GDSP SIS User Onboarding Guide

For External End-Users

Revision 1.7

Nov 8, 2018

	Department of Public Health Information Technology Services Division	
	Azure IAM – User Manual	Rev: 1.7

Contents

1. Introduction

This document provides detailed step-by-step instructions for end-users to access SIS through Azure.

The following are the targeted audience for this document:

- SIS External B2B Users
- SIS External Guest Users

Detailed instructions have been provided for:

- First-time account creation
- Subsequent login process

2. SIS External B2B User Login

First-time Login

Follow the instructions given below to access SIS. This process will take approximately 7-10 minutes to complete.

1. Open your inbox. Click 'Get Started'
   Note: If you are unsure that you might have not received the email in your inbox, please check 'Junk/Spam Folder' before contacting the GDSP Program Administrator.

Figure 3.1 Email Invitation

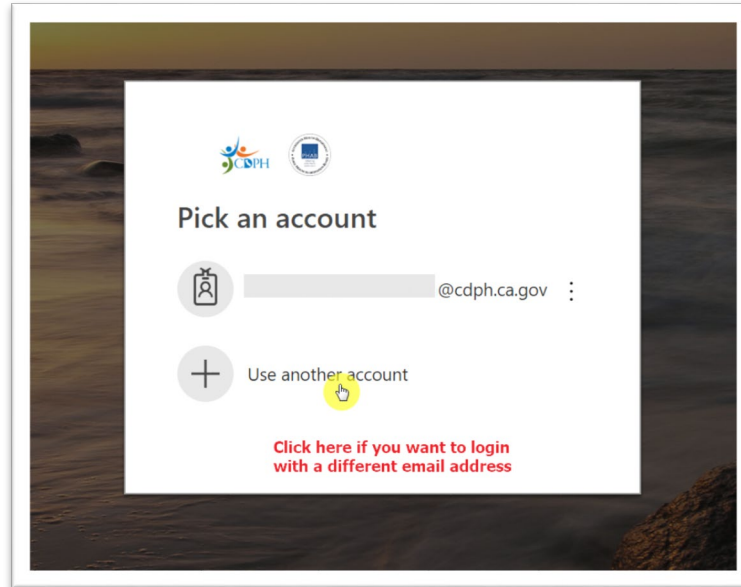2. Click on your account, if you're already logged in using your organization's computer

Figure 3.2 Login Page
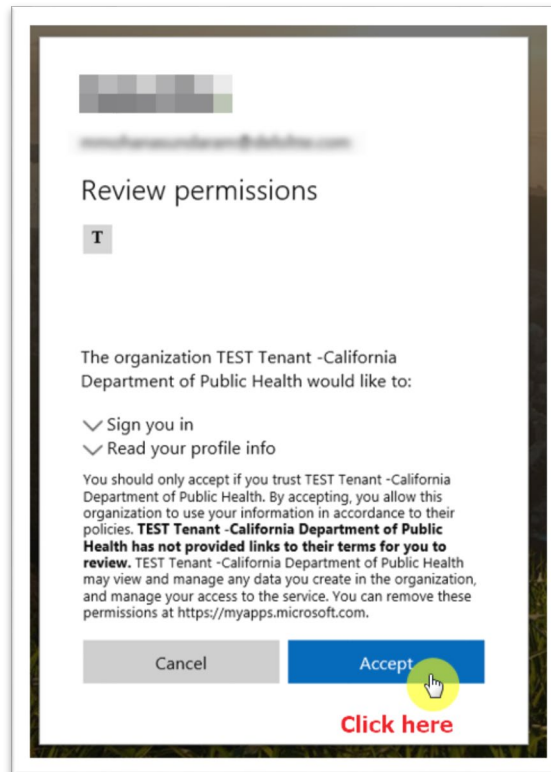
3. Click 'Accept'

Figure 3.3 Review Permissions

4. You will see the dashboard, with the applications that you're eligible to access. Click 'SIS'
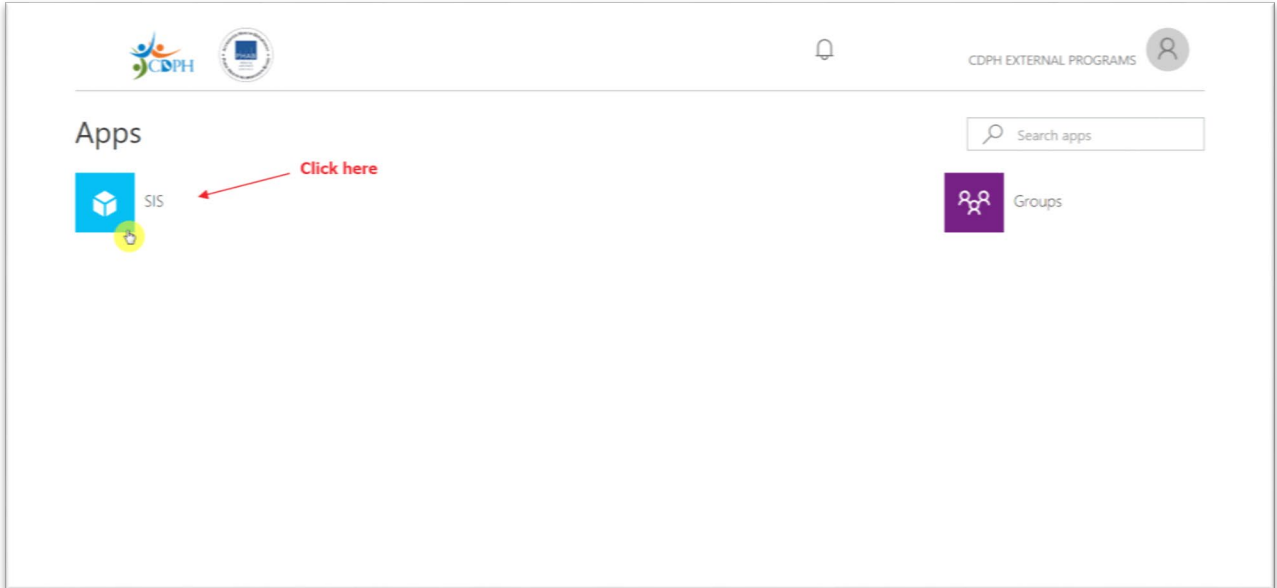

Figure 3.4 Azure Application Dashboard

5. You will see SIS Warning Page

Warning

This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY, if you are not an authorized user or you do not agree to the conditions stated in this warning.

I Agree   Do Not Agree

Click here

Figure 3.5 SIS Landing Page

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Subsequent Login

Follow the instructions given below to access SIS as a user from external organization.
This process will take approximately 4-6 minutes to complete.
1.   Type https://sis.cdph.ca.gov/sis/ in your browser
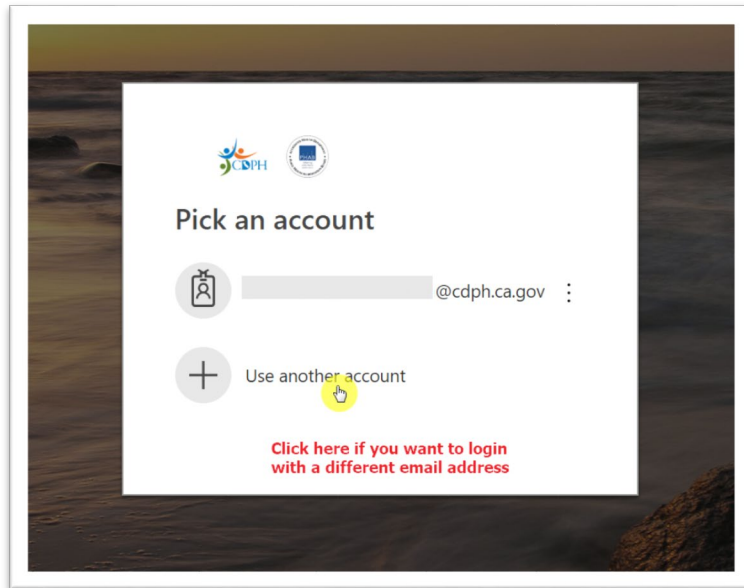2.   Click on the B2B organization account

Figure 3.6 Login Page

3. You will see SIS Warning Page

Figure 3.7 SIS Landing Page

3. SIS External Guest User Login

First-time Login

Standard login process to access SIS when a SIS External Guest User logs in for the first time. This process will take approximately 10-12 minutes to complete.

1. Open your inbox. Click 'Get Started'
   Note: If you are unsure that you might have not received the email in your inbox, please check 'Junk/Spam Folder' before contacting the GDSP Program Administrator.

Figure 4.1 Email Invitation

2. You can enter a password completely different from your email account. Note that you must use this password whenever you are asked to login to SIS. Click 'Next'.
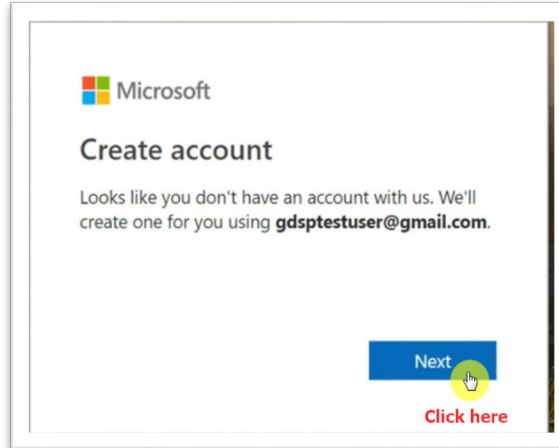
Figure 4.2 Create Account

3. Type a password. Make sure it conforms to Microsoft Password Policy, given below.
o A minimum of 8 characters and a maximum of 16 characters.
o Strong passwords only: Requires three out of four of the following:
- Lowercase characters
- Uppercase characters
- Numbers (0-9).
- Symbols (see below)
  - @ # $ % ^ & * - _ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ;
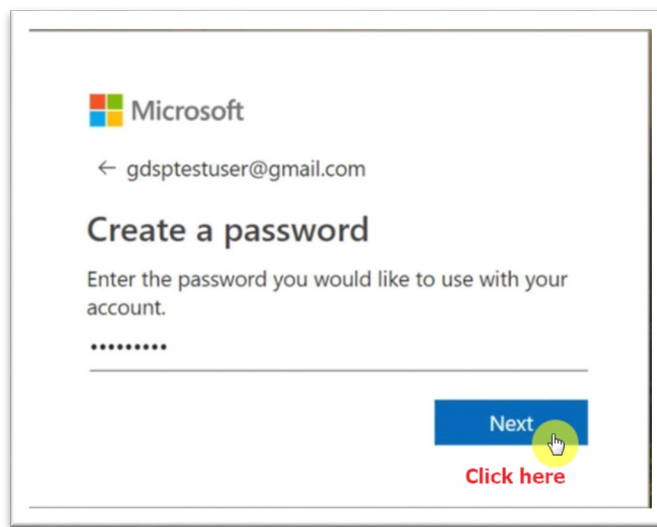
Figure 4.3 Create Password

4. Verification code will be sent to the User's Email Inbox. Copy code onto the SIS Landing Page. Click 'Next'
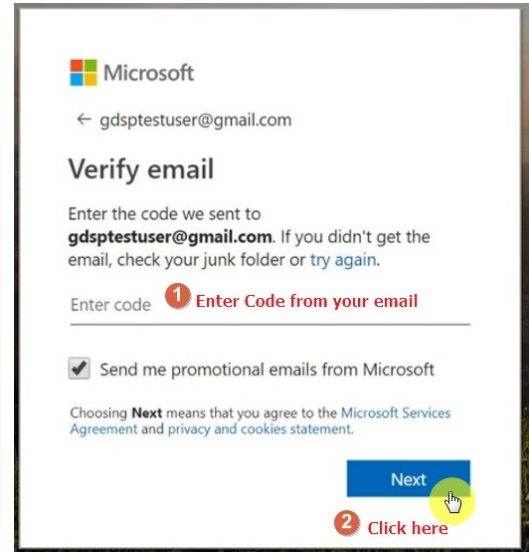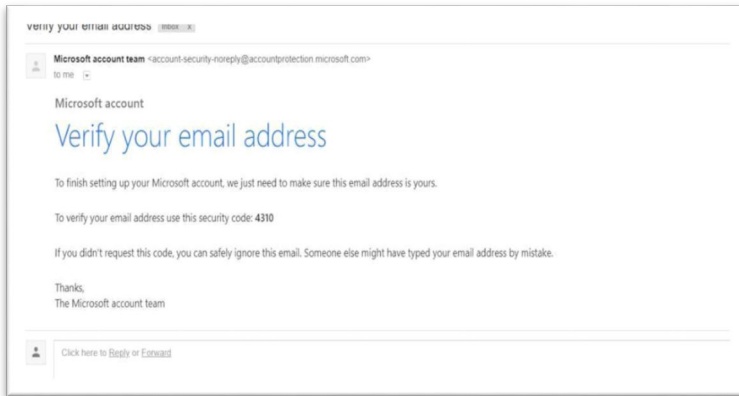

Figure 4.4 Verify Email

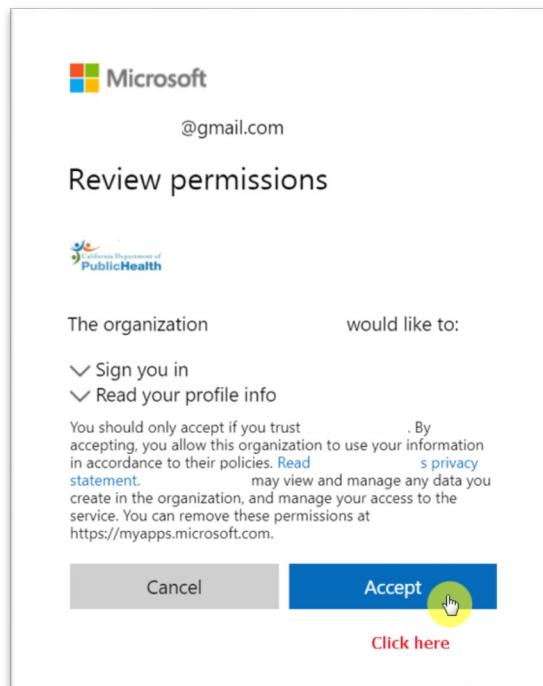5. Review permissions and Click 'Accept'

Figure 4.5 Review Permissions
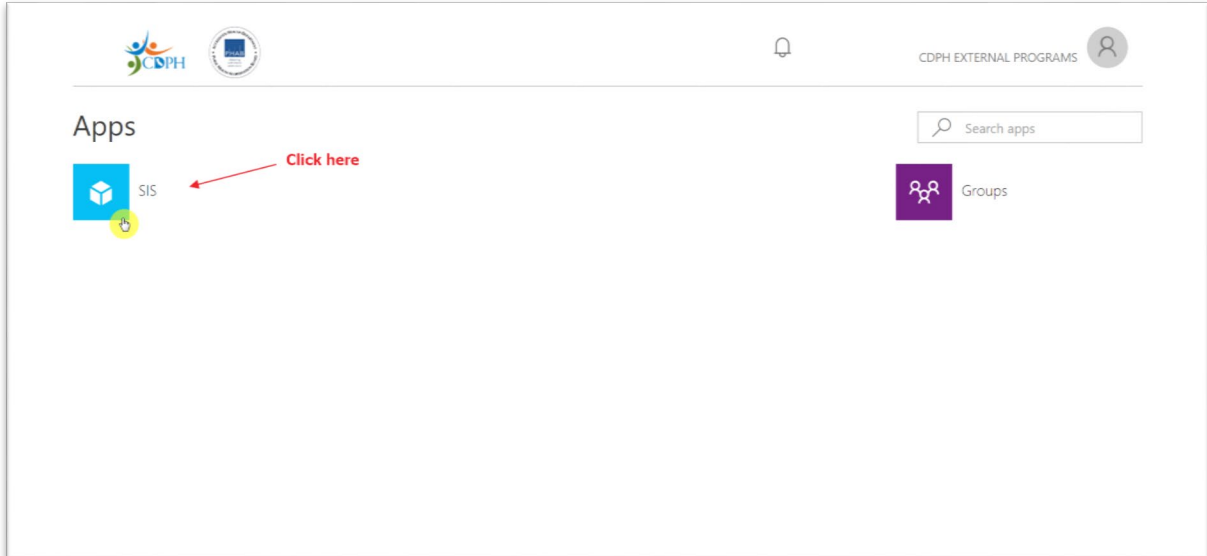
6. Click on 'SIS' Application Icon.

Figure 4.6 Azure Application Dashboard

7. You will see the SIS Warning Page

Figure 4.7 SIS Landing Page

Subsequent Logins

Standard login process to access SIS when a SIS External Guest user logs in subsequently. This process will take approximately 1-3 minutes to complete.

1. Type https://sis.cdph.ca.gov/sis/ in your browser
2. If your account is not listed, click 'Use another account'
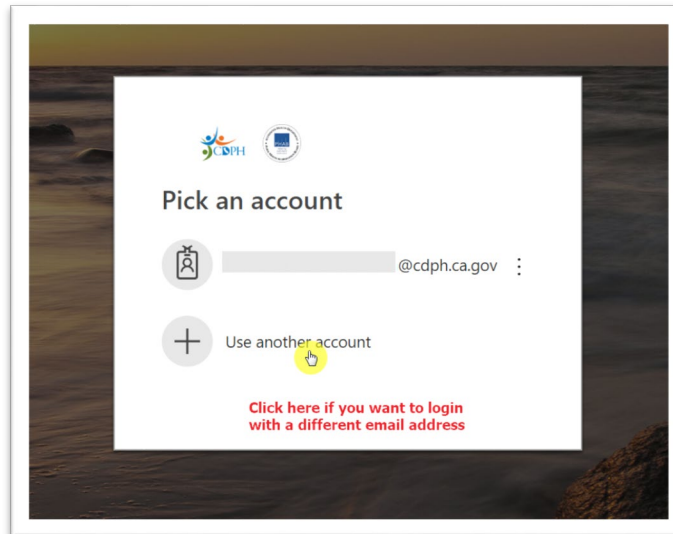

Figure 4.8 Login Page

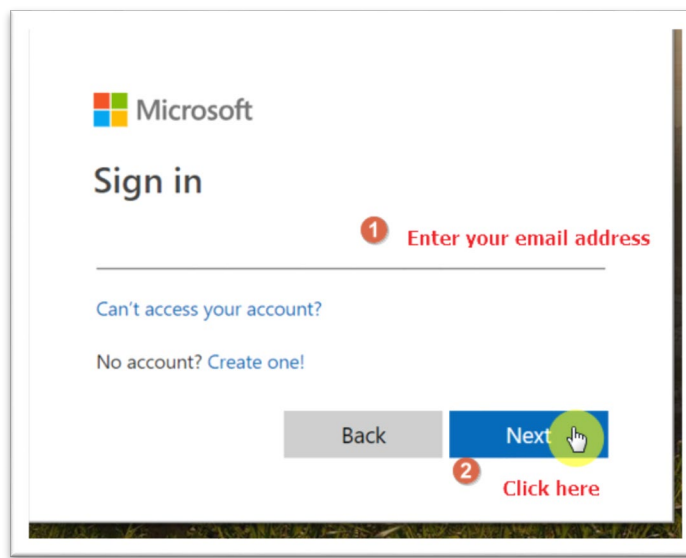3. If you clicked 'Use another account', enter Email Address and Click 'Next'

Figure 4.9 Sign in - Email Address

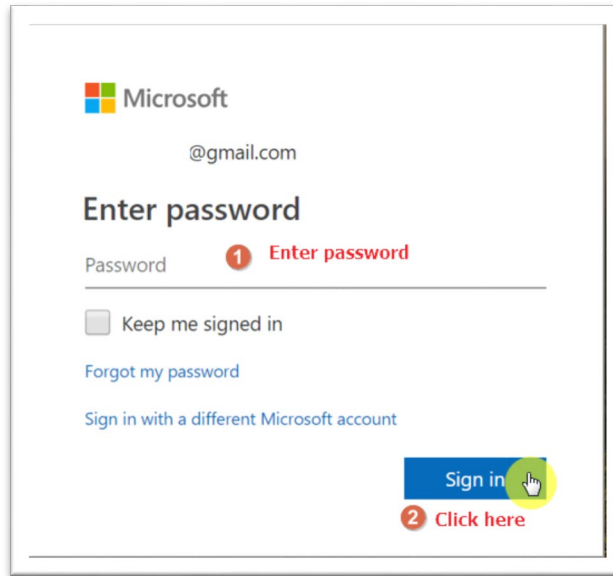4. Enter password, Click 'Sign In'

Figure 4.10 Enter Password

5. You will see the SIS Warning Page.

Figure 4.11 SIS Landing Page