ARIES Requirements and Process

The following Instructions include two pre-requisite trainings and a step-by-step guide to request an ARIES Certificate.

STEP 1: 2 Training pre-requisites required for ARIES access

1. Cybersecurity Training

This is the New required Cybersecurity Training for any individual accessing a State database, (AIDS Regional Information & Evaluation System, ARIES).

H.B. 3834, now Texas Government Code 2054.519 and 2054.5191, mandates that each state agency provide a Department of Information Resources (DIR) certified cybersecurity training to all staff that must be completed on an **Annual Basis**. This is in addition to the Train Texas Security & Confidentiality Training.

This form must be completed by any HHS contractor, including the contractor's employees, officers, and subcontractors who have access to a Texas Health and Human Services system, computer system or database". This requirement extends to the service providers that have ARIES access. In the past year, many providers across the state have been given access to ARIES in order to upload or check Texas HIV Medication Program (THMP) enrollment. Please ensure they are also included in your communication.

Portal Instructions to Set-up Profile:

TEXAS
Health and Human Services

Learning Resource Network

**Create an Account and Navigate
The HHS Learning Portal**

1. Launch a browser and navigate to
   https://learningportal.dfps.state.tx.us/login/index.php.

2. At the HHS Learning Portal login screen, select the button labeled **Create new account.**

3. On the **New account** screen, enter the desired username and password for the site. If you need to see the password, put a checkmark in the box *Unmask*.

All ARIES Users need to complete the Cybersecurity Training and send PDF of the Certificate of completion to me and keep a copy for your records to use in the future and when submitting for an ARIES Certificate. This training is accessed through the HHS Learning Portal. (see Attached) The training is approximately 100 slides (55 pages) of information that must be reviewed and a 20-question quiz that must be passed to obtain your Certificate of Completion. It takes between 1 and 2 hours (depending on the time it takes to review the information slides). Once you have obtained your certificate of completion, please save and download the PDF and forward it to the TRG ARIES Team (Cynthia, Tabatha, Felicia and Patrick) for our records.

caguries@hivtrg.org
tramirez@hivtrg.org
fbooker@hivtrg.org
plmartin@hivtrg.org

2. Security & Confidentiality Training

You must first complete the **Security & Confidentiality Training** and submit the **Certificate of Completion** and the **physically signed Confidential Agreement** before you can request and Electronic Certificate.

The Training for 2020 provides the opportunity to make a copy, sign, date, scan and forward to TRG. Please include the Confidential Agreement with the certificate. It can be found in the hyperlinks below**. (Acct Request form and Acceptable Use Agreement not required). Patrick L. Martin, Programs Director is the Local Responsible Party (LRP) for all TRG Providers. plmartin@hivtrg.org**

Requests for NEW access to a database must come from an DSHS-approved Local Responsible Party (LRP) and/or LRP Designee for your agency. If you do not know who this individual is, check with your supervisor. **DSHS WILL NOT ACCEPT ANY REQUESTS WITHOUT APPROVAL FROM AN LRP AND/OR LRP DESIGNEE.**

Prospective User Instructions:
1. Complete <u>Security and Confidentiality Training</u> [TRAIN Texas]. <u>Instructions for completing this course</u> (PDF : 215 kB).
   - *If you took **online** security and confidentiality course:*
     - Complete the training and pass with an 85%
     - Save a copy of your completed course certificate
       - Save as Lastname_Firstname_Agency_Strn.pdf
   - *If you took an **in-class** security and confidentiality course:*
     - Check with your agency and/or trainer on retrieving a course completion certificate
     - Save a copy of your completed course certificate
       - Save as Lastname_Firstname_Agency_Strn.pdf

2. Complete <u>Account Request form</u> (PDF : 436 kB)
   - Fill out the form electronically. *Please do not submit scanned copies of the document.*
   - Save form as Lastname_Firstname_Agency_AccRq.pdf

3. Complete and sign the <u>Confidentiality Agreement</u> (PDF : 118 kB)
   - The Confidentiality Agreement must be completed in Adobe Reader. *Completing the agreement in Chrome or another web browser window will prevent you from signing the form.*
   - Save form as Lastname_Firstname_Agency_CON.pdf

4. Complete and sign the <u>Acceptable Use Agreement</u> (PDF : 180 kB)
   - Save form as Lastname_Firstname_Agency_AUA.pdf
   - Saving and sending only <u>page 7</u> (PDF : 97 kB) of this document will be accepted

5. Attach and email *ALL* **completed** required documents to your DSHS-approved LRP and/or LRP designee. Let them know they need to sign in the spot for LRP signature on the Account Request form and forward all *FOUR* documents to TBHIVSTD.AccountRequests@dshs.texas.gov. It may be helpful to provide him/her with a link to this webpage and direct to the LRP instructions section under Requesting New Access for a DSHS Database. You will receive an email with your account username and password when your request has been approved.

Once the above Training is completed and your copies are printed, signed and dated, you may complete the ARIES electronic request.

The ARIES Certificate is a Computer Based Certificate that only allows access from that specific computer that host this certificate. At this time, it is not authorized to be placed on a Laptop or Home Computer. This certificate must be on a Desktop no greater than Windows 10 and Internet Explorer 11, CHROME, or EDGE.

Because this will be to import, I may be sending additional instructions that are specific to imports.

 Please use the attached instructions to request the ARIES Certificate to your Desktop Computer. (Chrome or Internet Explorer – Laptop request are prohibited) The Step-by-Step guide will assist you on How to request an ARIES Electronic Certificate.

- When you complete the Electronic Application, please **make a Print screen copy** and attach to an email **PRIOR to hitting the submit button.**
- Once you press submit and are provided the Certificate request number, please **make a Print screen copy** of the assigned number and add it to the email to be sent to the addresses below for processing:

caguries@hivtrg.org   *   tramirez@hivtrg.org
* plmartin@hivtrg.org

- **Remember to use the following Naming convention on the electronic application and on the forms.**

- **CynthiaAguries ARIESClient**
- Make **NO Space between the 1st & last Name**, then one space, then **ARIESClient** on the application Name line.

- In addition, the Name on the Forms must match the Name on the Electronic Application.