



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)

IT.SSO.Approval - External Logged in as: dustin.hewett@ahca.myflorida.com | [Log Out](#)

Home

Application Access

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
- VRC - Vocational Rehabilitation

Process Approvals

Click the button below for user approval process.

[Process Approvals](#)

Maintain User

[Update Security Questions](#) [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**

Search Users

User Name:

Email:

Last Name:

First Name:

Application Name:

	Last Name	First Name	User Name	Email	Phone Number
<input type="button" value="Select"/>	Tester07	Tester07	Tester07	Tester07@Tester07.com	(999) 999-9999
<input type="button" value="Select"/>	Tester10	Tester10	Tester10	Tester10@Tester10.com	(999) 999-9999
<input type="button" value="Select"/>	Test	Test	rodilltest	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**

Providers

Selected User

UserName: Tester07 Email: Tester07@Tester07.com

LastName: Tester07 FirstName: Tester07

User Applications

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

Background Screening Clearinghouse
Agency For Health Care Administration

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.

Providers

Selected User

UserName: Tester07

Email: Tester07@Tester07.com

LastName: Tester07

FirstName: Tester07

User Applications

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

Agency For Health Care Administration

Get Providers

Cancel

Facilities

	Provider Name	File Number	License Number	Provider Type	City	Zip	Approval Status	
<input type="checkbox"/>	HEALTHSOUTH REHABILITATION HOSPITAL OF TALLAHASSEE	110021	4256	HOSPITAL	TALLAHASSEE	32308	Approved	Comments 0

✓ Approve Selected Provider(s)

✗ Deny Selected Provider(s)

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