## Sign in to Health Care Worker Registry through the IDPH Web Portal

Open Internet Explorer and enter <u>www.idphnet.illinois.gov</u> in the address bar (not the search box) to access the IDPH HAN Web Portal login screen.

IDPH Web Portal Applications, Alerting & Resources	
Illinois Department of Public Health Web Portal         Welcome to the IDPH Web Portal where you can:         • Find all your public health related information at one secure site.         • Join online communities to share files, discussions, calendars and more.         • Access Web-based IDPH applications.         To access the IDPH web portal, users must be running Internet Explorer 5.5 or higher. Some portal applications will not function properly with other browsers such as Mozilla Firefox.         Current Users Click Here to access the portal:       Login	Click on "Login"

Security (s	how explanation )
$\bigcirc$	This is a public or shared computer
۲	This is a private computer
	Warning: By selecting this option you acknowledge that your Domain and User name will be stored in a cookie on your PC.
	I want to change my password after logging on
disclosed fo prosecution using this sy	r administrative, disciplinary, civil, or criminal actions, penalties, c . Users should have no expectation of privacy when accessing or ystem or any of its components.
Domain:	DPH Employees
User name:	idph\jveach
Password:	••••••
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Select the Down Arrow for the "Domain:" field, then scroll down and select the "DPH Employees" option.

**NOTE**: All portal users MUST select the "DPH Employees" Domain option to successfully log into the portal.

Enter username and password in the appropriate field and select the Log On button to login.

Click the "Applications" tab.

DPH Partner Application	tions, Alerting & Resources	
View All Site Content Documents	DPH Partner	I need to
Lists  Local Health Departments	Announcements	E-Directory Search Edit My Profile IDPH Intranet
Portal Registration Authorities  Communities	CONTRACT State of lands kapid electronic Notification     State of lands kapid electronic Notification	Outlook Web Acces SIREN Transfer a file using
Communicable Disease     FSSMC Instructors     Health Care Worker	CMS Service Desk: 1-800-366-8768	MoveIT
Registry	For assistance with IDPH portal access and web-based application support, contact the Customer Service Center at 1-800-366-8768, Option 1 for Computer related issues, then either Option 1 for password reset assistance or Option 4 to reach support personnel for the Department of Public Health.	
_	Please indicate to the CSC staff that you are an IDPH Health Alert Network (portal) user when placing the call to ensure you are routed to the correct support staff to resolve the problem. Include your name, phone number, and specific application name, detail of the issue and error messages, if any, in your description of the problem to ensure efficient resolution.	

Select "Production Apps" then select HealthCare Worker Background Checks

DPH Partner	Welcome JONNA VEACH 🔻   My Links 🔻   🔞
IDPH With Portal DPH Partner Applicationy, Alerting & Resources	Advanced Search
DPH Partner Applications - Communities - My Forms	
View All Site Con Production Apps	
Documents Development Apps	
Local Health     Production Applications	
Departments Pertal Registration Health Care Worker Background Checks	
Authorities	
Communities	
Communicable Disease     ESSMC Instructors	
Health Care Worker	
Registry	

Click on the dropdown box and select your facility, then click on the green arrow to the right. If you have access to more than one facility, you will see "Facility List" in the header. You may click on these words to come back to this screen to select another facility to which you have access.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH HEALTH CARE WORKER REGISTRY LOGOUT FACILITY LIST	<b>BRH</b> e
Illinois Department of Public Health * Pat Quinn, Governor *	* Damon T. Arnold, M.D., M.P.H., Director
Welcome	
Please select a facility from the list below:	
Approved Training Programs Certified Nurse Aides Direct Support Person	
CNA Facts	
Forms	
Applicant Notice Authorization and Disclosure Form	
Foreign Nurse Application	
Manual Skills Evaluator Form	
Nursing Student Application	
Out of State CNA Application	
Waiver Application Facts	
Waiver Application Facts	

On the welcome page, the user has access to all the forms used by the Health Care Worker Registry. Soon you will be able to complete these forms online but must print them and mail them to

Illinois Department of Public Health Health Care Worker Registry 525 W. Jefferson St. 4<sup>th</sup> Floor Springfield, IL 62761

WORKERS	APPLICATIONS	EXCEPTIONS	EMPLOYEES	MAINTENANCE
Illinois	Department of Pul	olic Health * Pat	Quinn, Governor	r * Damon T. Arnold, M.D., M.P.H., Director
Welcome				
Approved T	raining Programs	5		
Certified	Nurse Aides			
Direct Su	pport Person			
CNA Facts				
Forms				
Applicant	Notice			
Authoriza	tion and Disclosure	e Form		
Foreign N	urse Application			
Manual S	kills Evaluator Forn	<u>1</u>		
Military P	ersonnel Applicatio	n		
Nursing S	tudent Application			
Out of St	ate CNA Applicatio	<u>on</u>		
Waiver A	oplication			
Waive	er Application Fact	<u>s</u>		
10 C				

The user may click on one of the tabs to enter different sections of the web application. The user can look up anyone that appears on the public website by clicking on the "Worker" tab.

ILLINOIS DEPA HEALTH CARE V LOGOUT	RTMENT OF PU VORKER REGIST	<b>JBLIC HEALTH</b> TRY			<b>BPH</b>
WORKERS	APPLICATIONS	EXCEPTIONS	EMPLOYEES	MAINTENANCE	
Workers					
Search for Worl	(ers:				
Search by So	cial Security Nu	nber	SSN:		
Or Search by N	ma First		Middle		Last
Search by W	(Us	e only a few letters	s of the first and l	ast name)	Last.
					🥄 Search

Illinois Department of Public Health | Health Care Worker Registry | 525 West Jefferson Street, 4th Floor| Springfield, Illinois 62761 Phone: 217-785-5133 | Fax: 217-524-0137 | TTY: 800-547-0466 | Email: <u>DPH.HCWR@illinois.qov</u> Copyright © 2011 State of Illinois To sign out of the Health Care Worker Registry and the IDPH HAN Web Portal please close the Health Care Worker Registry screen (click on the "X" in the top right corner of the screen).

To sign out of the web portal, click on the drop down beside your name and click on "Sign Out."

DPH Partner			Welcome JONNA	VEACH -	My Links 🝷 📔 🔞	
IDPH	Web Portal DPH Al Sites	80	My Settings Update your user information, regional settings, and alerts.	,	Advanced Search	
Applica	tions, Alerting & Resources		<b>Sign in as Different User</b> Login with a different account.			
DPH Partner Applications	s • Communities • My Forms		Request Access Email the site administrator to re additional permissions,	equest		
View All Site Content Documents	DPH Partner		Sign Out Logout of this site.	- t	:o	
Lists  Local Health Departments	Announcements	-	Manage Account Change your Active Directory pr or password.	rofile ro	y Search ofile	
Portal Registration Authorities     Communities     Communicable Disease     South a labeled	SIREN - State of Illinois Rapid Electronic Notification	Outlook W SIREN Transfer a MoveIT	ieb Access file using			
FSSMC Instructors     Health Care Worker     Registry	CMS Service Desk: 1-800-366-8768 CMS Service Desk: 1-800-366-8768 For assistance with IDPH portal access and web-based application support, contact the Customer Service Center at 1-800-366-8768, Option 1 for Computer related issues, then either Option 1 for password reset assistance or Option 4 to reach support personnel for the Department of Public Health. Please indicate to the CSC staff that you are an IDPH Health Alert Network (portal) user when placing the call to ensure you are routed to the correct support staff to resolve the problem. Include your name, phone number, and specific application name, detail of the issue and error messages, if any, in your description of the problem to ensure efficient resolution.					