

Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module -CMS Contact (COR) Removing a Role

Version 2.0 01/22/2024

Document Number: EPPE-208-CONT_COR_RemoveRole-v2.0

Table of Contents

1.	. Overview1							
	1.1 1.2	EPPE Access Prerequisites Icons Used Throughout the EPPE System	1 1					
2.	Rem	oving a Role	2					
3.	Acro	nyms	3					
4.	EPPI	E Help Desk Information	4					

List of Figures

Figure 1: EPPE Welcome Screen	. 2
Figure 2: EPPE Roles Display	. 2
Figure 3: Confirm Removal of Role	. 2
Figure 4: Role Removal Confirmation	. 2

List of Tables

1: Acronyms

1. Overview

This Training Guide will cover the following:

• How to remove a user role.

1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and EPPE Access: <u>https://www.cms.gov/files/document/eppeidm.pdf</u>
- Access CMS Portal: <u>https://portal.cms.gov/</u>

1.2 Icons Used Throughout the EPPE System

A red asterisk denotes that a field is required to be entered.

The question mark icon, when selected, will display field specific help.

?

2. Removing a Role

Log in to the EPPE application.

Figure 1: EPPE Welcome Screen

	EPPE Enterprise Privac	y Policy Engir	ie		_	Logged In As: DUA	Requester - Switch Roles -			
ŵ	NEW / RE-USE DUA	MY DUA(S)	SHIPPED ORDERS	RE-ASSIGN DUA(S)			DUA SEARCH	223445	Q	C ADVANCED SEARCH
Wel EPPE i	come To EPI	PE treamlines the r	process of requesting	data				Loaged In As: DUA	Requester	

1. Click your **User ID** option on the top navigation menu to obtain the User Profile Page ("USER'S PROFILE" in this example).

Select the Current EPPE Role(s) tab on the User Profile Page.

Figure 2: EPPE Roles Display

C	Current EPPE Role(s)												
	View Ec	lit	Current EPPE Role(s)	Pending EPPE Role Request(s)	Manage Proxy Assignment(s)	Curre	ent Proxy Assignment(s)						
Y	REQUEST ROLE IN EPPE												
	ID	÷	Organization			÷	Role		÷	Date Added	÷	Actions	
	100023		The Jedi Camp				DUA Requester			01/02/2024		🔒 🛍 Remove	

2. Click the **Remove** action associated with the role you want to remove.

The **Remove Access** confirmation pop-up is displayed.

Figure 3: Confirm Removal of Role

Remove Access		×
Are you sure you want to remove your DUA REQUESTER role with TEST ORG?		
	Submit	<u>Cancel</u>

3. Click Submit (clicking Cancel will not remove the role but return to your User Profile).

Note: You can delete other roles, but you must retain at least one role.

A confirmation, "<DUA role> role with <Organization> has been removed from your EPPE account." message is displayed.

Figure 4: Role Removal Confirmation

0	DUA REQUESTER role with TEST ORG has been removed from your EPPE account.								
Curr	ent I	EPPE Role(s)							
View	View Edit Current EPPE Role(s) Pending EPPE Role Request(s) Manage Proxy Assignment(s) Current Proxy Assignment(s)								
	REQUEST ROLE IN EPPE								

3. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
COR	CMS Contact (COR)e
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
MFA	Multi-Factor Authentication
PDF	Portable Document Format

4. EPPE Help Desk Information

EPPE Help Desk Contact Information Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST 844-EPPE-DUA (844-377-3382) eppe@cms.hhs.gov

CMS