

# DBHDD Applications Portal & CHRIS Registration Guide



The following document includes instructions to register for a DBHDD Applications Portal account and request access for the CHRIS Application.

- If you don't have a DBHDD Applications Portal account, you need to complete both steps in these guidelines beginning on page 3. Step 1 is fully automated and happens immediately. After verifying your email, you can proceed to step 2.
- If you already have an Applications Portal account (for Image, Vendor Connect, PIMS), you need to complete step 2 beginning on page 9 to request access to CHRIS.

Reminder: Account registration is ongoing. Please Register as soon as possible to ensure our team has time to approve all requests so that you will be able to use CHRIS.

If you have any questions, please email [dbhdd-crs@dbhdd.ga.gov](mailto:dbhdd-crs@dbhdd.ga.gov).



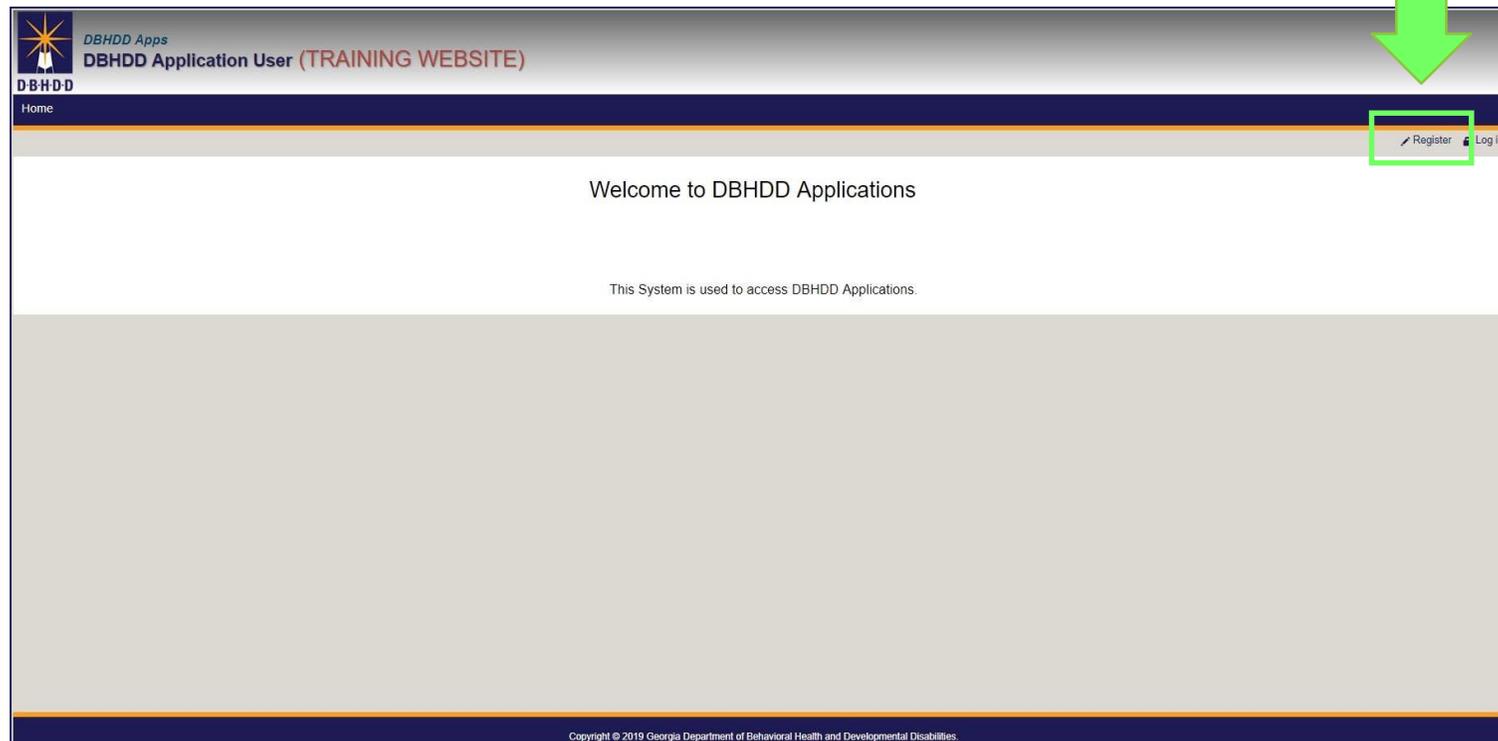
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## **Applications Portal Registration**

**Step 1: Establish a Username and Password**

# DBHDD Applications Portal Registration

- 1: Click the following link or type it into your browser: <https://dbhddapps.dbhdd.ga.gov/DBHDDAppsUser/>
- 2: Click the Register link in the upper-right hand corner.



# Creating a New Account

The screenshot shows the 'Create a new account' form on the DBHDD Application User (TRAINING WEBSITE) page. The form includes the following fields:

- \*Email**: Text input field.
- \*User name**: Text input field with a user icon and the text 'User Name'.
- \*Password**: Text input field with the placeholder 'Select a Password'.
- \*Confirm password**: Text input field with the placeholder 'Retype Password'.
- \*First Name**: Text input field.
- Middle Name**: Text input field.
- \*Last Name**: Text input field.
- Phone Number**: Text input field.
- \*Security Question 1**: Dropdown menu with '-Please Select One-'.
- \*Security Answer 1**: Text input field.
- \*Security Question 2**: Dropdown menu with '-Please Select One-'.
- \*Security Answer 2**: Text input field.
- \*Security Question 3**: Dropdown menu with '-Please Select One-'.
- \*Security Answer 3**: Text input field.

A blue 'Register' button is located at the bottom of the form. A footer at the bottom of the page reads: 'Copyright © 2019 Georgia Department of Behavioral Health and Developmental Disabilities.'

**3:** Enter your work email address in the email field, this will become your Username.

*User accounts and passwords must adhere to our security policies. We do not allow generic emails to be attached to user accounts or sharing of user accounts. All passwords must be treated as sensitive, confidential information and must not be shared with anyone, including but not limited to administrative assistants. This is to ensure that data entry can be tied directly to the user that performs the action when auditing transactions. You will need to create an account associated to your business email account, not a generic account.*

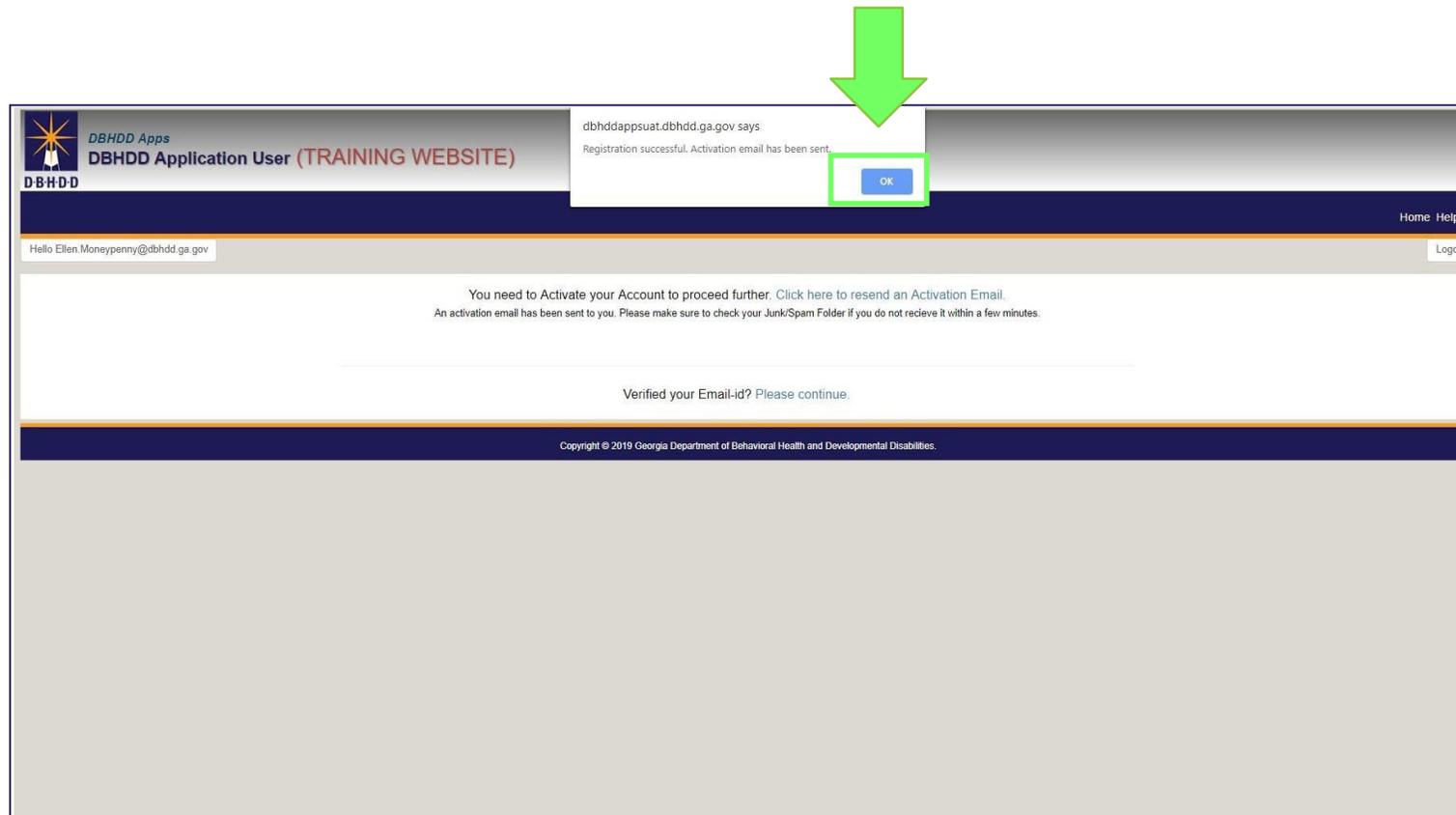
Complete the remaining fields, and then click Register at the bottom.

Note:

- Fields with a red asterisk are required.
- Once your account is established, you will use the email address entered as your username to log into the CHRIS system.
- Passwords must be between 4 and 12 characters in length, contain at least 1 numerical character, and cannot be the same as your user name.

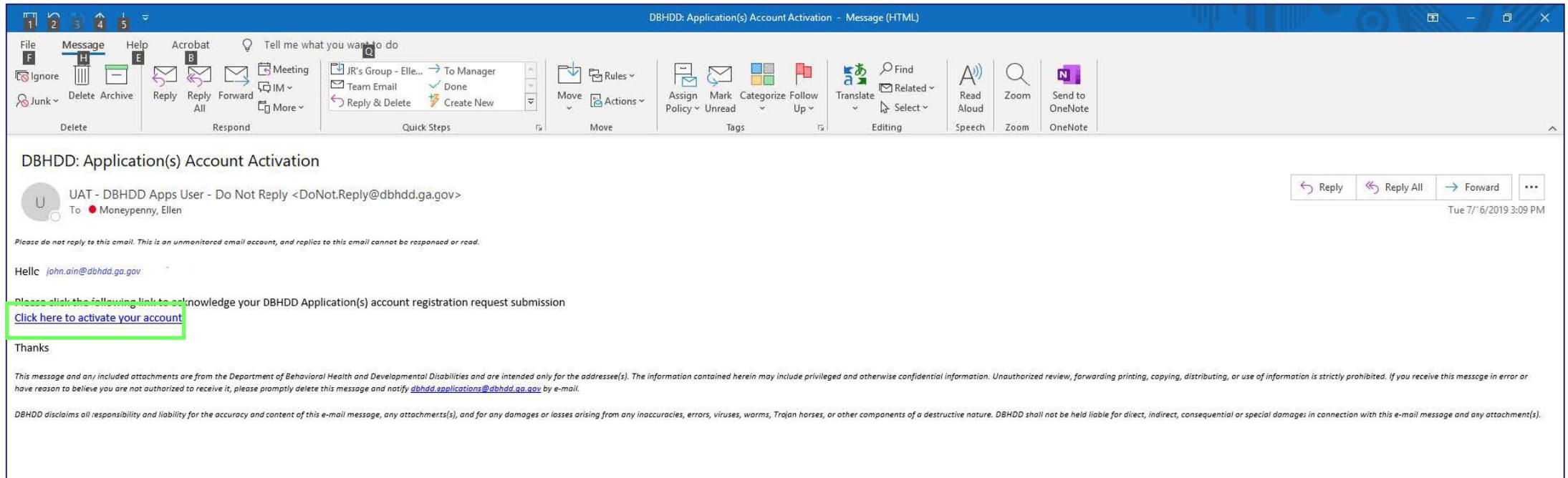
# Account Registration Confirmed

4: After you click the Register button, the page will reload and you'll see a confirmation message about your registration. Select the OK button to close the notification.



The screenshot displays a web application interface with a dark blue header and a light gray main content area. In the top left corner, there is a logo for "DBHDD Apps" and the text "DBHDD Application User (TRAINING WEBSITE)". In the top right corner, there are links for "Home" and "Help". A notification box is overlaid on the page, containing the text "dbhddappsuat.dbhdd.ga.gov says" and "Registration successful. Activation email has been sent." Below this text is a blue "OK" button, which is highlighted with a green rectangular border. A large green arrow points down towards the "OK" button. Below the notification box, the main content area displays a message: "You need to Activate your Account to proceed further. Click here to resend an Activation Email." followed by "An activation email has been sent to you. Please make sure to check your Junk/Spam Folder if you do not receive it within a few minutes." Below this message is a horizontal line and the text "Verified your Email-id? Please continue." In the bottom right corner of the main content area, there is a "Logout" button. At the very bottom of the page, there is a footer with the text "Copyright © 2019 Georgia Department of Behavioral Health and Developmental Disabilities."

# Activating Your DBHDD Applications Portal Account



The screenshot shows an email window titled "DBHDD: Application(s) Account Activation - Message (HTML)". The email is from "UAT - DBHDD Apps User - Do Not Reply <DoNot.Reply@dbhdd.ga.gov>" to "Moneyppy, Ellen". The email body contains the following text:

Please do not reply to this email. This is an unmonitored email account, and replies to this email cannot be responded or read.

Helic john.ain@dbhdd.ga.gov

Please click the following link to acknowledge your DBHDD Application(s) account registration request submission  
[Click here to activate your account](#)

Thanks

This message and any included attachments are from the Department of Behavioral Health and Developmental Disabilities and are intended only for the addressee(s). The information contained herein may include privileged and otherwise confidential information. Unauthorized review, forwarding, printing, copying, distributing, or use of information is strictly prohibited. If you receive this message in error or have reason to believe you are not authorized to receive it, please promptly delete this message and notify [dbhdd.applications@dbhdd.ga.gov](mailto:dbhdd.applications@dbhdd.ga.gov) by e-mail.

DBHDD disclaims all responsibility and liability for the accuracy and content of this e-mail message, any attachments(s), and for any damages or losses arising from any inaccuracies, errors, viruses, worms, Trojan horses, or other components of a destructive nature. DBHDD shall not be held liable for direct, indirect, consequential or special damages in connection with this e-mail message and any attachment(s).

A green arrow points to the link "Click here to activate your account" in the email body.

5: You will receive an email at the address you entered in the email field asking you to validate your email address by selecting the “Click here to activate your account” link in the body of the email.

# Confirmation of Activation



**6:** After you select the activation link in the email, a browser window will open that prompts you to login to the DBHDD Applications Portal website. Select the Close Window button to close this browser window.



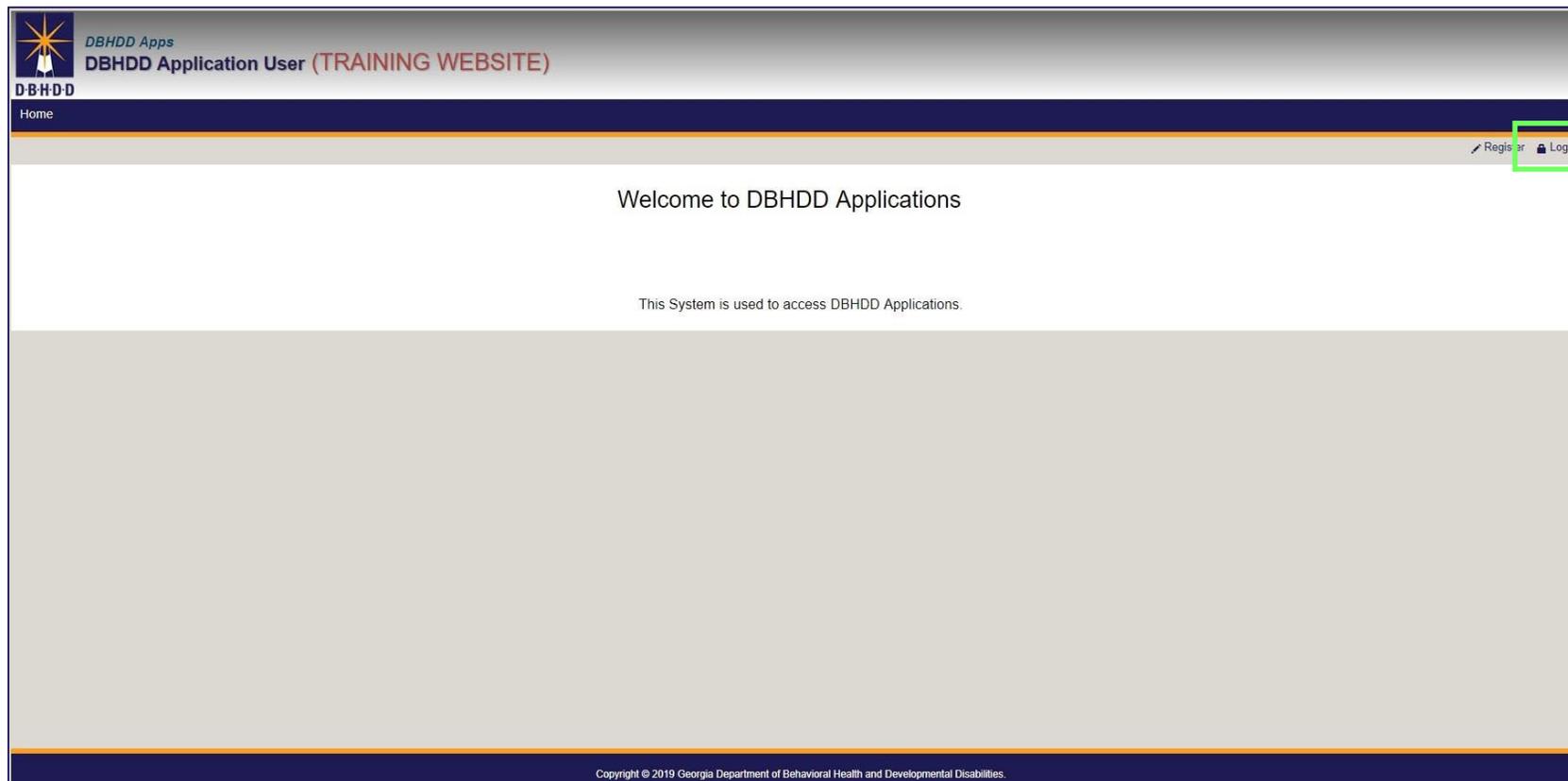
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## **CHRIS Registration**

**Step 2: Request access to CHRIS**

# Requesting Access to CHRIS

1: Navigate back to the DBHDD Applications Portal: <https://dbhddapps.dbhdd.ga.gov/DBHDDAppsUser/> and select the Log in link in the upper-right corner of the page.



# Logging into the DBHDD Applications Portal

DBHDD Apps  
DBHDD Application User (TRAINING WEBSITE)  
DBHDD  
Home

User Name

Password

[Forgot Password / Need help?](#)

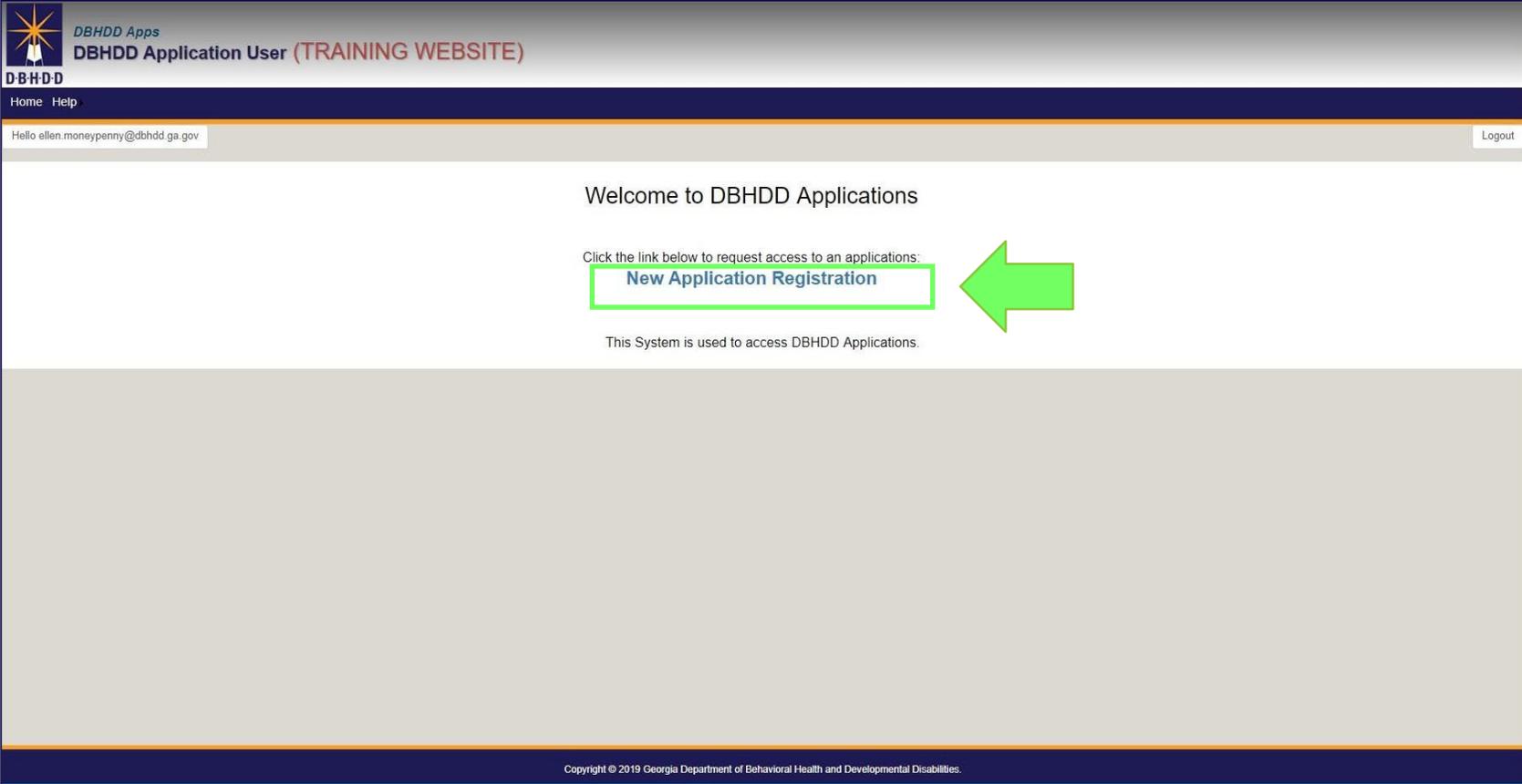
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**2:** Enter the Username and password you created in the previous step (the one for the Applications Portal).

**3:** Click the Log In button.

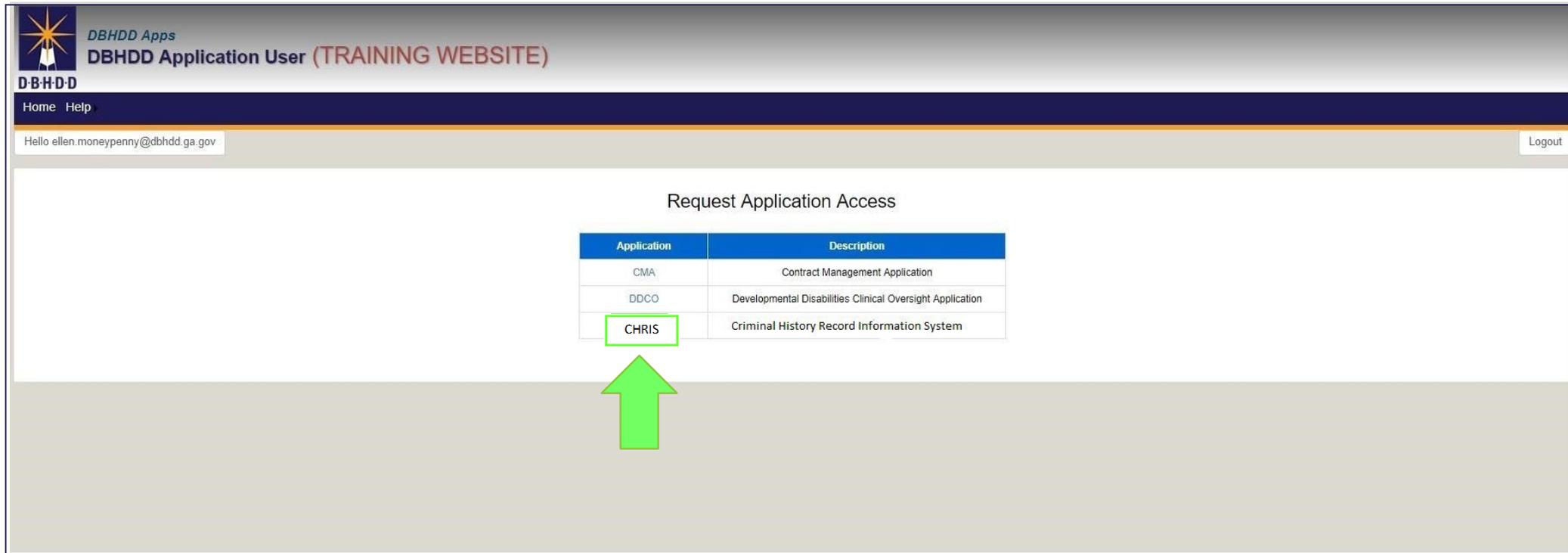
# Requesting Access to CHRIS

4: Click the New Application Registration link.



The screenshot displays the DBHDD Applications website interface. At the top left, there is a logo for DBHDD Apps and the text "DBHDD Application User (TRAINING WEBSITE)". Below this, a navigation bar contains "Home" and "Help" links. A user greeting "Hello ellen.moneyperny@dbhdd.ga.gov" is visible on the left, and a "Logout" button is on the right. The main content area features the heading "Welcome to DBHDD Applications" and the instruction "Click the link below to request access to an applications:". A link labeled "New Application Registration" is highlighted with a green rectangular border, and a large green arrow points to it from the right. Below the link, a note states "This System is used to access DBHDD Applications." The footer contains the copyright notice: "Copyright © 2019 Georgia Department of Behavioral Health and Developmental Disabilities."

# Requesting Access to CHRIS



The screenshot shows the DBHDD Application User interface. The header includes the DBHDD logo, the text "DBHDD Apps", and the user name "DBHDD Application User (TRAINING WEBSITE)". Below the header, there are navigation links for "Home" and "Help", and a user greeting "Hello ellen.money penny@dbhdd.ga.gov" with a "Logout" button. The main content area is titled "Request Application Access" and contains a table with the following data:

Application	Description
CMA	Contract Management Application
DDCO	Developmental Disabilities Clinical Oversight Application
CHRIS	Criminal History Record Information System

The "CHRIS" link in the table is highlighted with a green box, and a green arrow points to it from below.

5: On the Request Application Access page, click the CHRIS link that displays in the table.

Note: The other applications listed on picture shown above are different from CHRIS, and if you need access to any other applications, you would need to register for them separately from CHRIS.

# Requesting Access to CHRIS

The screenshot displays the 'CHRIS Application Access Request Form'. It features a blue header with the title. Below the header are five input fields: 'Your Name' (containing 'Super User'), 'Your Email' (containing 'Chris@supersong.com'), 'User Role' (a dropdown menu with 'User' selected), 'Provider' (a dropdown menu), and 'Comments' (a text area). A blue 'Submit' button is located at the bottom right of the form. Below the form, a green arrow points to a green box containing the text 'CHRIS App Access Request Submitted successfully'.

**6:** On CHRIS Application Access Request Form:

- Enter Provider User for User Role
- Select your Provider
- Click Submit

Your request will be reviewed, and may take 1-2 days to be approved.

# Requesting Access to CHRIS: Access Approved



**7:** You will receive an email when your access to CHRIS has been approved.

If you have any questions about CHRIS registration, please email [dbhdd-crs@dbhdd.ga.gov](mailto:dbhdd-crs@dbhdd.ga.gov).