ONE® ID Test Account Management

DTE Partner is a test environment in which ONE® ID is used to enable test access for Ontario Health clients. In "ONE® ID Partner," LRAs can manage test accounts in support of their organization's testing efforts, e.g. conformance testing (PST) for CDR Data Contribution.

Test Access Checklist for Organizations

This checklist is intended as a quick reference for anyone overseeing a test effort requiring ONE® ID authentication in the Ontario Health DTE Partner Environment.   Subsequent sections of this document provide more details on each step.

Local Registration Authority Engagement/Nomination

Local Registration Authorities (LRAs) create and manage accounts in ONE® ID Partner. LRAs may not be familiar with the process for provisioning test accounts and should be specifically engaged to support the test effort

☐ Engage existing LRAs to support access provisioning in ONE® ID Partner **OR**
☐ Submit a Nomination Form for new LRAs to access ONE® ID Partner.

Local Machine Set Up

Security settings on LRAs & testers' machines may need to be changed before they can access the test environment.

☐ Verify that testers are able to update their hosts file

Individual Registration and Enrolment

Testers must have their credentials created and granted appropriate access as follows:

☐ Provide sponsorship for authorized testers to ONE® ID Partner LRA(s)
☐ Confirm that LRA(s) have registered all testers in ONE® ID Partner and provisioned appropriate access

Verifying Individual Access

Confirm that all testers:

☐ Complete the instructions in Test Access Instructions.

Overview

ONE® ID Partner enables access to the test environment(s) of Ontario Health Services from outside the Ontario Health Infrastructure. Using Partner, client organizations are able to create accounts for their testers and provide them with the necessary access.

While ONE® ID Partner is used to support testing, it is still subject to privacy, security, and audit requirements in accordance with ONE® ID Policies and those of the environment(s)/service(s) testers will be accessing. Registration and Enrolment of accounts in ONE® ID Partner should follow the same protocols as ONE® ID Production, except as noted in this document.

Environment Access

ONE® ID Partner is only available to clients who must complete testing as part of their integration with one or more Ontario Health Services. Specific requirements for access will vary depending on the service and/or the integration plan but, in all cases, the client organization must be approved by the respective Ontario Health Service Owner prior to being granted access for testing. Requests for environment access should be routed through the site's primary deployment contact.

ONE® ID Partner LRAs

LRAs perform the same role in ONE® ID Partner as they do in Production; they are simply registering and enrolling testers rather than end users. Ontario Health can provide a list of your organization's existing LRAs upon request.

The LRA Role

Specific responsibilities for LRAs who support the test effort include:

- Creating accounts for testers and issuing credentials
- Enrolling testers for access and/or submitting enrolment requests to Ontario Health for processing
- Revoking enrolments and/or test accounts when no longer required
- Resetting user passwords. This functionality is not available to LRAs in Production but is provided in Partner in order to more efficiently support the test effort.

Requirements

Prior to engaging an individual as an LRA for ONE® ID Partner, client organizations should ensure that:

- They have been previously enrolled and trained as an LRA in the Production environment **OR** are sponsored by the organization's LRP/Delegate via submission of an LRA Nomination Form.
- They are familiar with the test effort and are able to support it.
- LRAs will need to be granted access to the DTE Partner Environment by emailing ONEIDBusinessSupport@ontariohealth.ca. Alternatively, the individual overseeing the test effort may request access on their behalf.

Training

Ontario Health can provide an online training session for Partner LRAs upon request, though it is not mandatory. LRAs should review ONE® ID Test Account Registration & Enrolment prior to creating test accounts.

Sponsorship

Testers should be sponsored for access following the same process used in Production, although the individual sponsor is not likely to be the same as the one authorizing clinical use of a service. The individual responsible for authorizing testers should provide their sponsorship to the Partner LRA(s).

Registration

LRAs create accounts in ONE® ID Partner using the same functionality they use in Production but, as no personal health information is available in test environments, the usual requirements for Assurance Level 2 (AL2) registration do not apply, i.e. **LRAs may register users in Partner** without validating their identity information.

Unique Partner accounts should be created and issued to each tester, i.e. there should be no sharing of login IDs and passwords amongst the test team.

Detailed instructions for generating accounts in Partner can be found in ONE® ID Test Account Registration & Enrolment.

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Enrolment

ONE® ID test accounts are enrolled in Partner via email request to ONEIDBusinessSupport@ontariohealth.ca.

Requests should specify:

- The Login ID(s) of the tester(s)
- The name of the sponsoring organization
- The name of the service
- The name of the environment
- The name of the LRA

Important: Email requests for tester access and/or support should be always directed to ONEIDBusinessSupport@ontariohealth.ca or the service deployment contact. The Ontario Health Service Desk and Registration Agents do not have the ability to enroll or support accounts in ONE® ID Partner.

Accessing ONE® ID Partner

Enrolled testers will be granted access in ONE® ID and the Ontario Health Service test environment but will still need to update the hosts file on their local machine to ensure they're directed to the correct IP addresses.

*Detailed instructions for accessing Partner can be found in the ONE® ID Partner Access Instructions.

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