STEP: Setup/Confirm CMS COR ServiceNow Access

Process:

For the CMS COR to onboard a contract, a HCQIS account is needed with the appropriate role assigned in ServiceNow. The following scenarios and steps will help to confirm or set up access:

1. If the CMS COR does not already have a HCQIS account, submit a HCQIS New User Request.

2. If the CMS COR is not a member of the "CMS COR" group in ServiceNow, submit a miscellaneous request within HCQIS ServiceNow, asking to be added to the "CMS COR" group.

3. The CMS COR will need to confirm HCQIS access and that the New Contractor Onboarding request is located in the HCQIS ServiceNow IT Services Catalog. If additional access is needed, submit a miscellaneous request within HCQIS ServiceNow asking for additional access.

TimeLine:

This access should be set up and confirmed at least thirty (30) days prior to the awarding of the contract.

Participants:

CMS COR