ONE® ID Test Account Registration & Enrolment

Guide for Local Registration Authorities

This document is intended for Local Registration Authorities (LRAs) who must manage ONE® ID accounts in the DTE Partner Environment in support of their organization's test effort, e.g. conformance testing (PST) for CDR Contribution. When creating and managing accounts in "ONE® ID Partner," LRAs should adhere to Production ONE® ID processes and policies except as described in this guide.

Pre-Requisites

Only individuals who have been authorized and trained as a ONE® ID Production LRA are eligible to become enrolled as an LRA in ONE® ID Partner. Documentation and training information for LRAs can be found on the Registration Community Site.

LRAs that do not already have access to the DTE Partner Environment may request it via email to ONEIDBusinessSupport@ontariohealth.ca. The ONE® ID Business Delivery team will register and enroll the LRA and issue them ONE® ID Partner Credentials.

Accessing ONE® ID in Partner

To access ONE® ID in DTE Partner, LRAs must follow the instructions in the DTE Partner Access Instructions. Once their Partner account has been self-completed, they can navigate directly to https://oneid.ehealthontario.ca/lraregister when pointing to the Partner environment.

Only ONE® ID Production relies on RSA Token Authentication for LRAs, Partner does not. Being prompted for a token indicates that an LRA is accessing the Production environment.

> **Important:** In both the Production and Partner environments, the ONE® ID system automatically generates accounts with the naming convention FIRSTNAME.LASTNAME@ONEID.ON.CA. LRAs should add "TEST" after the last name when creating an account in Partner to help distinguish test accounts. It is critical that this is only done in the Partner Environment.
> LRAs should navigate to https://oneid.ehealthontario.ca/OIMprobe.html to verify the environment they're currently accessing.

Registration

The "New Request" workflow in ONE® ID Partner functions identically to Production but, as no personal health information is available in test environments, the usual requirements for identity Assurance Level 2 (AL2) registration do not apply, i.e. **LRAs may register users in Partner without validating their identity information**. That said, ONE® ID Partner still requires all of the same data elements as Production and there are some restrictions on the unverified data that can be entered.

> **Important:** While identity information is unverified, testers must still be issued unique credentials, i.e. there should be no sharing of login IDs or passwords amongst the test team.

This section describes the process variance for creating accounts in ONE® ID Partner.

Verification and Sponsorship

This screen should be treated as normal. LRAs should identify the organization providing sponsorship.

Identify the Individual

While the user's identity information is unverified, it must still identify the user for audit purposes. Identity information can be added as follows:

Preferred Names

Preferred First and Last Names are used to generate the user's Login ID and may be altered to better indicate that this is a ONE® ID Partner account, e.g. "TEST" could be appended to the last name, generating JOHN.SMITHTEST@ONEID.ON.CA.

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Legal Names

The legal first and last names should be those of the individual to whom the account will be issued. Use of genuine names in these fields provides an intelligible audit trail.

Gender

Any value may be selected from the drop down

Date of Birth

Use of the tester's real date of birth is not required. We recommend using a default value that this easy to remember, e.g. 1/1/1990.

Registrant Profile

Contact Information

Contact information should be accurate as it will be used for support purposes and may be relevant for certain test cases.

Challenge Questions

Users cannot reset their ONE® ID Partner passwords by calling the Ontario Health Service desk and so the Service Desk Challenge Questions and Answers do not need to be captured from the user; any values may be used. If necessary, LRAs can validate identity in a face-to-face for a password reset (see Account Management section).

Documents

Use of the "Employee Identifier" document type will accelerate the account creation process. The value entered should be unique to the tester (e.g. employee ID, professional license #, etc.)

Professional License Information

Values entered on this tab may be relevant to certain test cases. LRAs should confirm with testers which licenses/numbers should be entered or select "Not Applicable."

Issuing Credentials

Once the record is saved, the tester's new Login ID and Temporary Password will be displayed on a green banner at the top of the screen as per Production. Credentials must be provided to the tester in a secure manner (i.e. in person or by phone). **Ensure that the Temporary Password is not communicated over email.**

Enrolments

Enrolments in DTE Partner are provisioned by Ontario Health and not directly by LRAs. After testers are registered, the LRA should submit enrolment requests via email to ONEIDBusinessSupport@ontariohealth.ca. Emails should specify:

- The Login ID(s) of the Tester(s)
- The name of the sponsoring organization
- The name of the service enrolment
- The name of the service environment

For Federated Services, the bulk authorization process can be completed at the outset of testing to ensure all testers gain access promptly; a list of Login IDs is submitted via email to for upload to the authorization service. All such requests must specify the environment of the service.

Account Management

In addition to the standard account management functionality (revoke, suspend, reinstate, change) available in ONE® ID Web, Partner LRAs are granted authorization to reset user passwords. This additional functionality is necessary as the Ontario Health Service Desk is unable to reset passwords in ONE® ID Partner.

To reset a password, LRAs should:

1. Select "Search" from the top menu. If the Search option is not available, select "Home" to reset the page.
2. Enter the test account Login ID, identity information, or professional credentials (as per the "New Request" workflow) and search for the account.
3. Open the account and select "Reset Password." A new temporary password will be displayed on the screen.
4. Provide the new password to the tester. **Note that passwords should never be sent via email**.

Support

As the Ontario Health Service Desk and Registration Agents do not have access to ONE® ID in DTE Partner, please direct all Partner-related support inquiries to ONEIDBusinessSupport@ontariohealth.ca.

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