
Fact Sheet

Access Certification for Alberta Netcare Portal (ANP)

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What is Access Certification?

Access Certification is a quality and security practice performed by Authorized Approvers within the AHS Identity & Access Management (IAM) system; it keeps ANP access records up-to-date and secure.

Access Certification is triggered by the access' Sunset / Expiry Date. As that date approaches, Authorized Approvers and some end-users will receive personalized email notifications with information and instructions.

What is a Sunset / Expiry Date?

A Sunset / Expiry Date is assigned to every ANP access record at the time it is set up. It's usually set to one year in the future (the default). It can be set to less when access is for a shorter period of time.

The Sunset / Expiry Date acts as a trigger for Access Certification. As the Sunset / Expiry Date approaches, the Access Certification email notifications are sent to Authorized Approvers / ANP Access Administrators.

Why is ANP Access Certification automated in IAM?

Automation makes Access Certification easy and ensures it is done before every Sunset / Expiry Date.

People leave or change their roles or places of employment and their ANP access is not always updated or removed. Incorrect or unused access is an unacceptable security risk. Automating Access Certification protects the Alberta Netcare Portal, its data, data providers, and patients who entrust us with their information.

Who is included?

Most people who are given access to Alberta Netcare Portal (ANP) must have their access certified by their Authorized Approver in advance of every Sunset / Expiry Date. See the next topic for some exceptions.

Who is excluded?

[Some community end-users](#) of ANP are not included. If your community site does not use AHS IAM to get ANP access, you will not be included in the automated Access Certification process until it does. Check with your ANP Access Administrator for details.

Who performs Access Certification?

The Authorized Approver / Access Administrator associated with each person's ANP access performs [Access Certification](#). End-users must act if a current and valid Authorized Approver is not associated with their AHS IAM Identity Record (AHS Network Access).

An Authorized Approver / ANP Access Administrator must meet one of the following criteria.

Have [AHS Delegation of Human Resources Authority \(DOHRA\) of 1 to 12](#)

OR

Have [Covenant Health DOHRA of 1 to 6, 9 to 12](#)

OR

When a Delegation of Authority is unavailable, have been pre-approved by Alberta Health and Alberta Health Services IT Access to perform the role of an Authorized Approver / ANP Access Administrator.

How will I be notified?

Automated email notifications are sent from the AHS Identity & Access Management (IAM) system, "Identity Management" advising that a person's ANP access is approaching its Sunset / Expiry Date. The notifications are personalized, include the Sunset / Expiry date and instructions on what to do.

The emails are sent to Authorized Approvers / Access Administrators and some end-users 30, 15 and 2 days prior to the Sunset / Expiry Date. Emails are sent until action is taken or the Sunset / Expiry Date has passed. Provincial Medical Affairs offices will also receive email notifications 60 and 45 days from the Sunset / Expiry Date.

I am an Authorized Approver / ANP Access Administrator. Who do I have to perform Access Certification for?

You will perform Access Certification for staff who report to you and for whom you have authorized Alberta Netcare Portal (ANP) access.

I am an Authorized Approver / ANP Access Administrator. What actions do I perform?

You will receive customized emails 30, 15 and 2 days before each Sunset / Expiry Date. Provincial Medical Affairs offices will also receive email notifications 60 and 45 days prior to the Sunset / Expiry Date. Each notification will include specific instructions of what to do. And help is always available through the AHS IT Service Desk or the Alberta Health Provincial Help Desk 1 877 931 1638.

The email notification(s) sent contain a link to your Access Certification screen in the AHS Identity & Access Management (IAM) system – login required. There is only one Access Certification screen, and all Access Certification tasks can be completed there.

When looking at your Access Certification screen, carefully confirm the name of the end-user and all the details of their access. You can perform one or more actions at a time. Records will continue to display until action is taken or the Sunset / Expiry Date has passed.

We recommend you review your actions carefully before clicking Submit. If you make a mistake, contact one of the service desk(s) immediately.

Access Certification steps

#1 First, are you the correct Authorized Approver ANP Access Administrator?

The first thing to certify is if the person still reports to you or that you are the correct Authorized Approver / ANP Access Administrator for them.

If yes, go to #2.

If no, then you must perform the Not Mine action as soon as possible.

NonAcTestereleven, At	11:20	atnonactestereleven	(unspecified)	Subcategory: (unspecified)	ANP	2019-04-24	Remove
				Zone: Calgary			
				Approver: Tirmizi, Ali (alitirmizi)			
				Facility: Alberta Health Services (Affiliates) (GCJJ)			
				Netcare Role: Clinical2			
				Job Role: Other			
				Profession: Unknown			
				<input checked="" type="checkbox"/> Not Mine ▼			

- Select [Edit](#)
- Select [Not Mine](#)
- CLICK [Submit](#)

The end-user will receive an email notification to contact the AH Provincial Service Desk / AHS IT Service Desk to have their Authorized Approver / ANP Access Administrator updated. Then an email notification will be sent to the new Authorized Approver / ANP Access Administrator to take action.

#2 Next, should the person still have ANP access?

If yes – you must perform the [Extend action](#). Email notifications will stop once action has been taken. If you do not Extend the person's access, it will be disabled on the Sunset / Expiry Date.

NonAcTestereleven, At	11:20	atnonactestereleven	(unspecified)	Subcategory: (unspecified)	ANP	2019-04-24	Remove
				Zone: Calgary			
				Approver: Tirmizi, Ali (alitirmizi)			
				Facility: Alberta Health Services (Affiliates) (GCJJ)			
				Netcare Role: Clinical2			
				Job Role: Other			
				Profession: Unknown			
				<input checked="" type="checkbox"/> Extend ▼ 2020-04-23			

- Select [Edit](#)
- Select [Extend](#)
- ACCEPT the one-year default Sunset / Expiry Date or CHANGE it to an earlier date
- CLICK [Submit](#)

If No – perform the [Remove action](#) immediately or wait for the Sunset / Expiry Date when it will be automatically removed. Email notifications will stop once action has been taken.

NonAcTesterleven, At	11-20	atnonactesterleven	(unspecified)	Subcategory: (unspecified)	ANP	2019-04-24	Remove
				Zone: Calgary			
				Approver: Tirmizi, Ali (altirmizi)			
				Facility: Alberta Health Services (Affiliates) (GCJJ)			
				Netcare Role: Clinical2			
				Job Role: Other			
				Profession: Unknown			

☒ Remove ▼ 2019-04-24

- Select [Edit](#)
- Select [Remove](#)
- ACCEPT the one-year default Sunset / Expiry Date or CHANGE it to an earlier date
- CLICK [Submit](#)

I am an Authorized Approver / ANP Access Administrator. Can I see my AHS IAM Access Certification page anytime?

Yes, you can. But you will only see access records that need certification 30, 15 and 2 days from their Sunset / Expiry Dates. Provincial Medical Affairs offices will also see records 60 and 45 days from their Sunset / Expiry Dates.

LAUNCH an internet browser

ENTER this URL: <https://iam.albertahealthservices.ca>

LOGIN

Along the menu bar at the top of the screen, CLICK [Access Certification](#)

Your [Access Certification](#) records for the next 30, 15 and 2 days will display. Provincial Medical Affairs offices will also see records 60 and 45 days from their Sunset / Expiry Dates. Once you have taken action, the record will disappear from this screen.

I am an end-user. How do I get my ANP access back if it's disabled?

Ask your Authorized Approver / ANP Access Administrator to submit a new Alberta Netcare Portal (ANP) access request in the [AHS Identity & Access Management](#) (AHS IAM) system. If your Authorized Approver / ANP Access Administrator isn't available for any reason, get in touch with one of these supports.

AHS and AHS Affiliate end-users, contact your local [AHS IT Service Desk](#)

Community end-users, contact the Alberta Health Provincial Help Desk 1-877-931-1638

♦ end ♦