Health Facilities Division Web Application

Entity

User Guide

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Introduction

Welcome to the Entity user guide. This guide will help direct you through the steps needed to access your account on the new Health Facilities Division Web Application. The Entity user account was designed to give you an easy way to keep your entity information updated.

Suggested System Requirements

Browser - Chrome
Registration Account - Google

Registering

You will be registering a new account on the new DIA-HFD web application. Please use the link provided to access the new login page.

- https://dia-hfd.iowa.gov

Registering User

- Instructions for registering a new account
- Select the Login Button on the upper right corner of the page
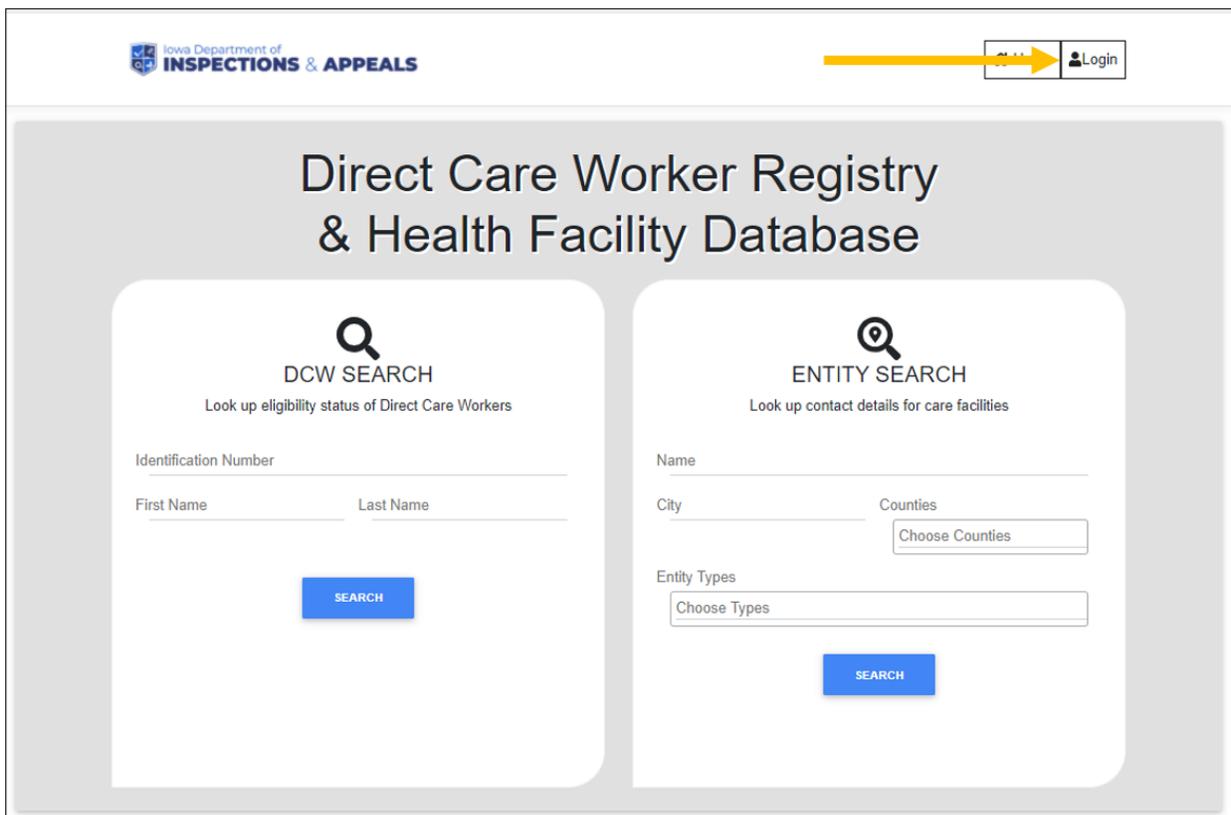
- Choose either Google or Microsoft to login with. This will take new users to the Registration page.
- A user does **not** have to have a Google or Microsoft email, but must have an account with one of the two options.
  - Google account creation with an existing email (also see Appendix A for step by step instructions)
    - Video on How to create Google account with pre-existing email address
  - Microsoft account creation with an existing email (also see Appendix A)
    - Video on How to create Microsoft account with pre-existing email address

Sign in with...   ✕

[G] Sign in with Google   [::] Sign in with Microsoft

CANCEL
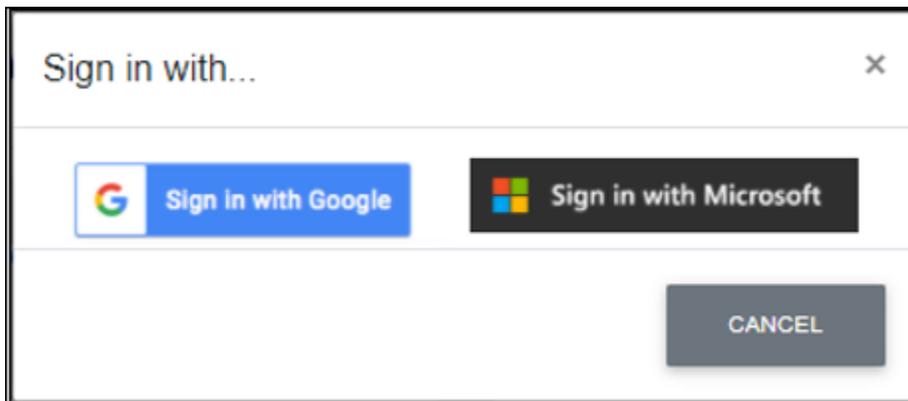
- On the Register page select the 'Entity Staff' option. This is what ties a user to an Entity, for the user to manage the Entity data.

- Choose the Entity that you need to register for. If there is more than one Entity that you need access to, then choose your main Entity. After registration is completed, please notify DAI-HFD of the additional access needed.
- Click on the 'Proceed with Selection'
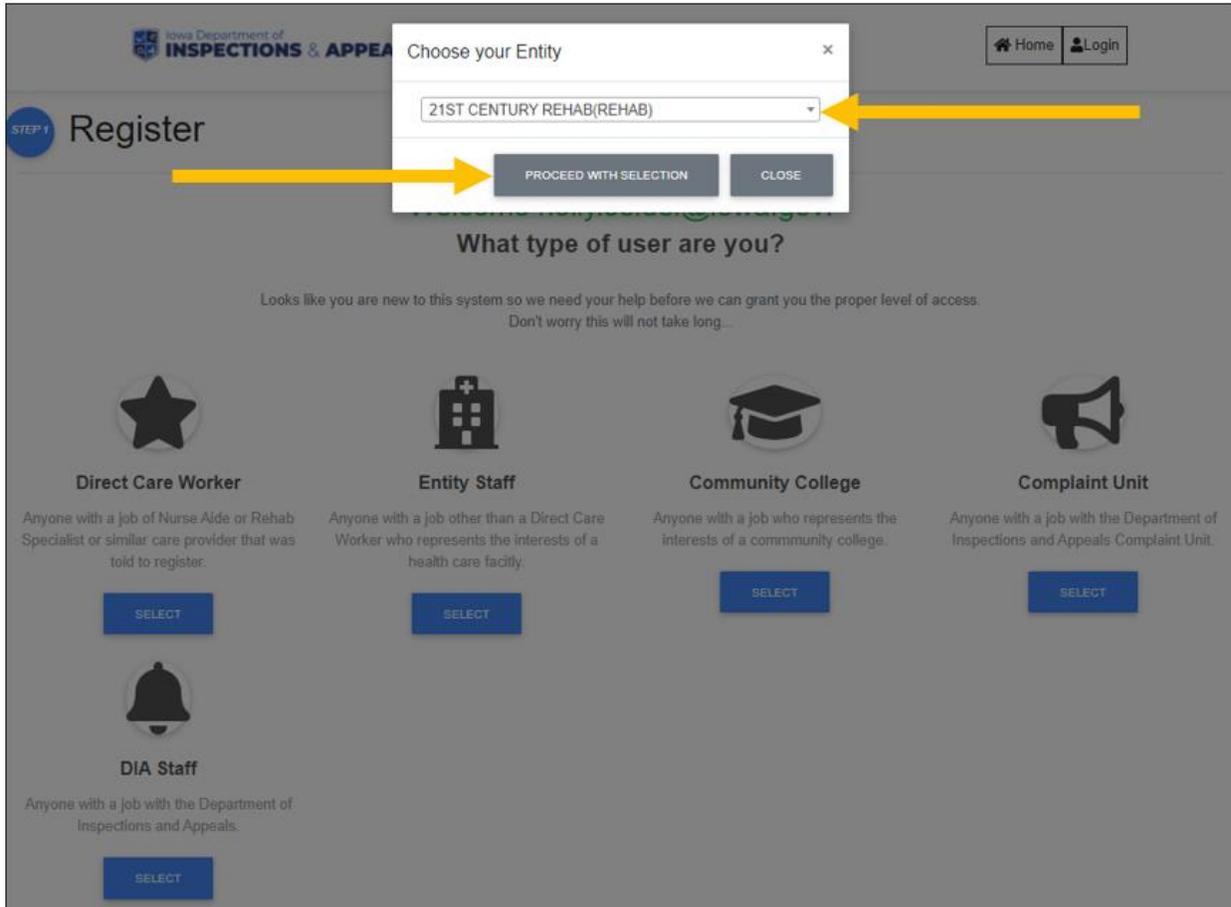
- Users will then see the 'Access Requested' page.

DIA will give permissions for users to access their individual account and the user will receive an email notifying when access has been granted. Users will NOT be able to access the system until access has been given.

User Account

Once a user has an account created and has registered, the user can then login into their account.

Accessing Account

- Users can access their College user account by accessing the DIA HFD system at https://dia-hfd.iowa.gov.
- Select the Login Button on the upper right corner of the page.
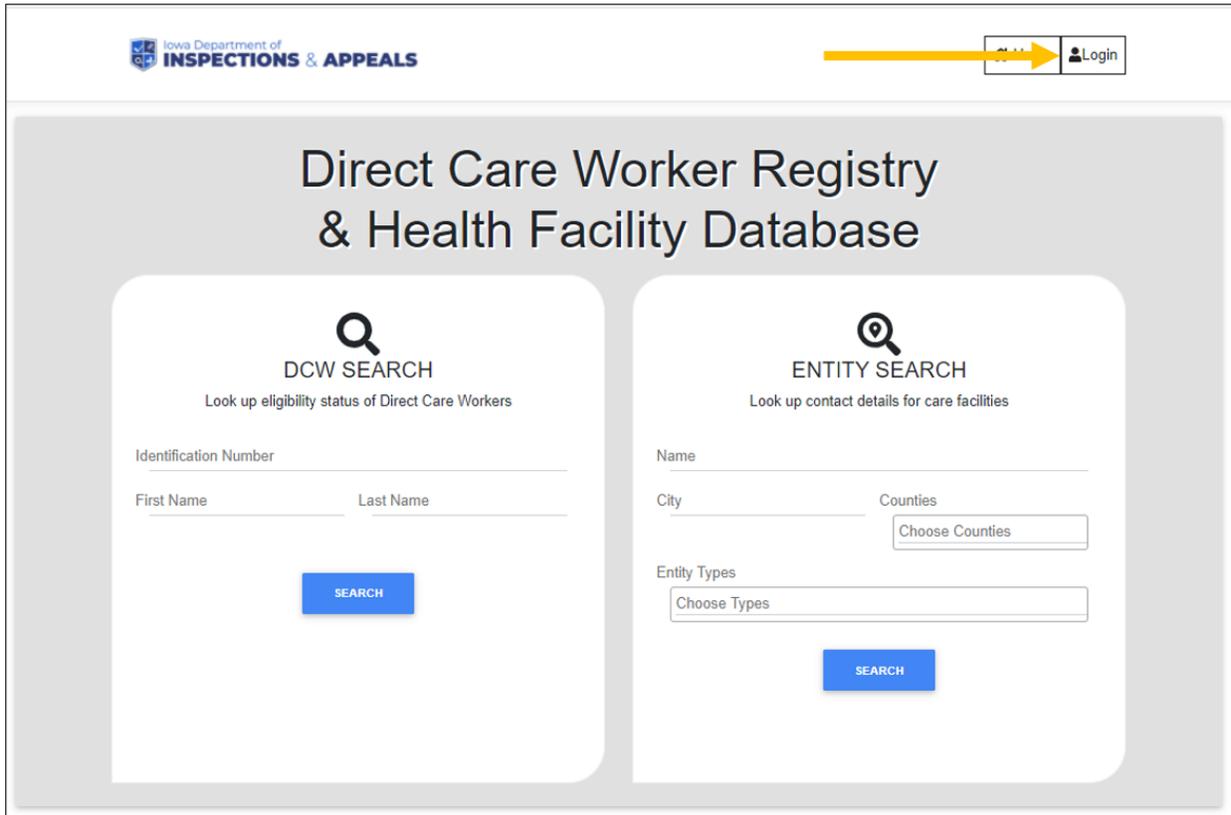
- Choose the Authorization that you registered with, either Google or Microsoft. The user will be recognized by the OAuth providers and will be automatically signed in based on the user's credentials.
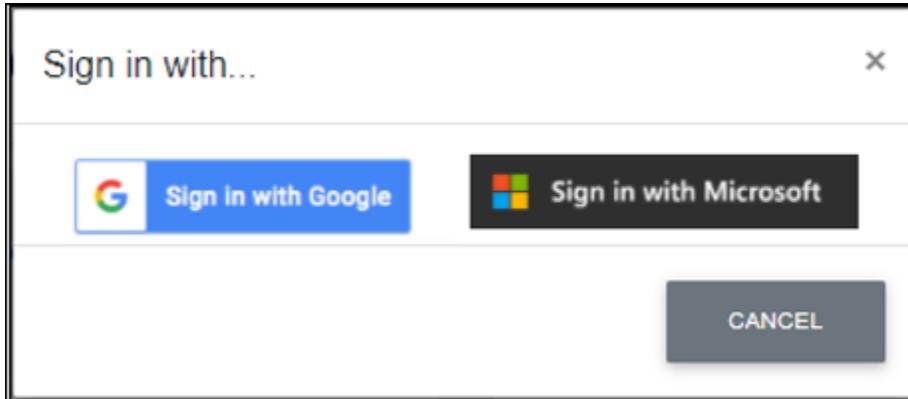
User Dashboard

Once logged in the user will be taken to their dashboard. The dashboard has notifications for the user to manage. The main navigation is on the left side of the screen and the user name and logout controller are in the upper right corner. The entity name that that user is assigned to is at the bottom of the left navigation.
- When the user has claims for more than one entity, there will be a dropdown list under the entityname in the left navigation. This allows the user to toggle between entities and the entity's data.
  - To see the full entity name in the dropdown list, users will only need to hover over the options.
- Verification notification when yellow will allow the user to access their left navigation options. When there is a red notification the user must address the verification requirement.
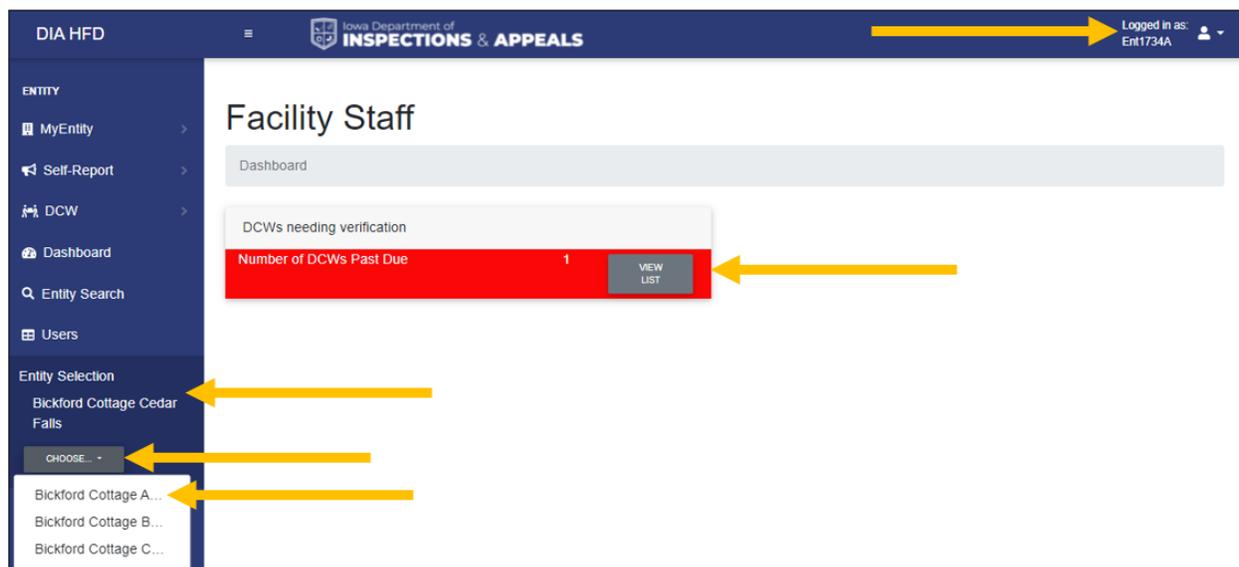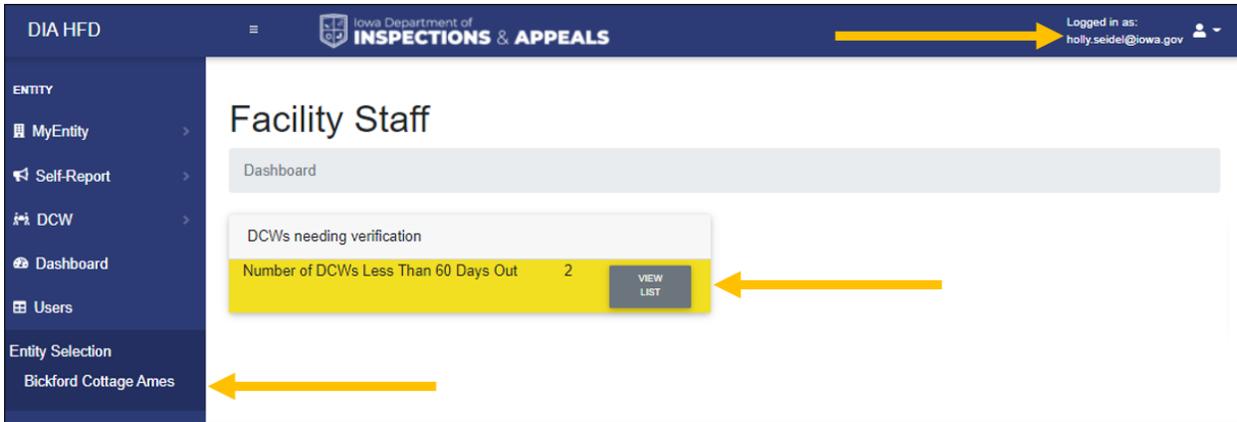
- Users will need to select the 'View List' button and will be taken to a new screen.
  - There the user will click on the 'Select' button and choose to either add a Verification date or a Separation date.
  - User adds the date and then clicks on the 'Save' or 'Cancel' button.
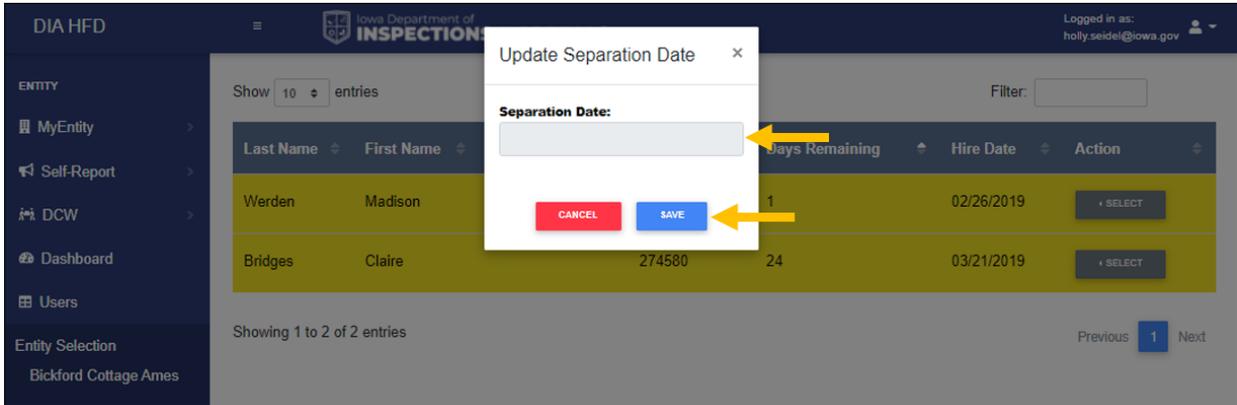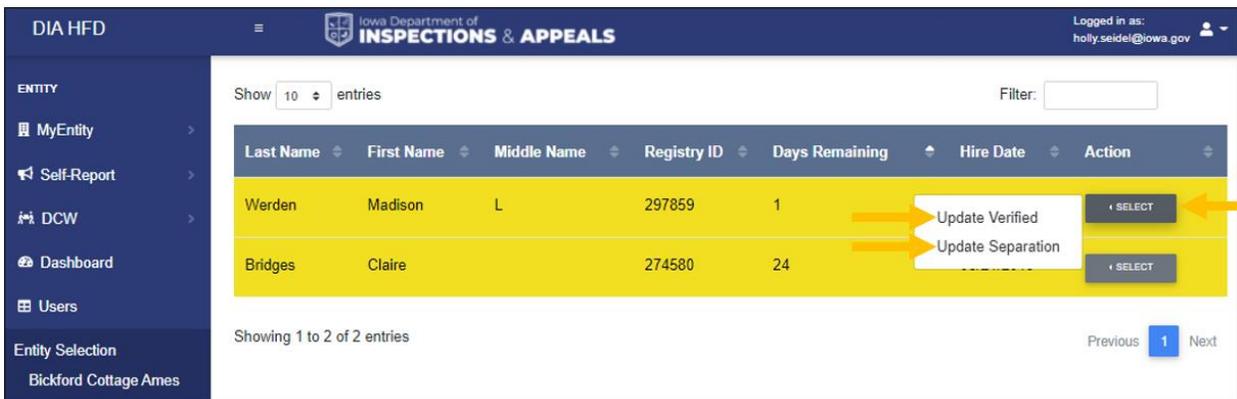
Left Navigation

Your Left navigation is where the user will access all of their screens and allow the user to process their workflow.
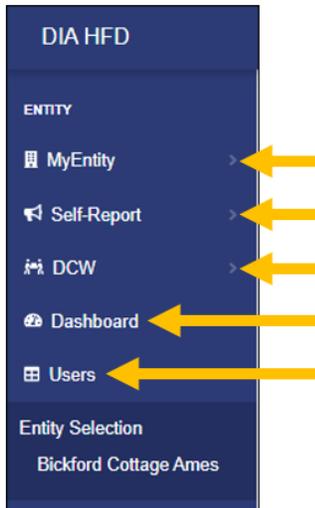
- ● My Entity options - This is the Top navigation option with two sub-navigation options of: View and Edit.
  - ○ View - Lets the user view the details of their assigned entity.

- Edit - Lets the user edit the: Entity Name, Administrator Name, Administrator License #, Phone, Fax, Email, and URL

- Self-Report options - This is the Top navigation option with two sub-navigation options of: Add Self Report and My Self Report.
  - Add Self Report - Takes the user through the process of adding a self report for their entity.

○ My Self Report - Allows the user to view a list of self-reports. Depending on the status of the self report and the users permissions the user can view/edit/delete the listed self reports.
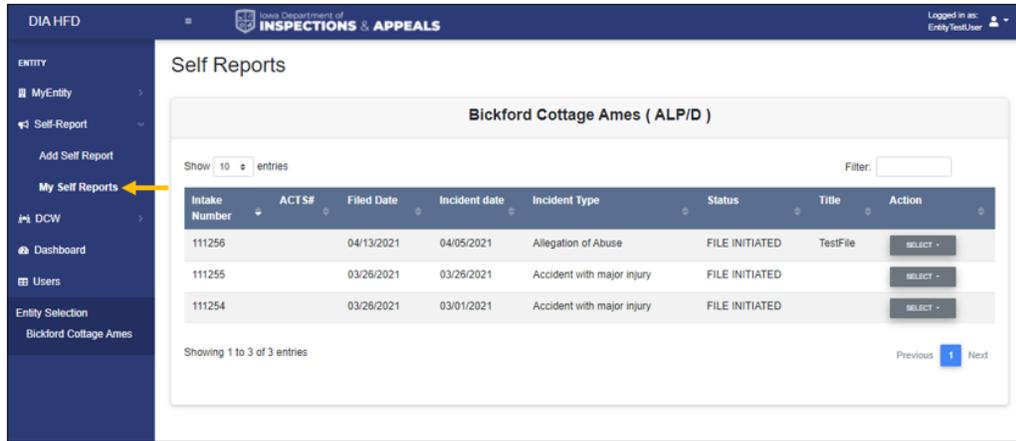
● DCW options - This is the Top navigation option with two sub-navigation options of: Search and My Employees.
   ○ Search - This allows the user to search for DCWs to view their details and to hire DCWs that are eligible to be hired.
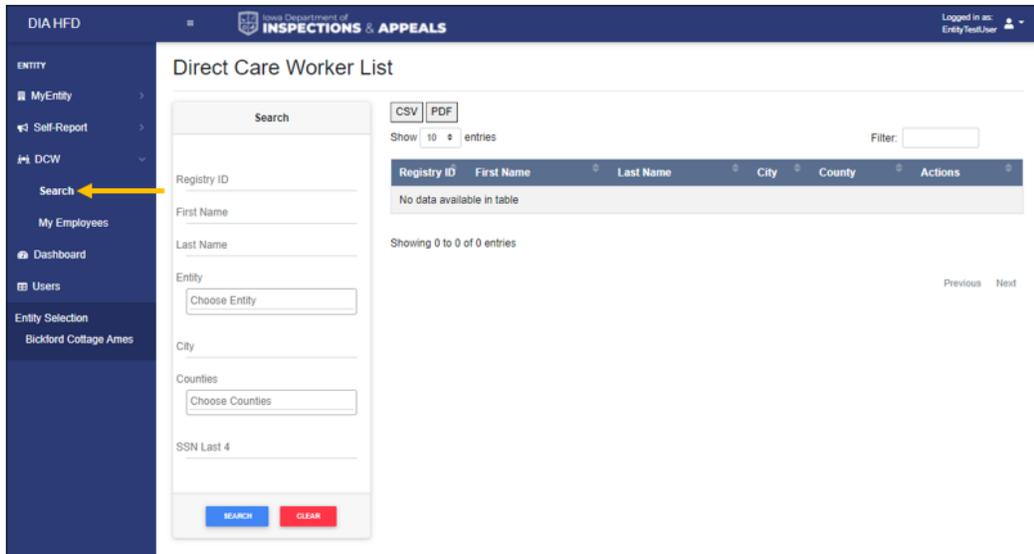
○ My Employees - This allows the user to maintain their employee list.

● Dashboard option - This is the Top navigation option with NO sub-navigation options.
  ○ This takes the user back to their dashboard.
● Users option - This is the Top navigation option with NO sub-navigation options.
  ○ This allows for the user with the permission to manage the users associated with the entity.

Appendix A: Authentication Accounts

I.   Google signing in with an alternate email address.
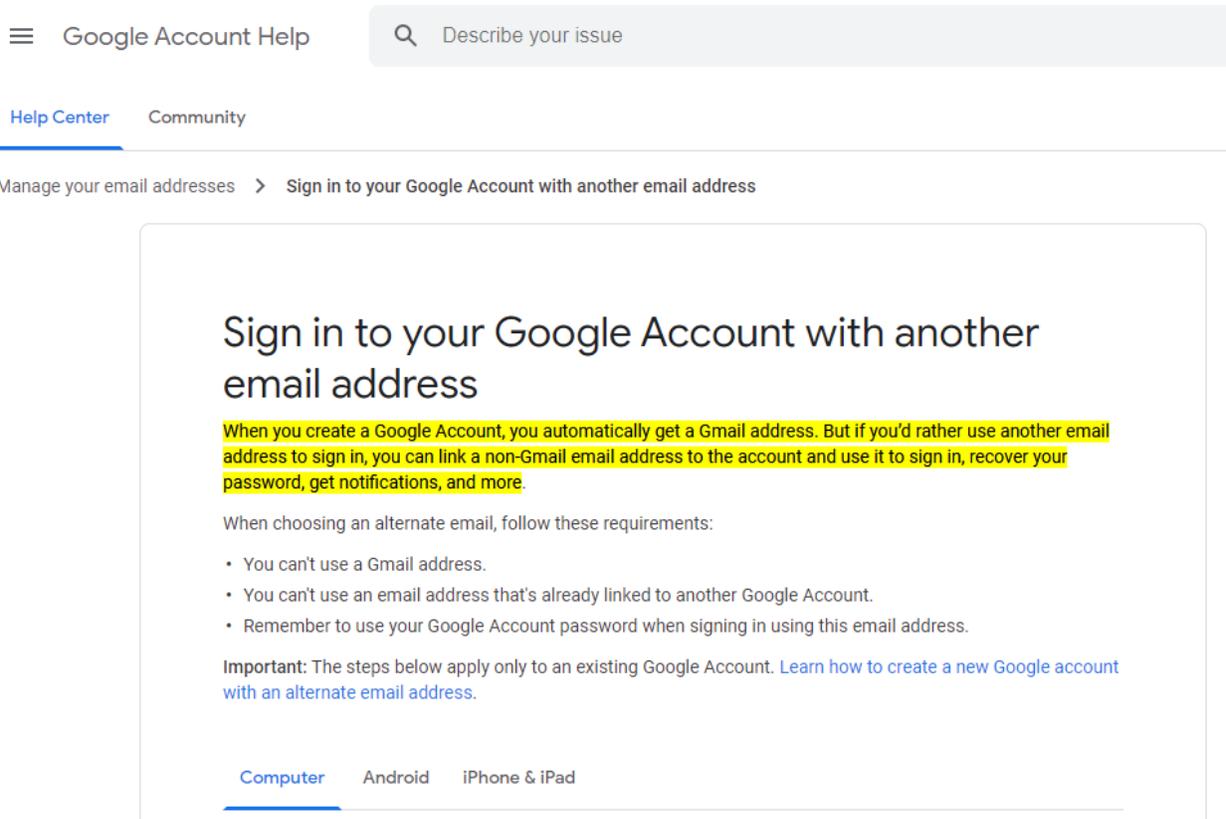
A.   Navigate to Google and click the blue Sign in button located at the top right of your browser window. If you are already signed in, log out first and then click the Sign in button.
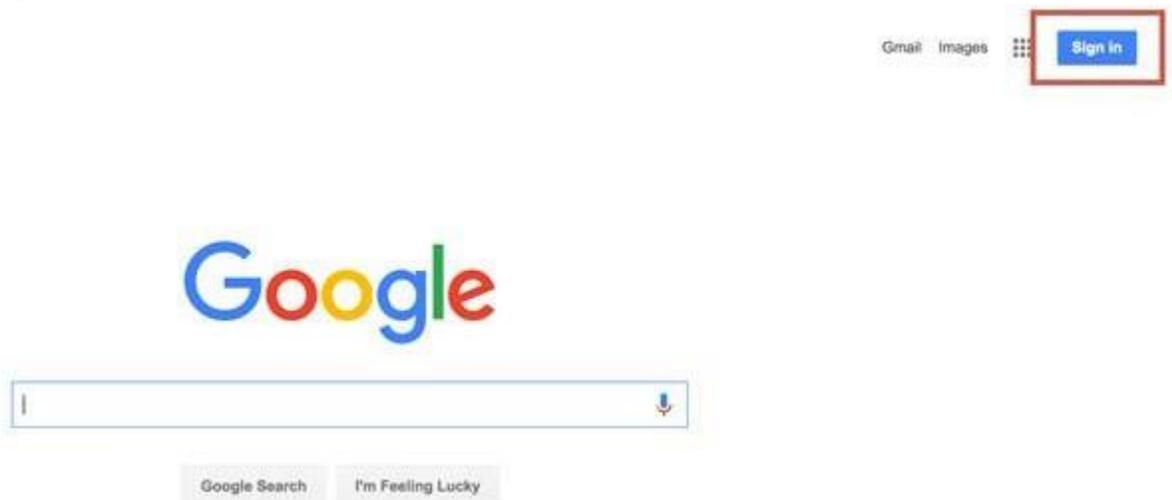
B.   Next click the Create account link below the sign in box for a new Google Account sign up form.
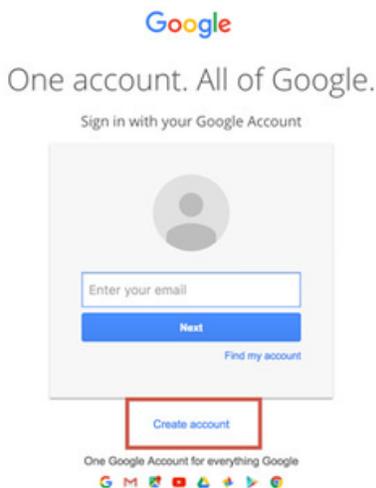
C.

D. Fill in your First and Last Name in the appropriate fields.

E. Under the "Choose your username" box there is a link that says "I prefer to use my current email address." Click this to allow the use of your alternate email address.
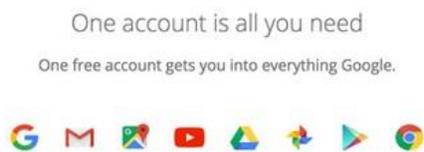
F.

G. Then you can enter your current (non-Gmail) email address in the box.

H. You will be prompted with a screen asking you to prove that your email exists. Enter your email to have a verification code sent to it. Check your email for the verification. Enter it and click Verify.
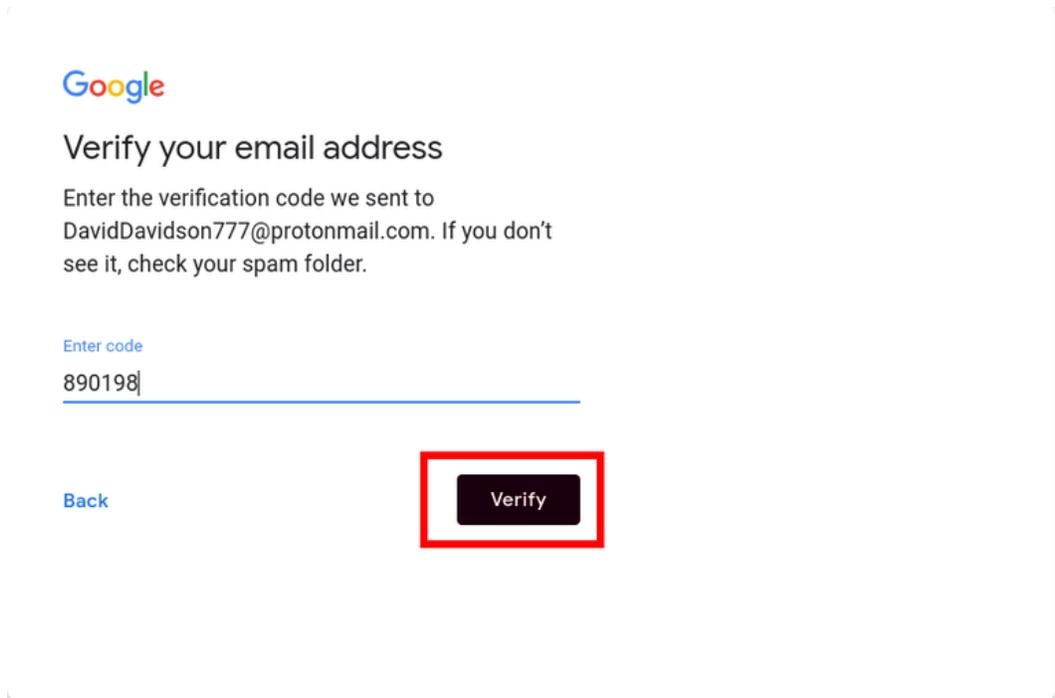
I.

J. Next you will be prompted to enter in a phone number to receive a verification code. Enter in your number and click next.
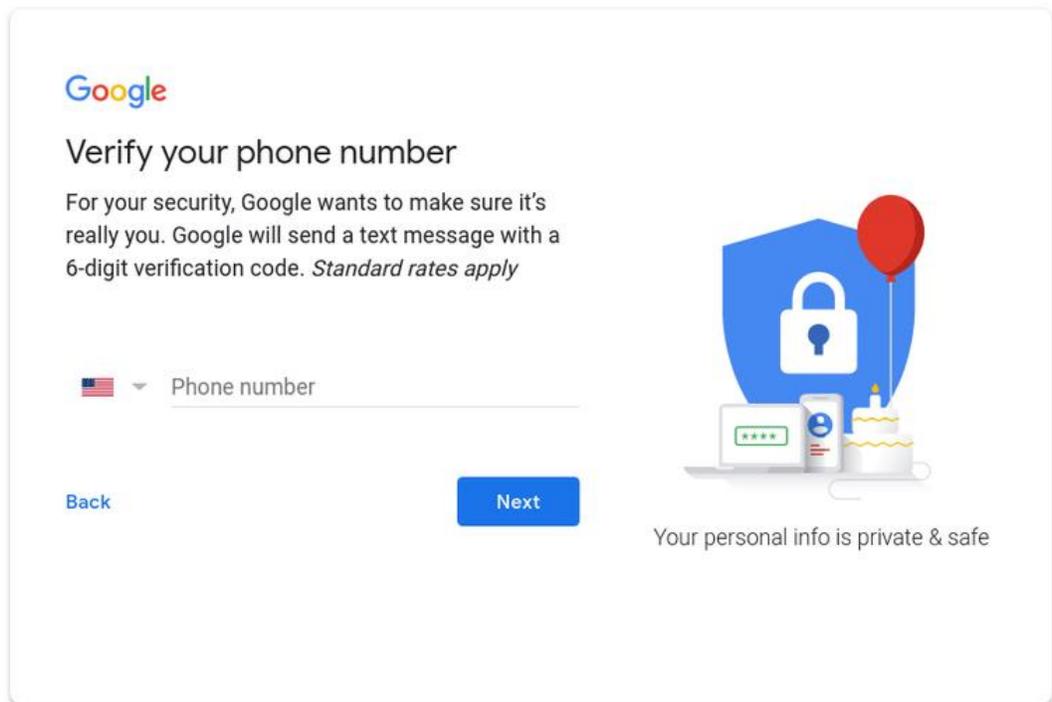
K.

L. After entering the verification code you will be prompted with this screen. Fill out the form and click next.

DavidDavidson777@protonmail.com

M.

N. Once you've filled out all the fields, click the Next step button. You'll then be asked to confirm that you agree with Google's Privacy and Terms. Once you click "agree" you will be automatically logged into your new account.

O.

II. Microsoft signing in with an alternate email address.

Using a Microsoft account with a third-party email address

Outlook.com
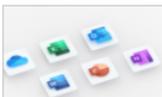
Powerful apps for productivity, connection, and security

Get Microsoft 365 >

Creating a Microsoft account gives you free access to Office for the web, Skype, OneDrive, Xbox and more, and will also give you an Outlook.com account. Read more about the benefits of a Microsoft account.

Limitations of creating an Outlook.com account using a third-party email address

You can create an Outlook.com or Microsoft account with a new email address or use an existing email address from a third-party email account, such as Gmail or Yahoo, but there are certain limitations when using a third-party email address as the primary alias for your Microsoft account.

- When creating an Outlook.com account using a third-party email address, the email address must be a valid address to which you have access.

- You can sign in to your Outlook.com mail and calendar with your third-party email address, but to access email from your third-party account, you must set it up as a connected account. See "Connected accounts" below.

- Syncing is a one-way connection that goes from your third-party account to your Outlook.com account. Changes made in your third-party account will be reflected in Outlook.com, but changes made directly in Outlook.com won't appear in your third-party account.

- If you send, reply to, forward, or delete email from your third-party account using Outlook.com, or make changes to your calendar or contacts there, the changes will appear only in Outlook.com.

- To create a new Outlook.com account, sign out of any existing Outlook.com accounts, then create a new account.

Connected accounts

After you've created your Outlook.com account, you'll want to connect your third-party account to it. By connecting your third-party account, you'll be able to use Outlook.com to send email from your third-party email address. You'll also be able to sync information from your third-party account to your Outlook.com account.

To add your third-party account as a connected account, see Add your other email accounts to Outlook.com. When adding your third-party account as a connected account in Outlook.com, you must use IMAP.

> **Note:** Syncing between your third-party account and Outlook.com is only available for email (not calendar or contacts) and is one-way only. If you delete, move, or read an email from a connected account in Outlook.com, you won't see those changes when you go to your connected account.