Submitting a Rapid Access Request for the FACT Application:
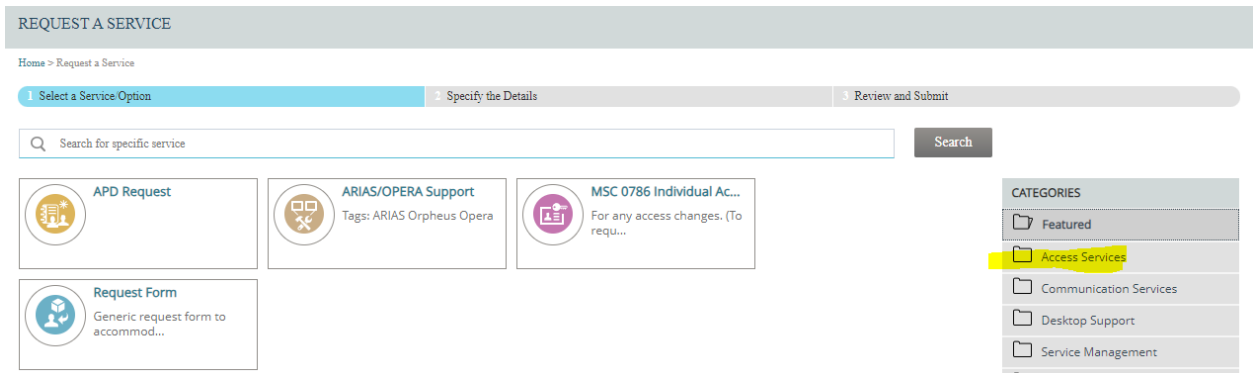
Go to the Service Desk Website:
https://itservices.dhsoha.state.or.us/web/frontoffice/dashboard?_area_=dashboard

1. Choose "Make a Request"
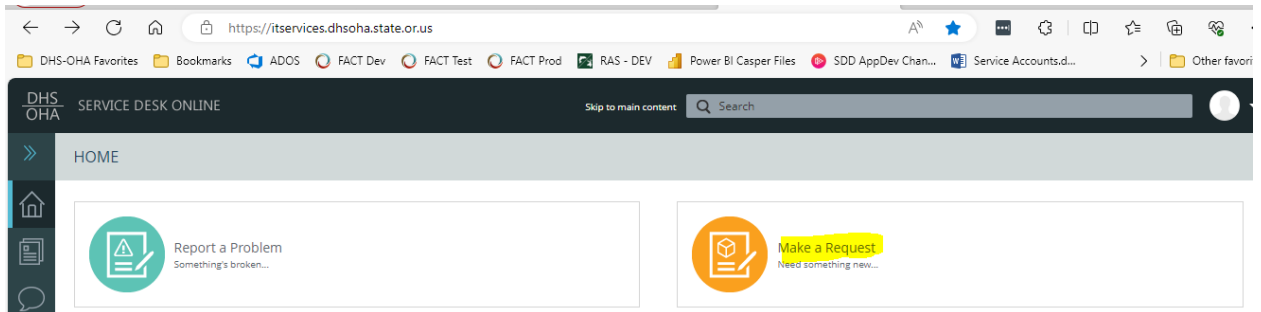
2. Choose "Access Services" from the CATEGORIES

3. Select the *Rapid Access Request* item

Section I: Request access for yourself or someone else (must have OR#/P#)

Section II:
1. What would you like to do: User Access Role
2. ODHS_SSP_FACT_User
3. Enter effective date

> **Section II**
>
> *What would you like to do?*
>
> ⦿ User Access Role
> ◯ Automated Options
>
> *If you have previously worked with l.*
>
> ODHS_SSP_FACT_User
>
> Enter effective date
>
> [   ]

Manager's Approval
1. Search or input manager's name/OR#.

Use the Submit button

Submit

After submitting the request, two emails will be sent. One indicating the submission has been made and a second indicating the request has been completed. Once the second email is received send the following FACT user information to TANF Policy:

- OR Number
- Name
- Role in FACT (FC, ES, User Manager, Limited Access or Standard Access User)
- Branch Number
- RACF

TANF Policy will add the use to the FACT application and send a response with information about the FACT application.