	Review Comments											
			Unreviewed												

Message Action [Return-To-Previous-Page](#) [Print](#) [Cancel](#) [Help](#)

Figure 4: Request Details