STEP-BY-STEP PROCESS FOR ACCESS RECERTIFICATION

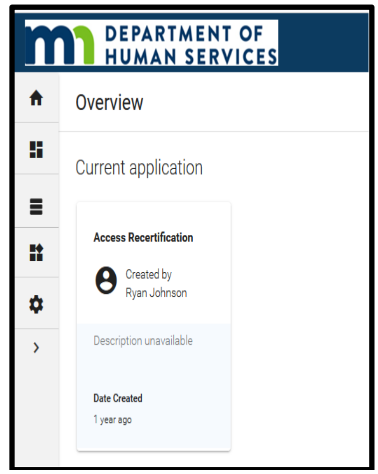
3/29/2023

GET STARTED RIGHT AWAY
-1st week: make sure your staff has completed all required training.
-If not, email now and have them complete in a week.
-It takes 2-3 days for training records to migrate into ARS.
-Then log in to recertify. 6-9 simple steps below.
-You cannot attest for yourself. Coordinate with your backup.

QUESTIONS? Email: patrick.cleveland@state.mn.us

Please DO NOT wait until last 2 weeks. Issues/problems can arise including illness and absence. Access will be turned off for non-compliance.

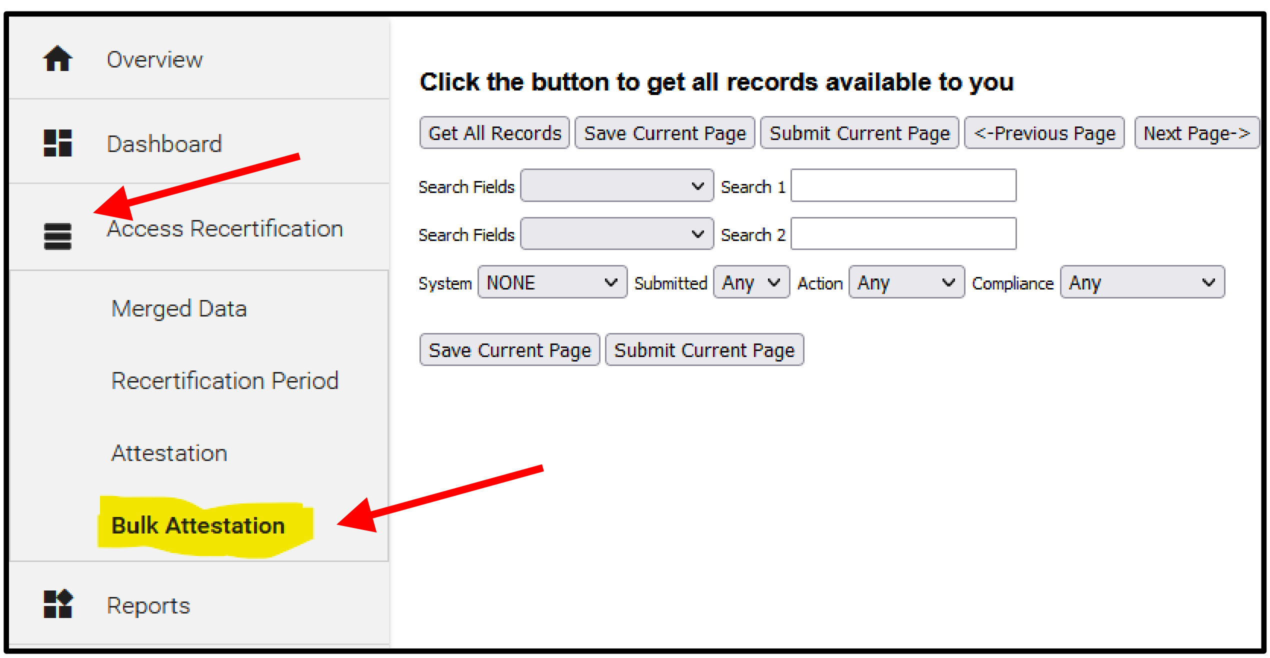
1. **Log in to Access Recertification System. Use your pw# or x1#. Use your network password (state) or ARS password (county). You will land on "Overview."**



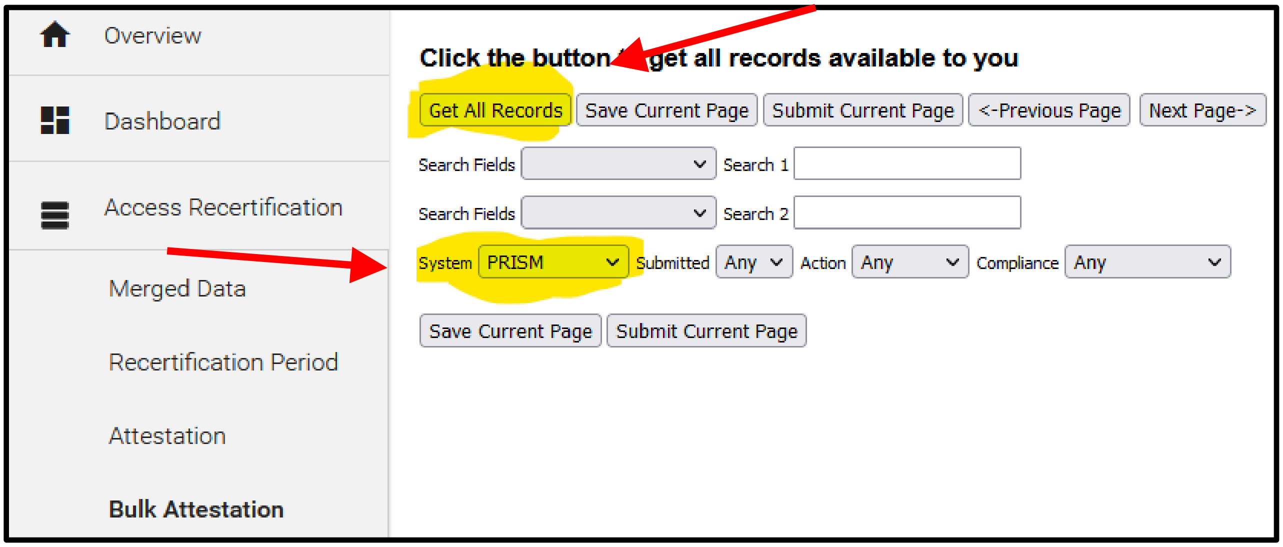
2. **Then, click on "Dashboard" icon at top under Overview (see arrow).**
   The left navigation list will open (see image below).

3. **On left navigation list, click on "Access Recertification" (note: it may have opened automatically for you—near top)**

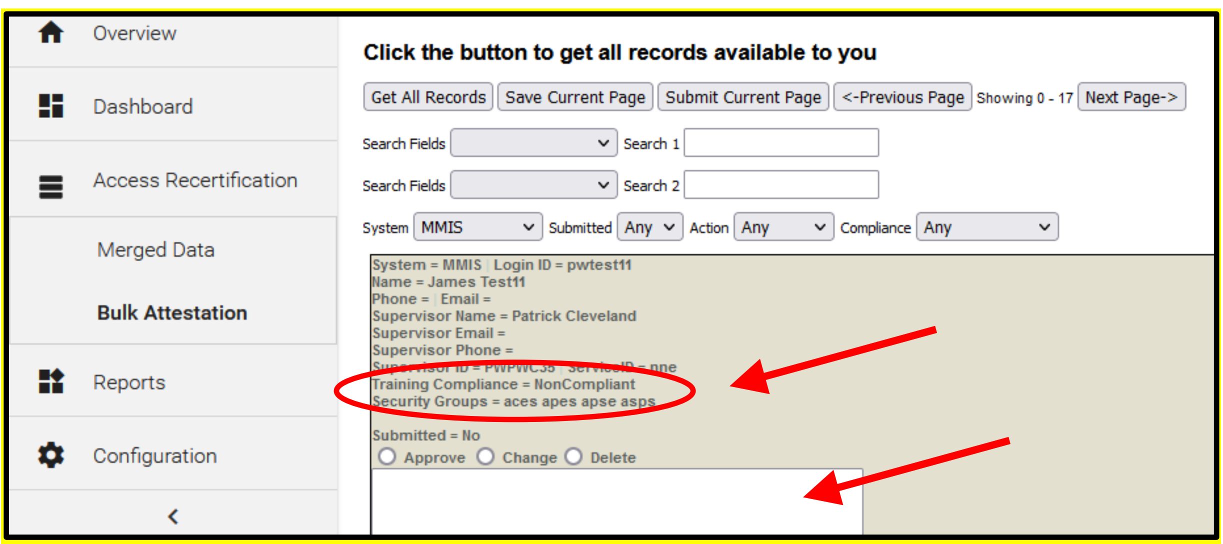
4. **Then click on "Bulk Attestation" (near bottom of list—highlighted, see arrow).**



5. Choose the System by clicking "System" drop down (see arrow below). Change "NONE" to "PRISM" or the system being recertified. *You will only have one choice—the system being recertified.*



6. **Next, get your staff records. Click "Get all Records" (above, top left button, highlighted & arrow). All your staff will show up, with a "compliant" or "non-compliant" status for each person. Compliant means they have completed training (see example circled below).**
   - **Also, verify that they have the correct role (listed in Security Groups—circled below).**
   - **Approve *only* if they need access to the system, have the right roles, and are compliant.**



7. **If you have more staff to complete and approve at another time, hit "SAVE Current Page."**
8. **When all staff have completed training and are ready to approve, log back in. Choose system. Then get all records. Finish approving. This time, do NOT hit "SAVE Current Page." Instead, just click "SUBMIT Current Page."**
9. **If you need to change something after you have submitted everything, you will have to log back in, add a reason for the change in the white "notes" area, make whatever change you need, and ONLY click "Submit Current Page" (second arrow).**

APPENDIX: ALTERNATE METHOD TO CHECK STAFF TRAINING STATUS AND ROLE DEFINITIONS

1. Go to left navigation and click "Dashboard" (icon under Overview).

2. See "Documentation" widget in upper right corner of Dashboard (see arrow).

- **Check *Training Compliance Report* (see circled list) for the application being recertified.**
- **Check *User Guide for Security Liaisons and Supervisor's Appendix (circled) for role definitions.***