



CarePoint Application Portal

Authentication Process

April 2013

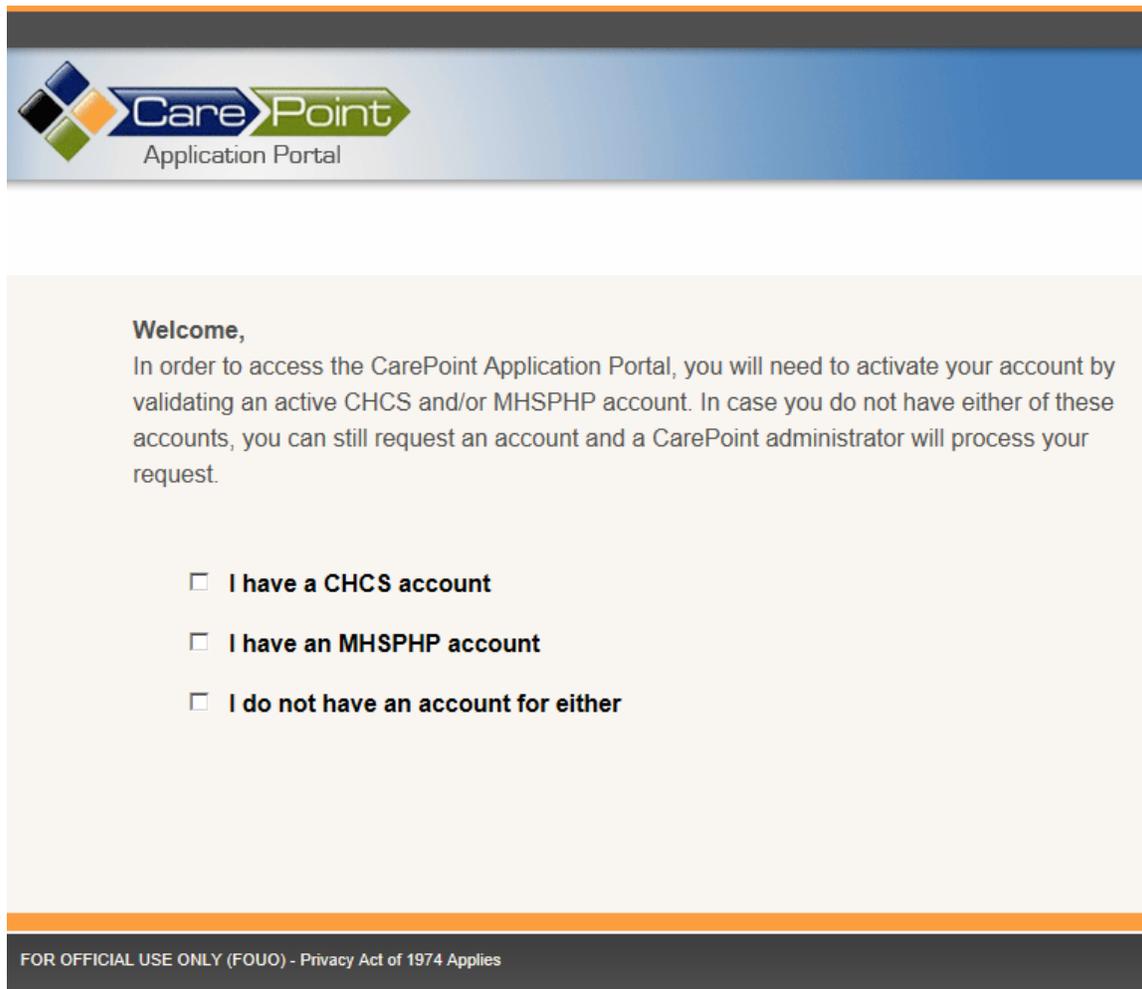
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1 CarePoint Authentication Process

1.0 Account Wizard

When a user first access CarePoint, they will be taken to the Account Creation Wizard page. The page provides three different methods for creating a CarePoint account. If the user has an active CHCS or MHSPHP account, they will be able to complete the account creation process unassisted. If they do not have either one of these accounts, CarePoint User Administrator will need to approve the request for an account before the user will be able to access the system.



The screenshot shows the CarePoint Application Portal interface. At the top, there is a header with the CarePoint logo and the text "Application Portal". Below the header, there is a main content area with a light beige background. The text in this area reads: "Welcome, In order to access the CarePoint Application Portal, you will need to activate your account by validating an active CHCS and/or MHSPHP account. In case you do not have either of these accounts, you can still request an account and a CarePoint administrator will process your request." Below this text, there are three radio button options: "I have a CHCS account", "I have an MHSPHP account", and "I do not have an account for either". At the bottom of the page, there is a dark grey footer with the text "FOR OFFICIAL USE ONLY (FOUO) - Privacy Act of 1974 Applies".

Welcome,
In order to access the CarePoint Application Portal, you will need to activate your account by validating an active CHCS and/or MHSPHP account. In case you do not have either of these accounts, you can still request an account and a CarePoint administrator will process your request.

I have a CHCS account

I have an MHSPHP account

I do not have an account for either

FOR OFFICIAL USE ONLY (FOUO) - Privacy Act of 1974 Applies

1.1 CHCS Account

If the user has an active CHCS account, complete the following steps:

1. Select the 'I have a CHCS account' check box
2. Select the MTF (You can type the DMIS ID or MTF Name to filter the list)
3. Enter the CHCS User Name and Password
4. Select the **Validate** button
5. The system should display 'Validated!' text when it has completed
6. Select the **Continue** button
7. The Request Detail page will be displayed

Welcome,

In order to access the CarePoint Application Portal, you will need to activate your account by validating an active CHCS and/or MHSPHP account. In case you do not have either of these accounts, you can still request an account and a CarePoint administrator will process your request.

I have a CHCS account

MTF Name:

CHCS User Name: CHCS Password: **Validate**

I have an MHSPHP account

I do not have an account for either

Continue

1.3 MHSPHP Account

If the user has an active MHSPHP account, complete the following steps:

1. Select the 'I have an MHSPHP account' check box
2. Enter the MHSPHP User Name and Password
3. Select the **Validate** button
4. The system should display 'Validated!' text when it has completed
5. Select the **Continue** button
6. The Request Detail page will be displayed

Welcome,

In order to access the CarePoint Application Portal, you will need to activate your account by validating an active CHCS and/or MHSPHP account. In case you do not have either of these accounts, you can still request an account and a CarePoint administrator will process your request.

I have a CHCS account

I have an MHSPHP account

MHSPHP User Name: MHSPHP Password: **Validate**

I do not have an account for either

Continue

1.4 I do not have an account for either

If the user does not have either account, complete the following steps:

1. Select the 'I do not have an account for either' check box
2. Select the **Continue** button
3. The Request Detail page will be displayed

1.5 Request Detail

After completing the steps above, the user will be presented with the Request Detail page. The user can fill out any additional information on the page. Once the information has been entered, select the Request Access button to complete the request.

If CHCS or MHSPHP was selected on the Account Wizard page, the account will be created and the user will be logged in to CarePoint. If neither of those options were used, the user will receive a message informing them that their request has been submitted. An email will also be sent to the email address provided in the Request Detail. At this time the CarePoint User Administrators will be notified that a new request has been submitted.

To complete your request for the [CarePoint Application Portal](#), please completely fill out the form below.

Your Profile

Name <input type="text" value="TEST USER1"/>	Service <input type="text" value=""/>	Rank <input type="text" value=""/>
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MTF

Your Job Description (max 500 chars) <input type="text"/>	Purpose of Account (max 500 chars) <input type="text"/>
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Your Contact Information

Commercial Duty Phone <input type="text"/>	Email Address* <input type="text"/>
DSN Duty Phone <input type="text"/>	

Your Supervisor's Information

Supervisor's Name <input type="text"/>	Supervisor's Title <input type="text"/>
Supervisor's Email <input type="text"/>	Supervisor's Commercial Duty Phone <input type="text"/>

 **Request Access**

If you need assistance, please contact the [MESD Help Desk](#) at DSN: 510-435-7337, Option 4 or DSN: 945-2900 Commercial: (210) 925-2900

1.6 Account Approval

The CarePoint User Administrator will log in to CarePoint and review the request. If the request meets the approval criteria that they have been given (this might vary for each group), the administrator will approve the account. The user will receive an email that the account has been approved, and they will then be able to access CarePoint.