

# Electronic MIDIS Access Request Portal

## Step 1: Supervisor Submits Access Request

- The Supervisor will navigate to the ServiceNow Portal
  - This can be done using the link provided on the MIDIS Home Page

**Notices**

**Upcoming MIDIS Office Hours**  
This Week: ServiceNow Portal for MIDIS - 10/19/23  
Next Week: DIS ECHO (on Zoom) - 10/26/23

**LINKS**  
- CDEpi Secret Site Resources Page  
- MIDIS Office Hours Recordings on DPHHS eLearn  
- MIDIS Access Request Form

**Seasonal Notices**  
\*\*Influenza Surveillance started on October 1st\*\*  
Please report aggregate counts of laboratory confirmed influenza cases weekly and create investigations for any hospitalizations and/or deaths.  
At this time, rapid antigen test results should not be included in your aggregate counts. Please only

- Or by going directly to this link:  
[https://montana.servicenowservices.com/citizen?id=sc\\_cat\\_item&sys\\_id=e7598f181b6d1500b73a8efe54bcb56&sysparm\\_category=198245a91bf71d1049e0ed3ce54bcb5c](https://montana.servicenowservices.com/citizen?id=sc_cat_item&sys_id=e7598f181b6d1500b73a8efe54bcb56&sysparm_category=198245a91bf71d1049e0ed3ce54bcb5c)
- This page will prompt you to login using your Okta account with the state, you should have one if you've ever used the State Transfer Service
- If you have any problems accessing this form, please reach out to our IT Department at **406-444-9500**
- If it doesn't take you directly to the Form, but instead to the general ServiceNow landing page

**Good morning, Danny**  
Welcome to the State of Montana Self Service Portal

How can we help you?

**HHS Agency Services**

**Make a Service Request**  
Browse the catalog for services and items you need from HHS

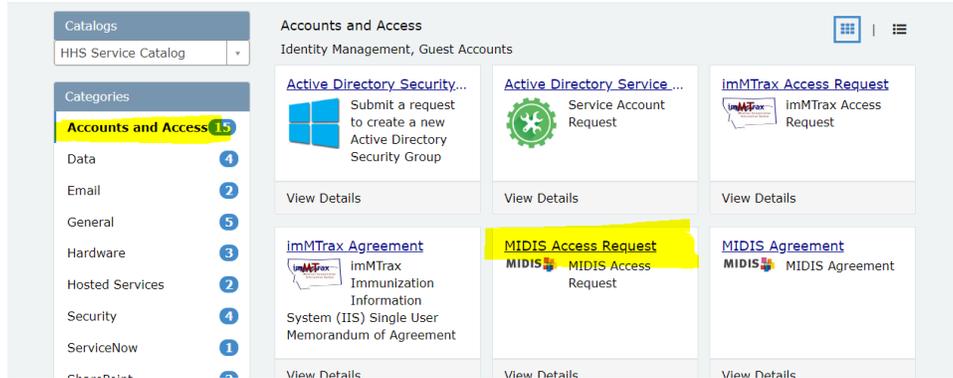
**Open a Case**  
General question, inquiry, or something isn't working. Submit a case to HHS

**State Financial Services**

**Accounting Requests**  
Accounting Forms, FYE requests, comments and questions related to MOM policies

**Open a Case - SAB**  
Not finding what you need in our Accounting Requests? Submit a case for general questions. For example, topics related to SABHRS Financials, GASB, and Data Mine refresh requests.

- Select Make a Service Request
- Accounts and Access
- MIDIS Access Request



- Again, if you have any problems accessing this form, please reach out to our IT Department at **406-444-9500**
- **If you already have an unused fob on-hand** use the RSA Token Information to let us know the serial number so we can reassign it remotely:

**RSA Token Information**

\* Request Type

\* ADA Compliant Token Required ?

\* Token Type

\* Already Existing RSA Token ?

\* Serial Number

**Step 2: Request Approved by MIDIS Team**

- Once the request is Approved, the system automatically generates an email to the email address listed for the employee needing access

**Step 3: Employee Submits Privacy Agreement**

- Email generated to the employee contains two links, the first directly to the form, the second to the general landing page where you will need to navigate to the MIDIS Agreement

**Subject: MIDIS User Agreement - Please Complete**

In order to get access to MIDIS, you must fill out the MIDIS Agreement located [here](#).

If the link above does not work please use this link [here](#). Then, navigate to the MIDIS Agreement from the available options.

You will need to select 'Citizen Login' and login to an OKTA account. If you do not have an OKTA account please select the Sign Up link.

When prompted for REQ#, please enter the following: REQ0282965

- New employees will need to create an Okta account with the state, again if they have trouble with this please call **406-444-9500** for assistance
- Email also includes a Requisition number to be entered into the Agreement, this allows the system to pair the Request with the Agreement so that we know both elements have been completed

**MIDIS Agreement**  
MIDIS Agreement

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MIDIS Agreement

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\* Indicates required

**Request Information**

\* REQ#

**Step 4: State IT Creates Account and Assigns a Fob**

- Once all of those steps have been completed, State IT will be prompted to create an account in their system and assign the proper RSA 2-Factor Fob
- Once that step is completed by IT, the system automatically sends out the “Welcome to MIDIS” email with all of the information and resources needed for getting started in MIDIS!

