

# Screening Information System

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## SIS

### Login user manual




# Email Encryption Instructions

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## IMPORTANT



**\*\*\* Web email does not work when receiving encrypted messages from CDPH\*\*\***

1) Step one is receiving the email from [support@dhs.ca.gov](mailto:support@dhs.ca.gov).  
Open this email within 4 days of receipt. Check your spam mail if you did not receive this email.

   [support@dhs.ca.gov](mailto:support@dhs.ca.gov) Sis Web Admin Utility Notification [secure]

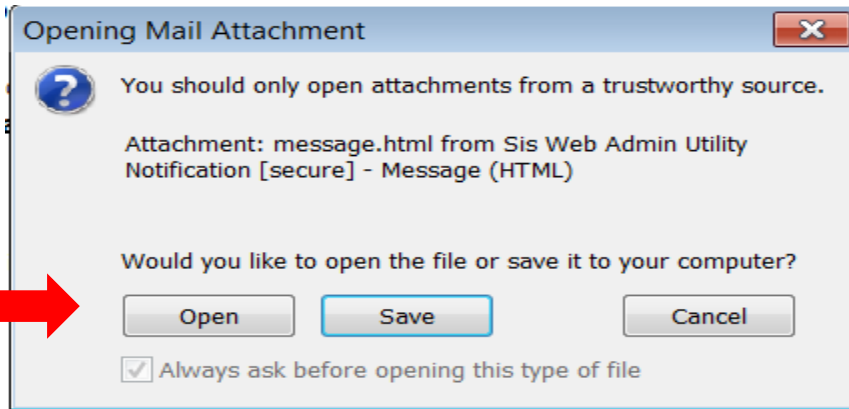
2) **Double click** on the file located at the subject line. → **message.htmlm**

 From: support@dhs.ca.gov  
To: Szalay, Melinda (CDPH-PCFH-GDB)  
Cc:  
Subject: Sis Web Admin Utility Notification [secure]

 Message  message.html (101 KB)

# Email Encryption Instructions

3) **OPEN** the attachment. Some worksites will require you to save the attachment. If this is the case, save the attachment to your desktop and open it from there.



4) **Single click** on the **ONE TIME PASSCODE** option located at the bottom of the screen.

Encrypted message

From  
[support@dhs.ca.gov](mailto:support@dhs.ca.gov)

To  
[redacted]

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

 Sign in

 Use a one-time passcode

# Email Encryption Instructions, cont.

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5) **Leave** this Internet browser screen as is and go into your email inbox.

We sent a passcode to [melinda.szalay@cdph.ca.gov](mailto:melinda.szalay@cdph.ca.gov).

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 0811

Passcode

This is a private computer. Keep me signed in for 12 hours.

6) Wait for the email from Microsoft Office 365. Open the email and copy the passcode.

  **Microsoft Office 365 Message Encryption** Your one-time passcode to view the message

 Office 365

Use the passcode to sign in

 85147312

**Copy this passcode**

To view your message, type the passcode into the web page where you requested it. This passcode matches reference code 0811.

NOTE: This passcode expires 15 minutes after it was requested.

# Email Encryption Instructions

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7) Once you have copied the PASSCODE, minimize your email screen, this browser screen should be visible. Paste the PASSCODE into the box, then hit continue.

We sent a passcode to [melinda.szalay@cdph.ca.gov](mailto:melinda.szalay@cdph.ca.gov).

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 0811

Passcode

This is a private computer. Keep me signed in for 12 hours.

 Continue

# User Name and New Temp password info

8) This screen contains your **SIS User Name and temporary password**. The User Name is only your first initial and last name. Copy the Temporary Password and click on the link below.

## Sis Web Admin Utility Notification [secure]

Subject: Sis Web Admin Utility Notification [secure]

Here is your User Name and new temporary password for your Sis Extranet Account.

Your User name is: ~~dhsextra\~~kbrusca ← SIS user id is ONLY your first initial and last name. Disregard the dhsextra\

Your New Temporary Password is: 8Ck@g%A26q\_ ← Copy the New Temp password

Please click the link below to update your account information and to create your permanent password.

<https://ext2.dhcs.ca.gov/WebPassMgr/default.aspx> ← Click on this link

If the above link is not clickable then copy and paste it into your web browsers address bar.

**Note: Please change your password within four (4) days from today's date or your account may become inactive and your password will need to be reset.**

# Required Security screen



DHCS Extranet Password Manager

v1.11.0.0 [Log Off](#)



## Entry to Password Manager

**WARNING** This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.  
**LOG OFF IMMEDIATELY, if you do not agree to the conditions stated in this warning.**

### Please answer the Question below

This is called CAPTCHA and it helps us to protect this site. Thank you for your assistance.

**What is the sum of three and seven?**

# SIS Login screen



DHCS Extranet Password Manager

v1.11.0.0 [Log Off](#)



## DHCS Extranet Login

[Forgot Password](#) [Forgot User Name](#) [Forgot Security Question](#)

**Login To Manage Your Account**



**User Name**  ← Enter your SIS User Name

**Password**  ← Paste in the Temporary Password

**Email**  ← Enter your email



← Click



# Security question required



DHCS Extranet Password Manager

v1.11.0.0 [Log Off](#)



## Change Security Question/Answer

### Answer Requirements

Answer cannot contain either of these 2 characters: < >

Answer must contain between 8 and 50 characters

### Answer Guidelines

Answers should be treated like passwords

Answers should not be easy to guess

Answers should not be able to be found on the internet

**THIS IS REQUIRED IN ORDER TO CONTINUE TO USE THIS SITE**

Create a New Security Question / Answer

Question

Answer

Cancel

Submit

Select a question from the drop down.

Answer must be 8 characters or more.

Click

# SIS Change Password screen



DHCS Extranet Password Manager

v1.11.0.0 [Log Off](#)



## Change Password

### Password Policy (Passwords must meet the following requirements)

Must Between 8 and 20 characters  
Must contain at least:  
1 UPPER case letter (A-Z)  
1 lower case letter (a-z)  
1 digit (0-9)  
1 or more of the following \$ # @ + \_ & = ! %  
CANNOT contain any SPACES  
CANNOT contain either of these 2 characters < >  
CANNOT BE ANY OF YOUR LAST FIVE (5) Passwords

**IT IS REQUIRED TO CHANGE YOUR PASSWORD!**

New Password

Confirm Password

Follow the password policy above, then click **SUBMIT**.

Cancel

Submit



# Confirmation that password is changed !

**CA**.gov State of California

DHCS Extranet Password Manager

v1.11.0.0 [Log Off](#)



Behavioral Health  
Information Systems

## Account Management

[Change Password](#)

[Change Security Question/Answer](#)

[Change Email Address](#)

Password Successfully Changed

Log Off



# SIS PASSWORD CHANGE SUCCESSFUL

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- 9) Successful completion of your SIS password!
- 10) Open a **new** Internet Explorer browser session and log into the [SIS](#) Portal page



<https://www.cdph.ca.gov/Programs/CFH/DGDS/Pages/sis.aspx>

Another path to our portal page is to go to Google and search for **SIS CDPH**. The first option is the Screening Information System (SIS) which takes you to our portal page.

- 11) Save this portal page to your favorites for future access.

Continue



# Logging into the SIS Portal Page

12) This is the look of the SIS Portal Page. Locate the **Major Links** heading and click on **SIS Online Application**.



I am looking for

I am a

Programs

A-Z Index

Home | Programs | Center for Family Health | Division of Genetic Disease Screening | Screening Information System (SIS)

## GENETIC DISEASE SCREENING PROGRAM (GDSP)

### Screening Information System (SIS)

**Note:** Before you can obtain access to the Screening Information System (SIS) you must read, sign and fax the Oath Of Confidentiality or NT Oath of Confidentiality. Contact your program lead to obtain the fax number.

To access the California Codes go to the [Official California Legislative Information](#) website.

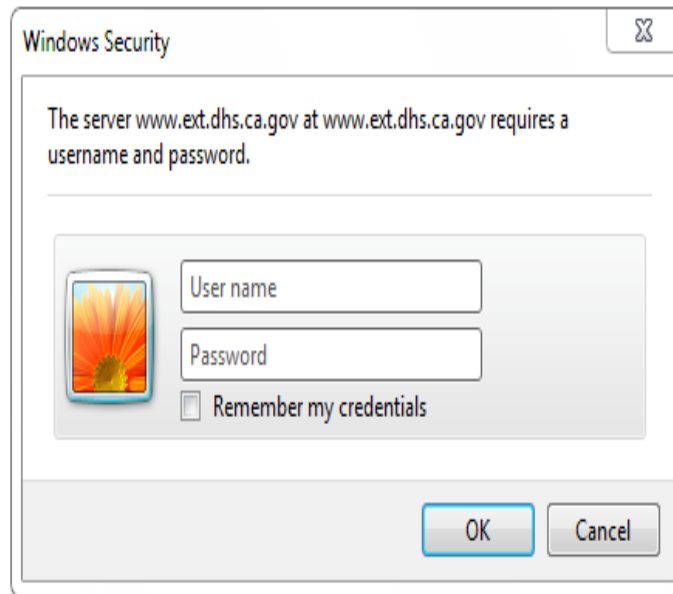
See the Genetic Disease Screening Program Privacy Policy (PDF).

#### Major Links

- [SIS Online Application](#)
- [Microsoft BI Reports](#)
- [Update your Personal Information](#)
- [Change your Password](#)

# SIS ACCOUNT LOG IN

13) Windows Security box will appear and require the User name. DO NOT type in the **dhsextra\** as part of the user name, then enter the new password.



**\*\*\* Do not check Remember my credentials**

**\*\*\*If you enter incorrect credentials, this box will clear itself and allow for another attempt**

# SIS Log in (cont.)

14) A standard Warning message will appear, **click I Agree.**



## Warning

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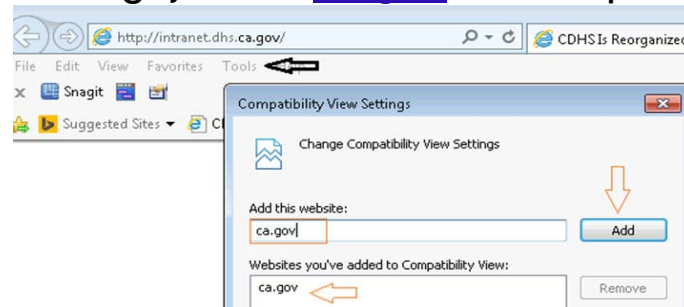


I Agree

Do Not Agree

# SIS compatibility settings; Kaiser users see page 18

- Operating System = Windows version 7 or higher
- Browser = Internet Explorer versions: 9, 10, and 11 . If your facility does have IE 8 it is possible to force SIS to accept IE8 in the Compatibility View. Open a browser, go into {TOOLS > Compatibility View Settings}. Add [ca.gov](http://ca.gov) to accepted websites, then click [Close].



- Turn off pop up blockers {TOOLS > Internet Options > Privacy > turn off pop up blockers}
- Verify the Cookies and Passwords are being deleted in your Browsing History. Open a browser, go into {TOOLS > Internet Options > General tab> Browsing History > Delete}, In the Delete Browsing History ensure Cookies and Passwords have a check in the box next to them, hit Delete. If you have any questions regarding the compatibility settings on your PC please check with your IT department. See screen print on following page.



# Deleting Cookies and Passwords

The image shows two overlapping dialog boxes from an older version of Internet Explorer. The primary dialog is 'Internet Options', with the 'Browsing history' tab selected. In this tab, the checkbox 'Delete browsing history on exit' is checked. A yellow highlight is placed over the 'Delete...' button. The secondary dialog, 'Delete Browsing History', is open on top of it. It contains a list of items to be deleted, with 'Cookies and website data' and 'Passwords' highlighted in yellow. The 'Delete' button at the bottom of this dialog is also highlighted in yellow.

**Internet Options**

General Security Privacy Content Connections Programs Advanced

Home page

To create home page tabs, type each address on its own line.

http://www.google.com/

Use current Use default Use new tab

Startup

Start with tabs from the last session

Start with home page

Tabs

Change how webpages are displayed in tabs. Tabs

**Browsing history**

Delete temporary files, history, cookies, saved passwords, and web form information.

Delete browsing history on exit

Delete... Settings

Appearance

Colors Languages Fonts Accessibility

OK Cancel Apply

**Delete Browsing History**

**Preserve Favorites website data**  
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.

**Temporary Internet files and website files**  
Copies of webpages, images, and media that are saved for faster viewing.

**Cookies and website data**  
Files or databases stored on your computer by websites to save preferences or improve website performance.

**History**  
List of websites you have visited.

**Download History**  
List of files you have downloaded.

**Form data**  
Saved information that you have typed into forms.

**Passwords**  
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.

**Tracking Protection, ActiveX Filtering and Do Not Track c**  
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.

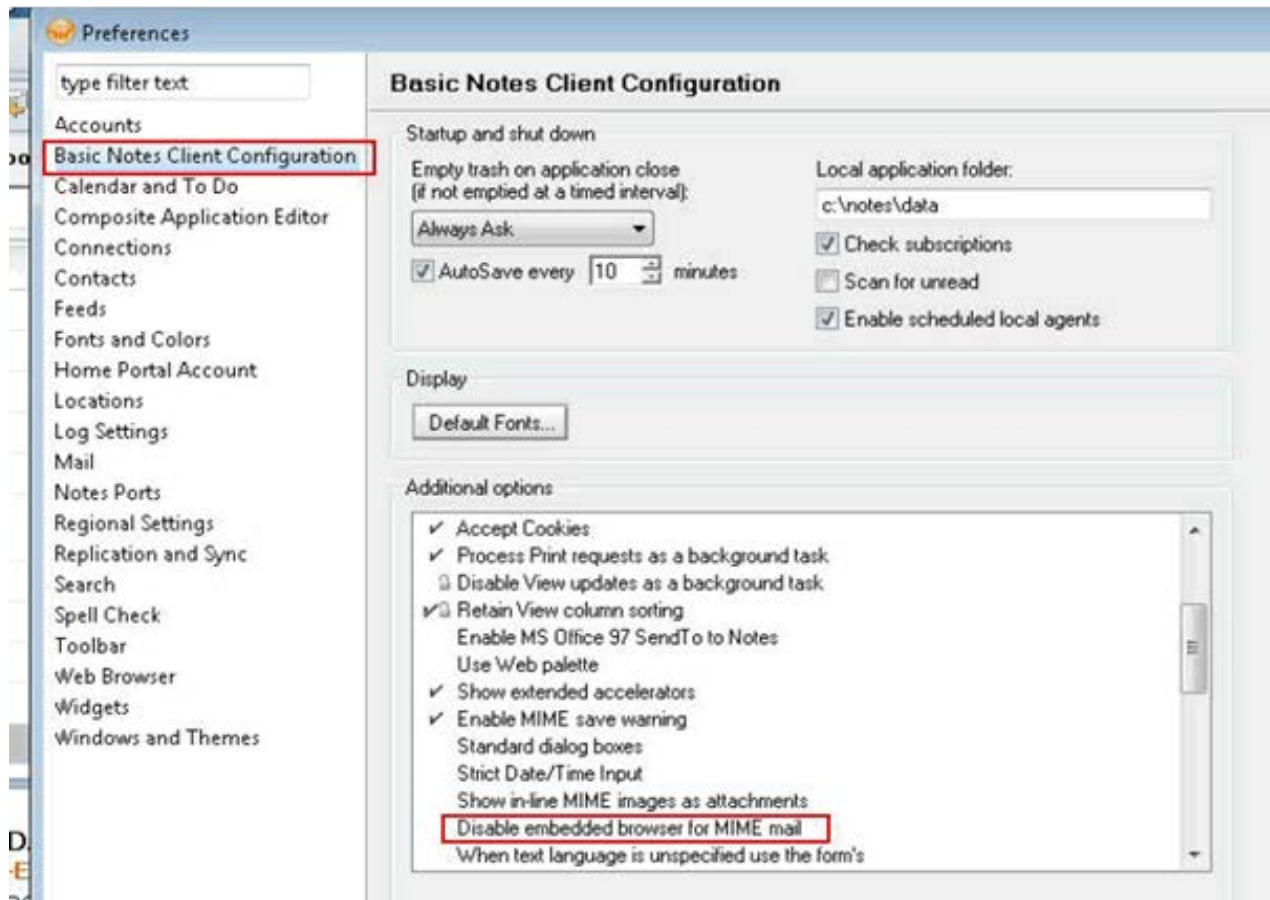
About deleting browsing history

Delete Cancel

# Kaiser users special instructions...

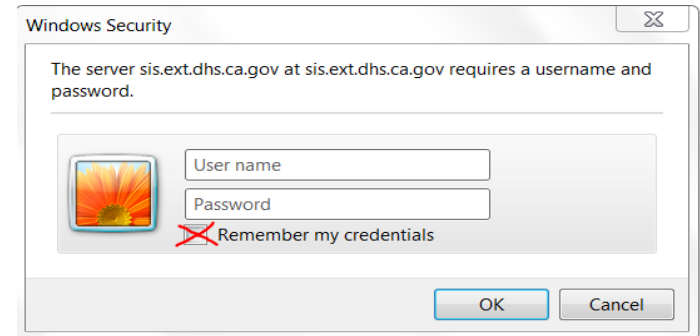
Prior to opening any encrypted message from CDPH, it is necessary to modify your Lotus Notes Preferences.

- 1) Select the "File" tab, 2) select "Preferences", look for Basic Notes Client Configuration, 3) Check mark the "Disable embedded browser for MIME mail" (see screen shot below). Close this window.
- 2) Once you log off your current session, this preference change will return to the default settings set by your IT. So you will need to make this modification each time you open a CDPH encrypted message.



# Tips

- Never check the box to Remember your credentials.
- It is best to change your own password prior to the 60 day expiration. Go to the SIS portal page and select Change your Password.



## GDSP Screening Information System

**Note:** Before you can obtain access to the Screening Information System (SIS) you must fax the [Oath of Confidentiality](#) or [NT Oath of Confidentiality](#). Contact your program lead for number.

To access the California Codes go to the [Official California Legislative Information](#) website. See the [Genetic Disease Screening Program Privacy Policy \(PDF\)](#).

### Major Links

- [SIS Online Application](#)
- [SIS BO XI Reports](#)
- [Update your Personal Information](#)
- [Change your Password](#)