

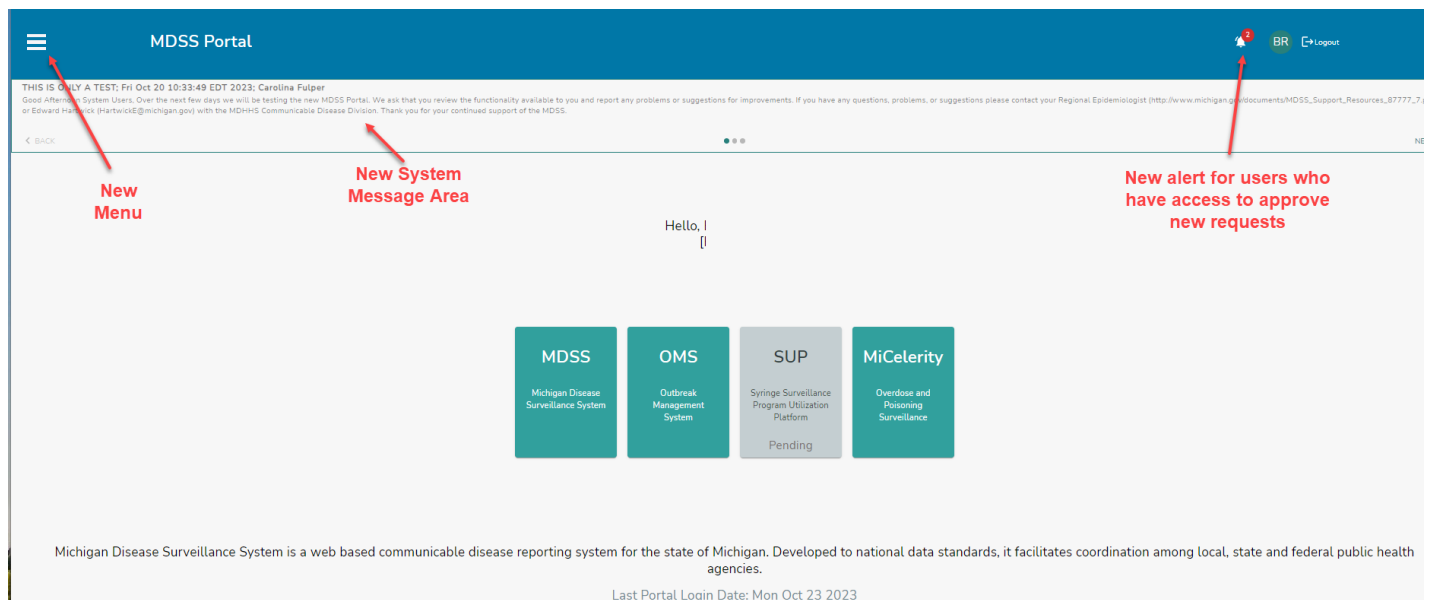
MDSS Portal Updates

October 2023

The updated MDSS Portal Page will be released on October 26, 2023. The functionality for most users will remain the same but will have a new look. Modules available through the portal are: Michigan Disease Surveillance System (**MDSS**), Outbreak Management System (**OMS**), Syringe Surveillance Program Utilization Platform (**SUP**), Overdose and Poisoning Surveillance (**MiCelerity**), CSV-based Lab Results Uploader (**CSV Loader**), and Chronic Disease Surveillance (**Chronicle**).

This document provides instructions for [new user registration](#), [requesting access to modules](#), [managing new user requests](#), [user administration](#), and [viewing/editing portal users](#).

New Portal Dashboard:



New User Registration

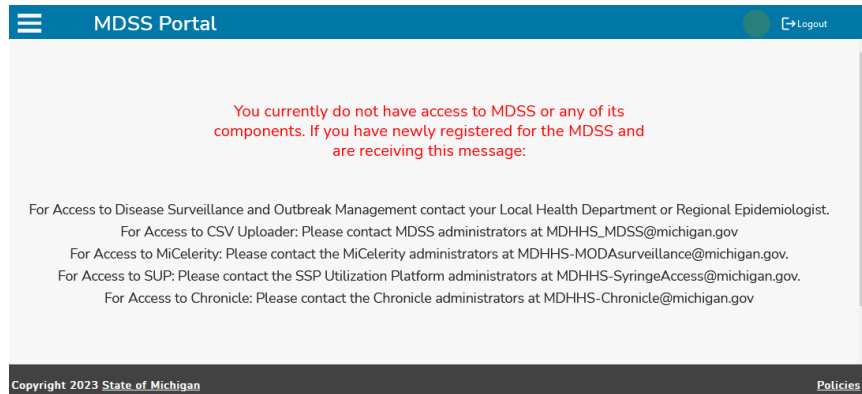
- When a new user registers for MDSS or a module, they are brought to the registration screen:

The screenshot shows the 'User Registration1' form in the MDSS Portal. The form is titled 'User Registration1' and is located under the 'MDSS Portal' header. It contains several sections for data entry:

- General Information:** Fields for First Name (EdTest), Last Name (Hartwick), Email Address (@gmail.com), and Phone Number (517-).
- User Type:** Radio buttons for MDHHS Staff, Healthcare Provider/Infection Control, School, Syringe Service Provider, Local Health Jurisdiction Staff, Laboratory, Pharmacy, and Other.
- Employment:** Fields for Place of Employment and Position Title.
- Employment Address:** Fields for Street Address, Street Address 2, City, County (dropdown), State (dropdown), and Zip.
- System Access Needed:** Checkboxes for MDSS, MiCelerity, Chronicle, OMS, SUP, and CSV Loader.

At the bottom of the form are two buttons: 'REGISTER' and 'CANCEL'. The footer of the page includes 'Copyright 2023 State of Michigan' and a link to 'Policies'.

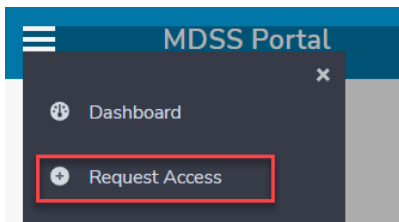
- The new user should complete User Type, Place of Employment, Position Title, Employment Address (this allows for jurisdiction assignment for approvals) and should check the boxes for the module(s) where access is needed.
 - As check boxes are selected, extra boxes are inserted below for the user to indicate the level of access that is needed as well as the reason access is needed. These boxes need to be completed for each requested module.
 - The level of access is a generic level that should be used to guide the new user to assess what level access they feel they need. The levels **do not necessarily correspond to a specific level** in any of the modules. The Access levels that can be requested are: Read Only, Data Entry, Standard Access, and Administrator.
 - Administrators who approve access for users should only use this as a reference and should use other factors to help determine the level of access that is most appropriate for the new user.
- When all required fields are complete, Click **Register** at the bottom of the screen. The requests for each module will be sent to the appropriate administrator(s) for approval.
- While requests are pending approval, the following message will display if new users try to access the system. This message will also display if the user previously had access to modules, but that access has been inactivated.



- Once one module is approved (in both the portal and within the module), a user will be granted access to the Portal Page for that module and other modules will be listed as Pending until they are approved.

Request Access to Modules

1. To request access to a new module, select **Request Access** from the hamburger menu in the top left corner



2. Select the module you need access to and complete the module request form.
 - a. Include a reason for needed access and the level of access needed. The level of access is a generic level and **does not necessarily correspond to a specific level** in any of the modules. Levels of access are: Read Only, Data Entry, Standard Access, and Administrator.

SUP Module Request

First Name Bethany	Last Name Reimink	Email ReiminkB@michigan.gov	Phone Number 269-373-5293
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User Type

MDHHS Staff
 Healthcare Provider/Infection Control
 School
 Syringe Service Provider
 Local Health Jurisdiction Staff
 Laboratory
 Pharmacy
 Other

Employment

Place of Employment	Position Title
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Employment Address

Street Address *	Street Address 2	City *
County *	State *	Zip *

Reason for Access *

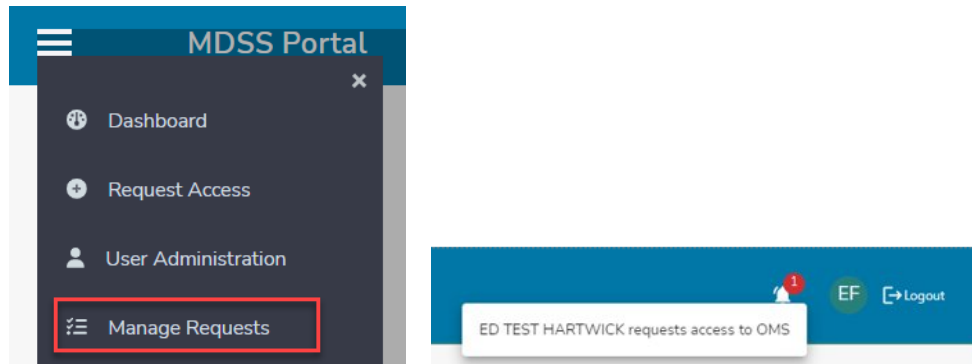
	Level of Access *
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CANCEL
REQUEST

3. Select **Request** when complete and the user will be returned to the request page.
4. After requesting access, an email will be sent to the appropriate administrator to review and approve the request.
5. In the main Portal page/Dashboard, the user will now see a pending card for the module(s) that was requested.

Manage New User Requests

1. If you are a user with access to approve new users, select **Manage Requests** from the hamburger menu in the top left corner or click the alert bell in upper right-hand corner



2. At the Manage Requests Page, the admin will see all requests that they have permission to approve for both new system registrations and for those requesting additional modules.
3. Select **PROCESS** for the request you need to approve

Manage Requests						
Request Date	User Name	First Name	Last Name	Request		
10/16/2023	LAIJ		Lai	OMS	PROCESS	DELETE

4. Review information in the request form and select **APPROVE** or **DENY** at bottom of form (or Click Cancel to go back to the Manage Requests page)
 - a. Approval at the portal only approves access at the portal page and creates a user in that module, no permissions are set in the module from here. A message at the top of the screen will remind the approver to go to the module and set the appropriate access for the user there as well.



- b. The level of access is a generic level, the specific level in each system will need to be determined by the admin doing the approval.

OMS Request

* = required

General Information

First Name: [] Last Name: **Lai** Email: [] Phone Number: **734-727-7204**

User Type

MDHHS Staff Healthcare Provider/Infection Control School Syringe Service Provider
 Local Health Jurisdiction Staff Laboratory Pharmacy Other

Employment

Place of Employment: **MDHHS** Position Title: **Regional Epidemiologist**

Employment Address

Street Address *: **33030 Van Born** Street Address 2: [] City *: **Wayne**

County: **Wayne** State *: **Michigan** Zip *: **48184**

Reason For Access: **Administrative support** Level of Access *: **Administrator**

CANCEL APPROVE DENY

User Administration

Users that have access to approve new users will have access to the User Administration page. In the User Administration page, users can be activated/inactivated or have modules enabled/disabled. An MDSS user list can also be exported.

MDSS Portal

User Administration

Search function: Search []

Click on User Name to edit access: [BEIMINKI](#)

Each column can be sorted by clicking on header: Last Portal Login ↓

Apply a filter: Apply a filter

Select columns to display: Columns

Export List (based on selections): Export

User Name	First name	Last name	Jurisdiction	Last Portal Login	Role	Active	MDSS	OMS	SUP	Chronicle	McCelebrity	CSV Loader
BEIMINKI	Bethany	Reimink	Statewide	Mon Oct 23 2023	Admin	<input checked="" type="checkbox"/>	Enabled	Enabled	N/A	N/A	Enabled	N/A
KHETANBI	Bhavna	Khetan	Wayne County	Mon Oct 23 2023	User	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A
BALDAWAS0005	sheetal	baldawa	Statewide	Fri Oct 20 2023	SuperA...	<input checked="" type="checkbox"/>	Enabled	Enabled	Enabled	Enabled	Enabled	Enabled
FULPERC4806	Carolina	Fulper	Statewide	Fri Oct 20 2023	SuperA...	<input checked="" type="checkbox"/>	Enabled	Disabled	Enabled	Enabled	Enabled	Enabled
KERSCHNERH	Harrison	Kerschner	Statewide	Thu Oct 19 2023	User	<input checked="" type="checkbox"/>	Enabled	Enabled	Enabled	Enabled	Enabled	Enabled
LONEWSKID	Deb	Loniewski	Statewide	Thu Oct 19 2023	User	<input checked="" type="checkbox"/>	Enabled	N/A	Enabled	N/A	Enabled	Enabled
MCBRIDGE	Evangeline	McBride	Statewide	Thu Oct 19 2023	User	<input checked="" type="checkbox"/>	Enabled	N/A	N/A	N/A	N/A	N/A

Select N/A to create a user

- The Active toggle activates or inactivates users completely from the system and sends a notification to relevant administrators. Activate does not set permissions within individual modules.
- The modules have three states – Enabled, Disabled, and N/A
 - Enabled: the user is active in the module
 - Disabled: the user is inactive in the module
 - N/A: the user does not have access to the module. Clicking on N/A would create a module for the user without the user needing to request it.

- NOTE: if a user is 'Enabled' for a module, the approver still needs to go into the module and approve/activate access for the new user.

View or Edit a Portal User

The screenshot shows a web form titled "View/Edit Portal User". It is organized into three main sections:

- General Information:** Contains five input fields: "User Name" (MAMOUF), "First Name" (Fatema), "Last Name" (Mamou), "Email" (MamouF@michigan.gov), and "Phone Number" (517-204-6086).
- Portal Specific Information:** Contains three dropdown menus: "Primary Jurisdiction" (set to "Statewide"), "Secondary Jurisdiction", and "Portal Role" (set to "Jurisdictional Admin").
- Portal Module Admin Rights:** Contains two rows of buttons. The first row has "MDSS" and "OMS" buttons, both in blue with an 'x' icon. The second row has "MiCelerity" and "CSV Loader" buttons, both in grey with a '+' icon.

At the bottom of the form are two buttons: "UPDATE" and "CANCEL".

- General information is pulled from MILogin
- Portal Role refers to the user access level within the **portal** (it does not the access level within individual modules such as MDSS, OMS, etc). Options include:
 - Jurisdictional Admin: for those who need to approve new users and perform user administration tasks in the portal. By default, this will be assigned to MDSS users who receive registration emails.
 - Super Admin: for some MDHHS staff
 - User: all other users
- **Portal Module Admin Rights** refers to what modules the user has administrative rights over – in the example above, the user has admin rights in MDSS and OMS (blue buttons).
- **Module Access Only** refers to what modules the user has access to but does not have administrative rights in – in the example above, the user as module only rights to MiCelerity and CSV Loader (grey button). A user with Portal Module Admin Rights can promote a user to admin rights in that module, by clicking the + within the module button.
- Users can modify users of equal or lower rights levels within their jurisdiction, much as administrators in MDSS have been able to in the past.