



STEP: Setup/Confirm CMS COR ServiceNow Access

Process:

In order for the CMS COR to onboard a contract, he or she needs a HCQIS account and the appropriate role assigned in ServiceNow. The following scenarios and steps will help you confirm or setup access:

1. If the CMS COR does not already have a HCQIS account, they need to submit a HCQIS New User Request.
2. If the CMS COR is not a member of the “CMS COR” group in ServiceNow, please submit a miscellaneous request within HCQIS ServiceNow asking for the COR to be added to the “CMS COR” group.
3. The CMS COR will need to confirm HCQIS access and to the New Contractor Onboarding request located in the HCQIS ServiceNow IT Services Catalog. If additional access is needed, please submit a miscellaneous request within HCQIS ServiceNow asking for additional access.

Timeline:

This access should be setup and confirmed at least 30 days prior to the awarding of the contract.

Participants:

CMS COR