

How to Request a Role, Contract, Task, and Assignments

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Introduction

This document outlines the steps to request a role, contract, task, and service area assignments in DARRT. The role you select will allow you to view information or perform an action, such as submitting deliverables and quality improvement initiative documentation. Whether you are a new user requesting a role, contract, task, and service area for the first time, or an existing user requesting authorization for a contract, task, and service area assignment, you'll need to understand how to submit a request.

Which Role Do I Choose?

Each contractor **must** have at least one Security Official designated to process user requests or additional Security Official role requests.

The first person to request a user role should be the Security Official who will be the initial user to request a User Admin role. The Security Official is responsible for approving and rejecting role requests for their organization.

Action	Role
This role should be given to the person at your organization who is responsible for approving, deleting, rejecting, deactivating role requests within your organization; generally, the Security Point of Contact (SPOC). Users with this role will be able to: <ul style="list-style-type: none">• View users.• Modify users (approve roles, delete role requests, reject role requests, and deactivate roles).	User Admin
Users with this role will be able to: <ul style="list-style-type: none">• Submit deliverable documentation for assigned deliverables• View deliverable instances for assigned deliverables• Create QII referrals• Modify QII referrals• View QII details• Download QII documentation• View reports	Submitter
This role should be given to the CMS COR who is responsible for approving, rejecting, and acknowledging deliverables that are ready for review. Users with this role will be able to: <ul style="list-style-type: none">• View deliverable instances for assigned deliverables• Download deliverable documentation• Review deliverable instances (approve, reject, acknowledge)• Create QII referrals• View QII details• Download QII documentation• View reports	Reviewer (COR)

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Action	Role
* CMS SMEs should request a SME role in DARRT. Users with this role will be able to: <ul style="list-style-type: none">• View deliverable instances for assigned deliverables• Download deliverable documentation• Create QII referrals• Delete QII referrals• Modify QII referrals• View QII details• Download QII documentation• View reports	*SME
This role is reserved for the Application Development Organization (ADO). Do not request this role.	Application Admin
This role is reserved for CMS. Users with this role can create and modify deliverables. Do not request this role.	Admin (Deliverable)
This role is users accessing DARRT for read-only purposes.	Support Contractor

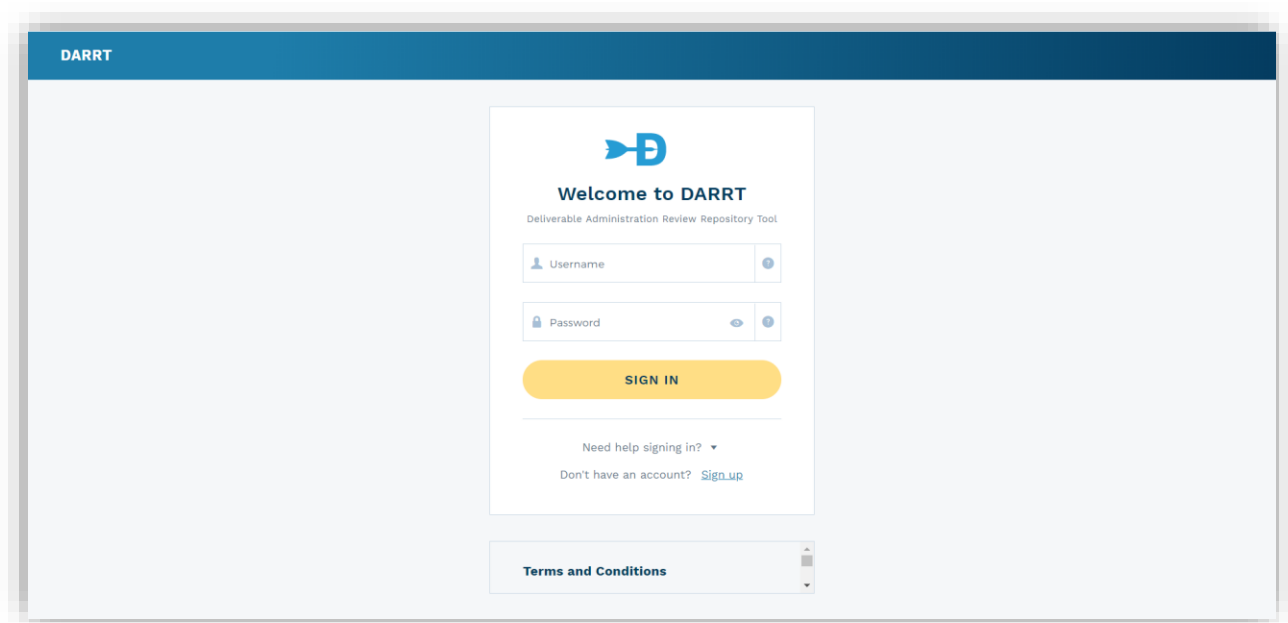
Now that you know the **role(s)**, **contract type**, **task(s)**, and **assignment** that you need, you are ready to go through the user access authorization request process.

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Sign In to DARRT

When you navigate to the DARRT application page darrt.cms.gov, you will land on the following page.



Returning users

Sign in with the same HARP credentials you have always used by entering your Username and Password and selecting the **SIGN IN** button.

New users

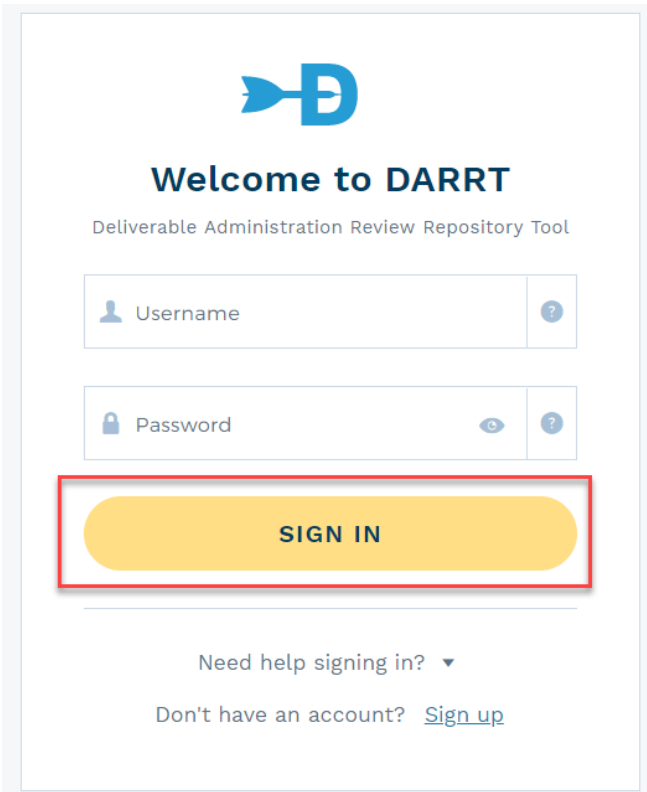
Sign in with your newly created HARP credentials by selecting the **SIGN IN** button.


Do not have an Account?

Select the [HARP Sign-Up](#) link to access the HARP Account registration form.

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Step 1: Sign In for First Time DARRT Login








Welcome to DARRT

Deliverable Administration Review Repository Tool

Username 

Password  

SIGN IN

Need help signing in? 

Don't have an account? [Sign up](#)

1. Navigate to the DARRT URL darrt.cms.gov
2. On the sign-in form, enter your existing HARP Username and Password
3. Click Sign In
4. You will be prompted to provide your Multifactor Authentication (MFA) information. If you did not set up your MFA during your HARP account registration, you will be prompted to set up your (MFA) method before logging in. See [Step 2](#).

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Step 2: HARP Multifactor Authentication (MFA) Set-Up

HARP will present you with five multifactor authentication methods during your account registration process.

[HARP Help and FAQ](#)

SMS and Voice Authentication: Will require that you enter a single-use security code that is sent to your designated device when prompted.	
<p>SMS</p> <p>Please enter your phone number to receive a text with a security code.</p> <p>Phone Number *</p> <input type="text"/> <input type="button" value="Send Code"/>	<p>Voice</p> <p>Please enter your phone number to receive a call with a security code.</p> <p>Phone Number *</p> <input type="text"/> <input type="button" value="Send Code"/>

Okta Verify: Will require that you download and install the Okta Verify app on your designated device. You will be requested to verify your identity by approving a push notification or by entering a one-time code during login the process.	
<p>Okta Verify</p> <p>Please download the Okta Verify app to your mobile device and click the button below to initiate setup. The Okta Verify app generates two-factor authentication codes on your mobile device.</p> <input type="button" value="Configure Okta Verify"/>	<p>Okta Verify Push</p> <p>Please download the Okta Verify Push app to your mobile device and click the button below to initiate setup. The Okta Verify Push app generates two-factor authentication codes on your mobile device.</p> <input type="button" value="Configure Okta Verify Push"/>

Google Authenticator: Will require that you download and install the Google Authenticator app on your designated device. You will be requested to verify your identity by entering a one-time code during the login process.	
<p>Google Authenticator</p> <p>Please download the Google Authenticator app to your mobile device and click the button below to initiate setup. The Google Authenticator app generates two-factor authentication codes on your mobile device.</p> <input type="button" value="Configure Google Authenticator"/>	

After configuring your MFA, follow the instructions for your selected MFA method to gain access to DARRT.

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DARRT User Role Request

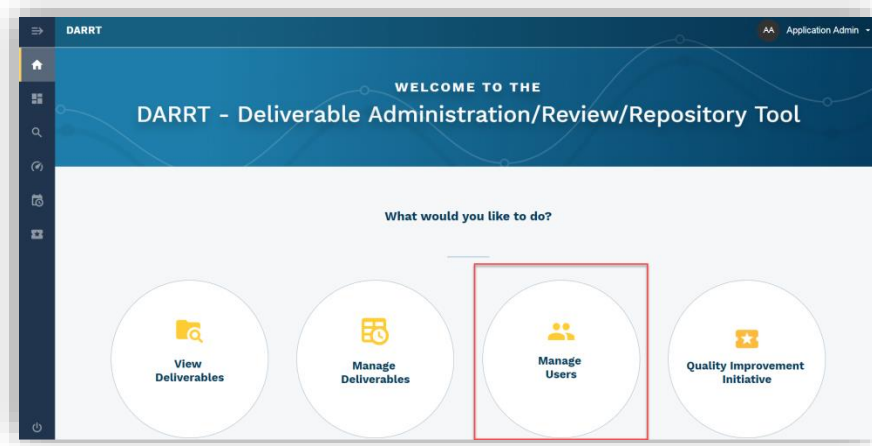
Security Officials User Request Management

Security Officials (SO) must request the DARRT user role **User Admin**. The SO is capable of approving or rejecting DARRT role requests from users from their organizations. The SO can process additional DARRT User Admin role requests as well as any other role requests for their designated organization.

Security Officials for each contractor will begin by requesting the User Admin role which provides the capability to approve, reject, and delete user requests.

Approving, Rejecting, and Deleting User Requests

Step 1: After successfully logging into DARRT, select **Manage Users** from the application menu on the welcome page to access the **Pending Authorization Requests** page.



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Step 2: The **Pending Authorization Requests** page provides information on submitted authorization requests.

Request ID	User Id	Name	User Role	Contract	Tasks	Service Areas	Actions
12	sridhar.challa	sridhar challa	Reviewer	BFCC QIO	BFCC QIO CRS, BFCC QIO Gen, BF...	Area 4, Area 2, Area 1, Area 5...	
16	COR.Approver	COR Approver	Submitter	BFCC QIO	BFCC QIO Tech	Area 5	
17	COR.Approver	COR Approver	SME	BFCC QIO	BFCC QIO Tech	Area 5	

Step 3: Click the Request ID link in the pending authorization requests list to view the details of each specific request and access the **APPROVE**, **REJECT**, and **DELETE** options for each request.

DARRT AA Application Admin

← Pending Authorization Requests

Request Details

sridhar.challa
Request ID: 12

Name: sridhar challa | Email: sridhar.challa@semantibits.com | Contract: BFCC QIO

User Role: Reviewer

Comments*
Enter Justification

> TASKS (4)
> ASSIGNMENTS (5)

Note that enabling the **DELETE** and **REJECT** buttons for selections requires a comment.

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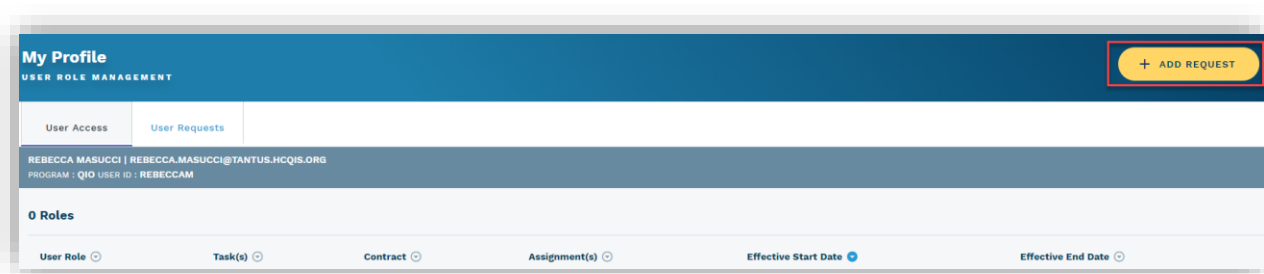
For All Users Except For Security Officials

Please remember that you will need to complete these steps in DARRT to request a role. The HARP application role request process does not apply to role request for DARRT.

Add a New Request

Note: Users without an existing DARRT account will land on the ADD REQUEST page. Users who have an existing DARRT role for a different contract will log in as they would normally, then navigate to My Profile to access the ADD REQUEST form.

Step 1: Select the **ADD REQUEST**.



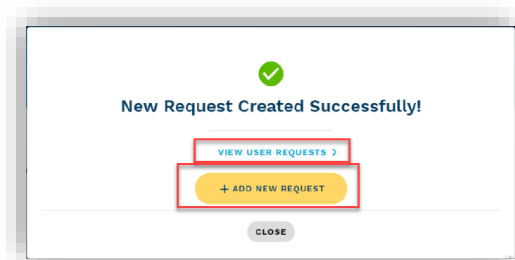
Step 2: Select the Contract, Task, User Role, and Assignment you require, then click submit.

Note that a separate role request must be selected for each contract for users such as Reviewers (CORs) who are responsible for multiple contracts.

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For descriptions on DARRT roles, click [DARRT Roles](#) to review roles before selecting a role.

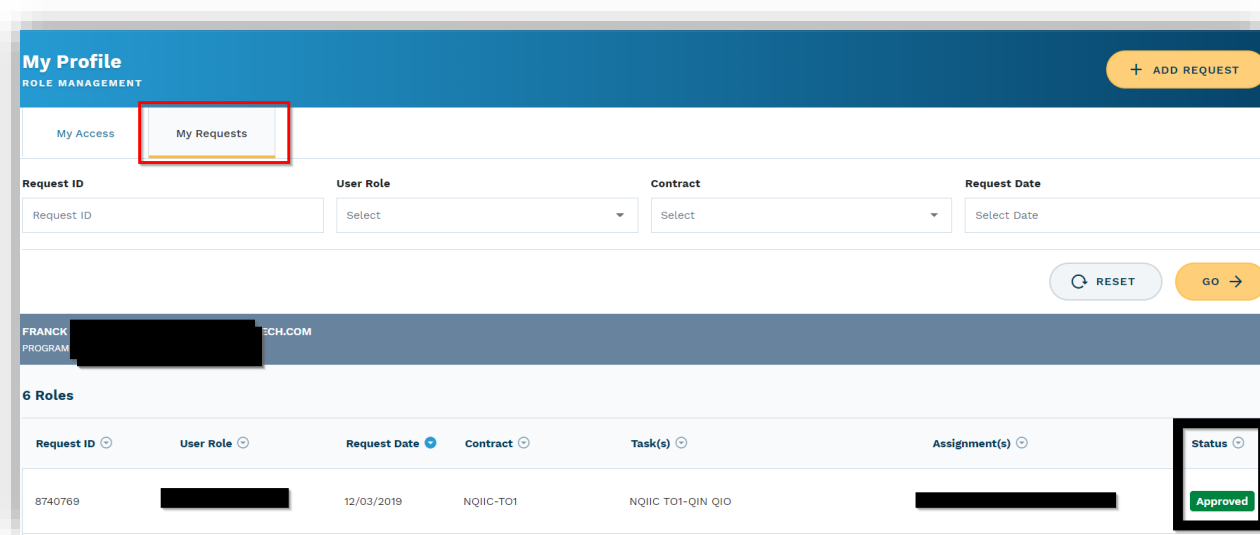
Step 3: Role Request Submission Confirmation.



NOTE: After the role request submission is completed, you may select **User Requests** or **Add New Request** in the confirmation modal.

If you need to submit for additional roles.

Once you have completed your role selection, you will be redirected to the **My Requests** page where you can view the status of your request. You will receive a notification email regarding your role approval or rejection by your designated Security Official.



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