

# Intermountain's DSA Portal (Affiliated User Account Management) Usage Guide

1. If you haven't already set up the PingID 2-Factor Verification app on your smartphone, please go to the Affiliated Support Site <https://ihchelp.info> -> **2-Factor Auth/DSA Portal/Physician Portal Resources** -> **Option 1** and step through the Setup Guide. Once PingID is in place, you will be able to access the DSA Portal.
2. Access the DSA Portal site at <https://phy.intermountain.net/DataSecurityAdministration/Pages/Home.aspx>
3. Login using your Master Credentials (the same as the credentials used for iCentra) and then PingID.
4. In the upper left menu, click *Request Forms* -> *Access Request* then fill in the required\* fields and then click **Submit**:

Intermountain Physician > Data Security Administration > Request Forms > Access Request

## Access Request | Data Security Administration

### Access Request Form

DSA Name\*

DSA Email Address\*

DSA Phone Number\*

Clinic Name\*

Full Name of Person Being Requested\*

Title (MD, RN, MA...)\*

Email For Communication (Password change reminder)

Social Security Number (Last 4 Digits)\*

Date of Birth\*

Gender\*  Female  
 Male

Systems for which the User needs access\*  HELP2  
 iCentra - View Only  
 iCentra - Surgery Scheduler  
 Other

When requesting new hires please allow up to 72 hours for completion

**Submit**

5. You will receive the user credentials from Affiliated Support personnel, typically within 1-2 Business Days.

**Note:** In the upper left menu of the *Data Security Administrator* page, you can also access:

**New DSA Form** = The online submission to note when you, as the DSA, are being replaced by someone else.

**Deactivate Access Request** = Often used in conjunction with the new hire request process, this is where you can request deactivation of users no longer at your facility.

**Clinic User List Request** = Allows you to request the current User List for your facility.

### ***Optional Desktop Shortcut for Windows***

At <https://ihchelp.info> under **Windows User Resources Option 4**, there is a link to download/install a *DSA Portal* desktop shortcut, which will launch the Windows default browser to <https://phy.intermountain.net/DataSecurityAdministration/Pages/Home.aspx>  
*Always Launch in Chrome Browser:* If you would prefer to always have the *DSA Portal Login Page* launch in Chrome browser regardless of the default browser, there is a link to download/install an *DSA Portal for Chrome* desktop shortcut under **Option 5**.