CMS.gov

SECURITY OFFICIAL ROLE

Each organization needs to designate a Security Official (SO) who is responsible for approving individuals for access to various services within their organization. Below are the steps for requesting to be assigned as your organization's SO for an organization. Once your request is approved, you will review and approve requests from members of your organization for access to the desired services. You will also remove users' access to services no longer needed.

Additional information on this role is provided in the following short video:
https://youtu.be/cBtjA5SIeE4

Requesting the Security Official Role in HARP

Step 1: Log into your HARP account which will take you to your User Profile. From there, select "User Roles"

Step 2: Request a role

Step 3: Select the desired Program

Step 4: Select your Organization

Step 5: Select the Security Official role

Step 6: You will be notified via email when your role has been approved.

Approving or Rejecting User Roles in HARP

Step 1: Log into your HARP account which will take you to your User Profile. From there, select "Security Official"

Step 2: On this page, you will view the Pending Role Requests

Step 3: Choose the Role Requests

Step 4: Select Approve or Reject

Step 5: An email will be sent to the requestor notifying them of approval or rejection.

Removing User Roles in HARP

Step 1: Log into your HARP account which will take you to your User Profile. From there, select "Security Official"

Security Official

Step 2: You will land on the User Lookup screen. View a list of users by organization or search for a specific user by email or HARP ID

Step 3: Click Remove to the right of the user's role name

Step 4: Click Remove again to confirm

Need Help?

Please contact the Quality Service Center with questions regarding registering or access via email at qnetsupport@hcqis.org or phone at 1-866-288-8914 (711 for Telecommunications Relay Service).