

eCTAS User Access Requirements Overview



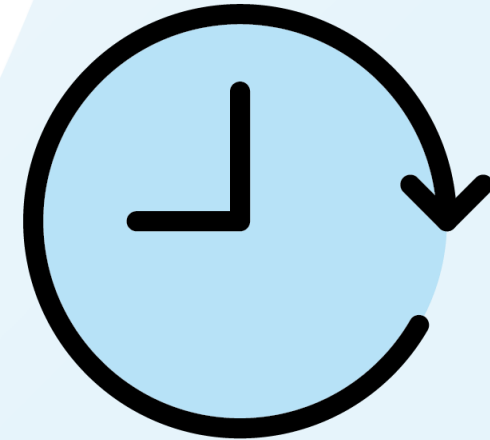
Implementation & Support



**Ontario
Health**

Agenda

Topic	Time
Overview	5 min
ONE® ID & eCTAS	2 min
Facility Roles Administrator	5 min
User Access	5 min
eCTAS Coordinator	2 min
Next Steps	5 min



Overview

User Access Activities Overview

Confirm: Key Stakeholders

Submit: Participation Agreement

Confirm: Registration Authorities (RAs)

Attend: User Access Requirements Overview Webinar

Confirm: ONE® ID LRA/Enroll in ONE® ID service

Confirm: Facility Roles Administrator(s) (FRAs)

Submit: Facility Roles Administrator Registration Form

Confirm: eCTAS Coordinator(s)

Confirm: eCTAS Testing User Access Complete (Conformance) (Covered in Testing Overview)

Submit: eCTAS Production User Access

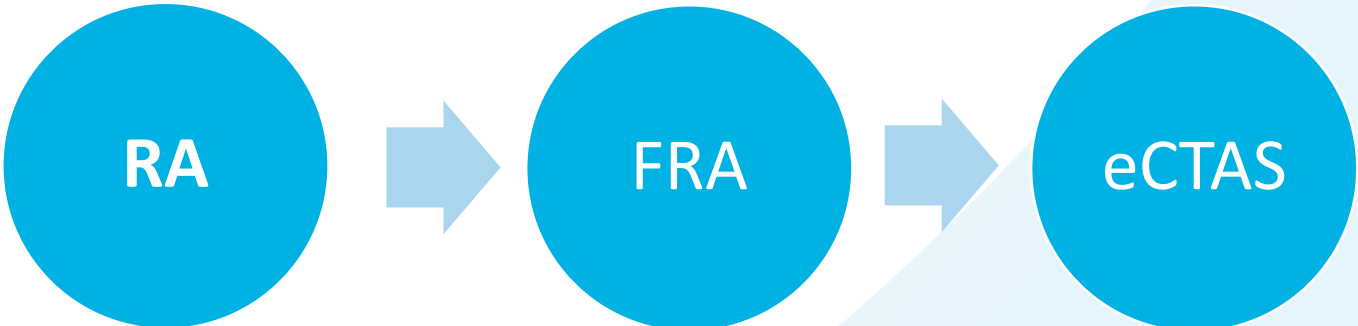
Submit: eCTAS API Key Management Form (Web Serv. & Cert)

User Access Overview

ONE® ID Account



eCTAS Access



ONE[®] ID & eCTAS

Confirm: ONE[®] ID LRA

All eCTAS users (including the Facility Roles Administrator) must have a ONE[®] ID account

What is ONE[®] ID?

- [ONE[®] ID](#) is an identity and access management service
- Provides easy and secure access to digital health services including eCTAS

ONE[®] ID accounts

- ONE[®] ID account creation requests and enrollment to the eCTAS service are managed by your facility's ONE[®] ID LRA
- You will need to identify who your ONE[®] ID LRA is; or onboard your facility to ONE[®] ID if you are not currently using it
- eCTAS users, including the FRA, need to be enrolled to the **eCTAS service** in ONE[®] ID

Facility Roles Administrator

Confirm: Facility Roles Administrator (FRA)

The FRA plays a key role in the functioning of eCTAS at your facility and is responsible for:

- Managing user access to eCTAS environments and application features using the Site Role Management tool located in the Administration Console
- Understanding eCTAS user roles
- Following privacy and security policies and mitigating security risks

Confirm: eCTAS Facility Role Administrator

Plays a key role in the functioning of eCTAS at your facility and responsible for:

- Managing user access to eCTAS environments and application features using the **Site Role Management** tool located in the **Administration Console**
- Understanding eCTAS user roles
- Following privacy and security policies and mitigate security risks

Each Facility must designate **at least 1** eCTAS FRA, we **strongly recommend:**

- Designating additional backup eCTAS FRA(s)
- Leveraging your Facility ONE® ID LRA to take on the responsibility

Submit: Facility Roles Administrator (FRA)

ONE® ID LRA

- Contact the facility ONE® ID LRA to request ONE® ID account creation and/or enrollment to the eCTAS service

RA

- RA must complete and submit the eCTAS [Facility Role Administrator Registration form](#) to Ontario Health

Ontario Health

- Ontario Health (OH) will complete the set up for the first eCTAS FRA.
Note: Once the first eCTAS FRA is set up, they will be able to set up additional eCTAS FRAs as necessary.

eCTAS FRA

- Complete ONE® ID related activities (if applicable)
- Visit the URL of both eCTAS environments ([Production](#) & [Conformance](#))
- Acknowledge the eCTAS End User License Agreement (EULA) for each

eCTAS Coordinator

Confirm: eCTAS Coordinator(s)

OH requires a primary person to assume responsibility for all eCTAS activities upon Go-live. The Coordinator will work with the Emergency Department (ED) and Renal Support Team

Responsibilities include:

- Communications
- User Access
- Technical
- Data Quality and Reporting
- Privacy and Security

Note: Backup eCTAS Coordinator(s) should be assigned to share responsibilities.

User Access

Confirm: eCTAS Testing User Access Complete

- Identified testing resources are required to have a ONE[®] ID account enrolled to the eCTAS service to access the eCTAS conformance environment
- Required Testing Roles must be assigned by the Hospital's eCTAS Facility Role Administrator:
 - Site Integration Tester

Note: More information about testing will be provided during the Conformance Testing Webinar

Submit: eCTAS Production User Access

ONE® ID LRA

- Contact the facility ONE® ID LRA(s) to request ONE® ID account creation and/or enrollment to the eCTAS service

End User

- (If applicable) Complete ONE® ID related activities
- Visit the URL of the applicable eCTAS environment(s) ([Production](#) and/or [Conformance](#))
- Acknowledge the eCTAS End User License Agreement (EULA)

Note: The system will advise the user to contact their eCTAS FRA and provide their contact information.

eCTAS FRA

- eCTAS FRA(s) will assign site(s) and role(s)

Submit: eCTAS API Key Management Form

- Web Service and Certification hospitals require Web Service API Keys for testing (Conformance) and operational (Production) purposes.
- Complete the [eCTAS API Key Management Form](#) to assign a new Primary and/or Backup resource or revoke access to an existing resource.
- An email will be sent out from apimgmt-noreply@mail.windowsazure.com with a personalized link. The subject line is *“You are invited to join the eCTAS Conformance WSCert developer network”*.
- Click on the link in the email to register.
- Follow the directions in the [eCTAS Web Service Conformance Environment API Key Instructions](#) available on the ATC Information site to access your API key.

Thank you

Please email ATC@ontariohealth.ca
if you have any questions
about today's presentation.

