

## Re-Registering IDSS

1/4/15

### 1 Security Items and Minimum Software

If IDSS has been inactive for several months, it may need to be re-registered. Several items are required to register IDSS. Please call Ngoc Tran at (515) 242-5114 or email [ngoc.tran@idph.iowa.gov](mailto:ngoc.tran@idph.iowa.gov) for help. Overall, the re-registration process takes 15 minutes.

Re-registering IDSS assumes that IDSS is already installed, but that the registration key simply needs updating due to account inactivity. If the user is unsure if IDSS needs installation or registration, call 515-242-5114. There are two basic parts to getting IDSS re-registered.

- 1 Security Items and Minimum Software
- 2 Register the Key

The installer must be familiar with a PC's operating system and with navigating the Internet. If the installer is uncomfortable working with a PC at the system level, an IT person should be contacted or call (515) 242-5114. The pictures and exact names of items below vary for each operating system, but the concepts are the same.

**Several items are required to register IDSS. If any are missing, call (515) 242-5114.**

1. IDSS org ID (provided in user packet)
2. IDSS org password (provided in user packet)
3. User ID
4. User password
5. Physical token device (each button press gives a **temporary 6-digit number** to be used once)
6. 4 digit soft pin
7. Software if not already preinstalled: Internet Explorer web browser, Microsoft .Net Framework 3.5 sp1, Windows Installer 3.1

### 2 Re-registering from the Download Portal

The IDSS registration is available from a web portal: <https://deploy.idph.state.ia.us/portal>

The above link opens the Org log in page. If the end user is unsure of their **Org ID** or **Org password**, call 515-242-5114. Check **Remember my credentials** before clicking **OK**. If a firewall or web browser is filtering access, enable the following websites for ports 80 and 443, and in Internet Explorer's **Tools > Internet Options > Security > Trusted Sites > Sites > Add this website to the zone:**

<https://deploy.idph.state.ia.us/portal>

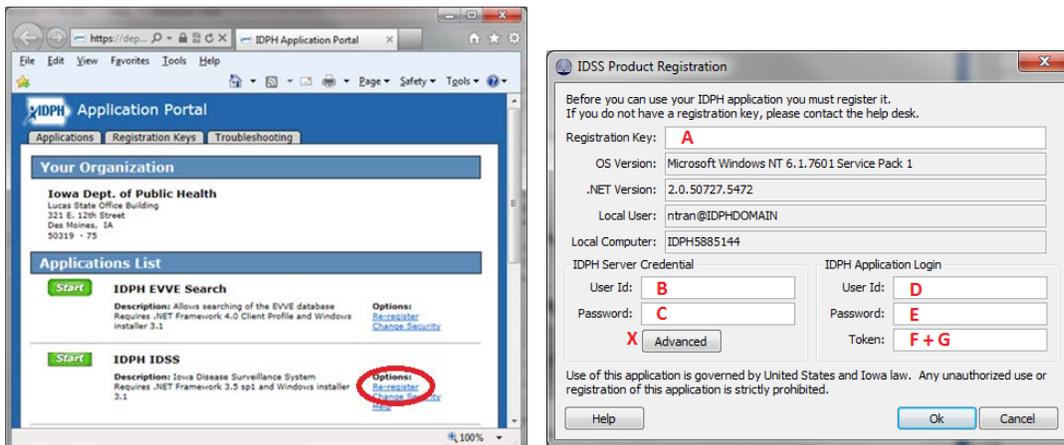
<https://idss.idph.state.ia.us>

<https://www.iowadiseasesurveillance.org>



### 3 Register the Key

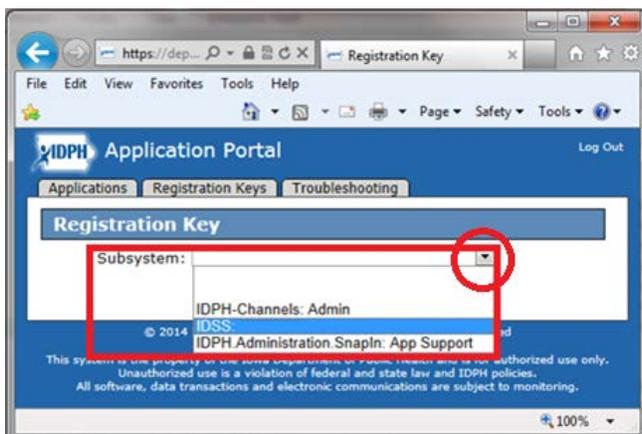
Click **OK** from the Windows Security to launch the web portal. Click **Re-register**. Do not close the **IDSS Product Registration** window that appears, but ignore it for now until a new registration key is provided.



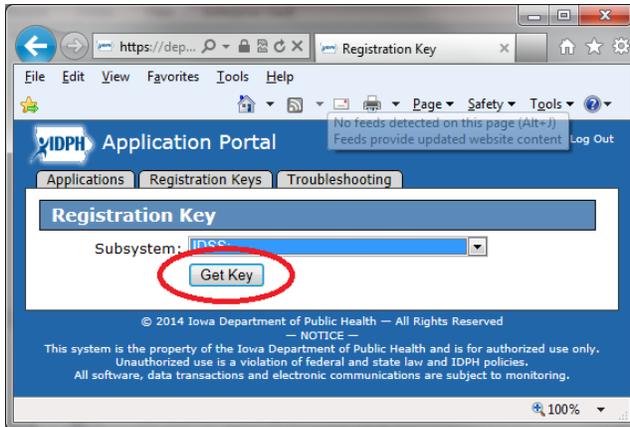
Go back to the web **Application Portal** to generate a new registration key. Select the **Registration Keys** tab. Fill in the **D User ID** and **E User Password** and click **Ok**. The **User ID** and **Password** are the user's personal ID and password, not the org's. The password can be reset by IDPH if the user does not remember it.



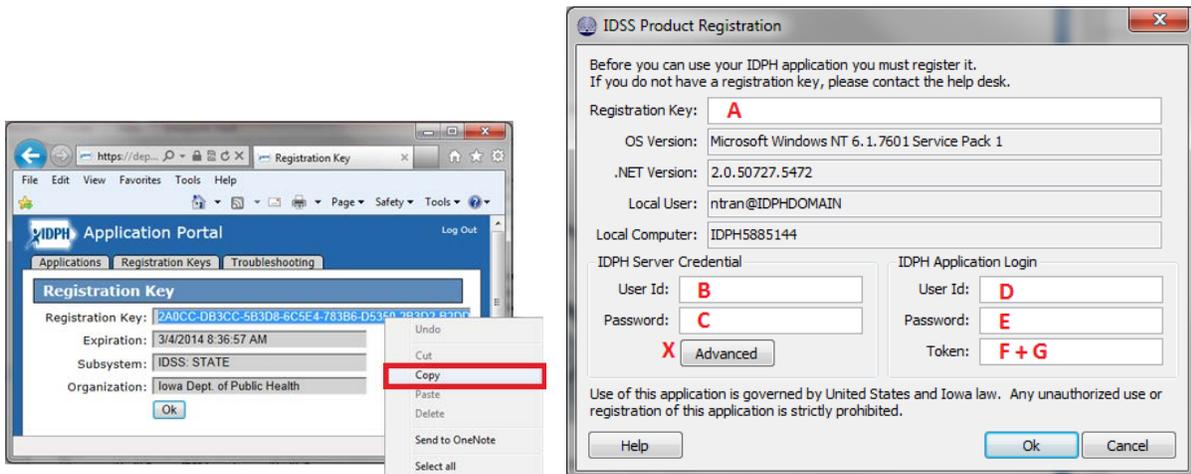
Select the profile from the pull down menu: **IDSS: State**, **IDSS:LPHA**, **IDSS:ICP**, or **IDSS:STD/HIV**.



After selecting the profile from the pull down menu, click **Get Key**.

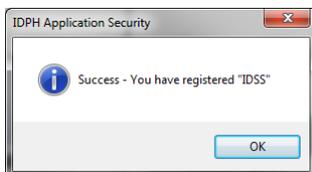


**Copy** the key by clicking on the key, and right-mouse clicking **Select All > Copy**. Minimize the web page to show the **IDSS Product Registration** window again (the one was previously ignored). **Paste** the key in the **IDSS Product Registration** window.



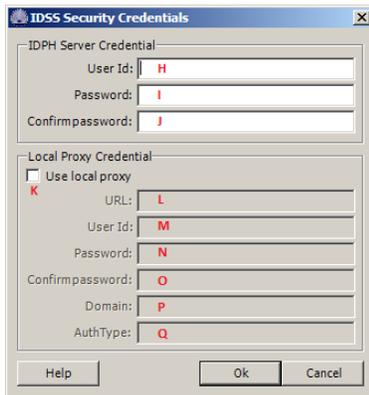
1. **A** Registration key (good for one half hour)
2. **B** IDSS org ID (provided in user packet)
3. **C** IDSS org password (provided in user packet)
4. **D** User ID
5. **E** User password
6. **F** Physical token device (each button press gives a **temporary 6-digit number** to be used once)
7. **G** 4 digit soft pin (may have been changed by user, can be reset by IDPH with helpdesk request)

**Paste** the copied **key** in **A**, and fill in sections **B, C, D, E, F** and **G** the other areas. The **token** is immediately followed by the **soft PIN**, **without** space or other character (**no** plus sign). Click **OK**. A success window appears when the registration completes. Additionally, an **IDSS Login** window appears if the green **Start** button in the **Application Portal** is clicked.



## Optional: Completing the Registration with Proxy Server

The **Advanced X** section is **only for proxy servers, and should otherwise be skipped**. To get to the proxy server window, skip **B** and **C**, and click on **X**. The system fills out **B** and **C** after **X** is filled out.



**H** User Id is the IDSS org ID (provided in separate email 1 of 3)

**I** Password is the IDSS org password (provided in separate email 2 of 3)

**J** Re-enter the IDSS org password from **I**.

Click **K** fill in the local proxy.

**L** URL and port of the organization's local proxy. *Org's local IT staff knows this* (i.e. <http://xxx###:####>).

**M** User Id is used to connect to the local proxy. *Org's local IT staff knows this*

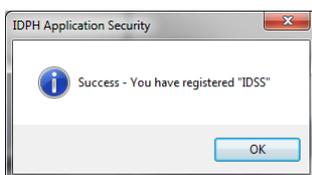
**N** Password is used to connect to the local proxy. *Org's local IT staff knows this*

**O** Confirm password: re-enter the password. *Org's local IT staff knows this*

**P** Domain is the domain of the local proxy. *Org's local IT staff knows this*

**Q** AuthType is for the proxy (i.e. basic). *Org's local IT staff knows this. If not sure, use 'basic.'*

Click **Ok** when all **H - Q** sections are filled out (for optional proxy server). Finish filling out **D, E, F + G**. With the above correctly filled in, click **OK**, and IDSS will register. A success window appears when the registration is complete. Additionally, an **IDSS Login** window appears if the green **Start button** in the **Application Portal** is clicked.



## Optional Troubleshooting

The following Microsoft links are provided in case these files are not preinstalled.



.Net Framework 3.5 sp1 <http://www.microsoft.com/en-us/download/details.aspx?id=22>  
Windows Installer 3.1. <http://www.microsoft.com/en-us/download/details.aspx?id=25>  
Internet Explorer <http://windows.microsoft.com/en-US/internet-explorer/download-ie>

