



Single Sign-On Portal Approvals

Guide to approving and viewing requests for access to the Clearinghouse Results Website

Updated August 2017

Login Instructions for SSO Approvals

NOTE: You must first have an account created for SSO Approvals before you can login. If you do not have an account, please contact your Clearinghouse liaison.

1. Navigate to:
<http://apps.ahca.myflorida.com/singlesignonapproval/>
2. Enter in your **email address** and **password**
3. Select **Log In**
NOTE: If you forgot your password or need your password reset, please contact your Clearinghouse liaison.

Your SSO Approval Home Page will display. From the homepage you can:

- See Application Access
- Process Approvals
- Maintain User Settings (Update Security Questions, Change Password)

The screenshot shows the SSO Approval Home Page. At the top, there is a dark blue header with the text "IT.SSO.Approval - External" on the left and "Logged in as: dustin.hewett@ahca.myflorida.com | Log Out" on the right. Below the header is a light gray section titled "Home". Underneath "Home" is a dark blue section titled "Application Access". This section contains a list of agencies under the heading "Background Screening Clearinghouse": BGS - Agency For Health Care Administration, DCF - Department of Children and Families/Agency for Persons with Disabilities, DOEA - Department of Elder Affairs, DJJ - Department of Juvenile Justice, MED - Florida Medicaid, and VRC - Vocational Rehabilitation. Below this is another dark blue section titled "Process Approvals". This section contains the text "Click the button below for user approval process." and a dark blue button labeled "Process Approvals". At the bottom is a dark blue section titled "Maintain User". This section contains two dark blue buttons: "Update Security Questions" and "Change Password".

Approving or Denying Requests

1. Select **Process Approvals**
2. You can search for a user by the following parameters:
 - a. **User Name**
 - b. **Email**
 - c. **Last Name**
 - d. **First Name**
 - e. **Application Name**

	Last Name	First Name	User Name	Email	Phone Number
Select	Tester07	Tester07	Tester07	Tester07@Tester07.com	(999) 999-9999
Select	Tester10	Tester10	Tester10	Tester10@Tester10.com	(999) 999-9999
Select	Test	Test	rodiltest	bgscreen@ahca.myflorida.com	(850) 555-5555

3. Once you find the user you would like to approve, select **Select**
4. Select the application under **User Applications** for which you would like to approve and select **Get Providers**

Select application from list below and click "Get Providers" button.

Background Screening Clearinghouse
Agency For Health Care Administration

Get Providers Cancel

This will display the facilities for which the user has requested access for the specified application.

5. Select the check box next to the **provider/facility name(s)** and select the desired action to **Approve or Deny** providers/facilities.
 - **Approve** – This will grant the user access to the Clearinghouse Result Website on behalf of the selected provider. An email will be sent to the user immediately notifying them of the approval.
 - **Deny** – This will deny the user access to the Clearinghouse Result Website on behalf of the selected provider. An email will be sent to the user immediately notifying them of the denial.

The screenshot shows a web interface titled "Providers". It is divided into three main sections:

- Selected User:** Displays user details for "Tester07", including email (Tester07@Tester07.com), last name (Tester07), and first name (Tester07).
- User Applications:** Contains a dropdown menu currently set to "Agency For Health Care Administration" and two buttons: "Get Providers" and "Cancel".
- Facilities:** A table with columns: Provider Name, File Number, License Number, Provider Type, City, Zip, and Approval Status. A red arrow points to a checkbox in the first row, which corresponds to "HEALTHSOUTH REHABILITATION HOSPITAL OF TALLAHASSEE". Below the table are two buttons: "Approve Selected Provider(s)" (with a green checkmark and a red arrow pointing to it) and "Deny Selected Provider(s)" (with a red X and a red arrow pointing to it).

Provider Name	File Number	License Number	Provider Type	City	Zip	Approval Status	Comments
HEALTHSOUTH REHABILITATION HOSPITAL OF TALLAHASSEE	110021	4256	HOSPITAL	TALLAHASSEE	32308	Approved	0

Once approved (or denied) a comment will automatically be created with the date, staff name, and a description of the action taken.

If the provider/facility has been Denied a comment should be added listing the reason for denial.

To add or view comments, select **Comments**

NOTE: The red number to the right of the comments details the number of comments