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 =das hboard

1. Choose "Make a Request"



2. Choose "Access Services" from the CATEGORIES

REQUEST A SERVICE			
Home > Request a Service			
1 Select a Service/Option	2 Specify the Details	3 Review and Submit	
Q Search for specific service		Search	
APD Request	ARIAS/OPERA Support Tags: ARIAS Orpheus Opera		CATEGORIES Dr Featured Access Services
Request Form Generic request form to accommod			Communication Services Desktop Support Service Management
Select the Rani	d Access Request item		

3. Select the *I* Access Request liem



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
	O 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 <u>TANF Policy</u>:

- 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.