

**Creating New QIPS/CROWNWeb Accounts**  
**Instructions to Accommodate a CROWNWeb Phase-In Approach**  
**February 19, 2009**

CMS is requesting all QIPS Security Administrators for CROWNWeb continue to create QIPS accounts. However, since access to CROWNWeb is currently granted in a “phased” approach, minor changes are needed to the QIPS training instructions that the Security Administrators received in October 2008. We will still follow the same process, but instead of having QIPS Security Administrators complete the process by creating the account within QIPS and granting CROWNWeb access within CROWNWeb, they will need to split the process into two activities; 1) creating the QIPS account when completed QIPS forms are submitted and 2) granting CROWNWeb access after receiving notification from CMS.

Notification was sent out to all QIPS Security Administrators (SA) January 30, 2009. Four specific changes were outlined in that memo. We have removed Change #1 because of the data entry and mailing burden that it causes the SA (see note below).

**NOTE: Change #1**, The SA will **NOT** assign the CROWNWeb resource when they enter the QIPS applicant’s information into the QIPS system. This step that is performed under the QIPS “Business Info” tab **should be completed again at the time the account is being created.**

As of Monday, February 23, 2009, the CROWNWeb resource should be entered when the account is being created. CMS will add the CROWNWeb resource to the accounts created from January 30, 2009, through February 20, 2009, which are missing the CROWNWeb resource.

QIPS Security Administrators (SA) should continue to add the CROWNWeb resources to the QIPS account upon account creation. However, it is critical that the roles and scope are **not** added in CROWNWeb because CROWNWeb now will solely control user access. CMS will be monitoring this process. SA’s prematurely adding roles and scope within CROWNWeb, will cause the process to revert back to the January 30, 2009 QIPS account creation process.

There following three specific changes are in effect:

1. The SA will **NOT** add roles and scope for the applicant into the CROWNWeb application. For “non-phase 1” accounts created prior to January 30 with roles and scope assigned, SA’s do not have to remove their CROWNWeb role and scope assignments.
2. The SA will make a copy of **only page 2** of the QIPS Account form before mailing the completed form (page 1 and 2) to the CROWN help desk. This page will be needed when it is time to enter user roles and scope in CROWNWeb. **Please remember that you cannot make a copy of page 1. Page 1 contains personally identifiable information.**

3. Once the SA has received notification from CMS of when the user will be given access to CROWNWeb, the SA will then log into CROWNWeb and add roles and scope for the user.

Reminder:

1. SA's **MUST** still mail pages 1 and 2 of the QualityNet Identity Provisioning (QIPS) Account Form to the CROWN Help Desk the day the SA enters the applicant's information into QIPS.
2. Once the account has been activated by the CROWN help desk, the QIPS system will send two (2) e-mails to the applicant; one containing the new User ID and one containing a temporary password. It is **important** that the applicant goes in and resets their password and answers their security questions.
3. Passwords expire every 60 days, so the applicant should reset their password before expiration. If the applicant forgets their password, or if their password expires, the applicant should use the self-service password process to reset their password. Correctly answering your security questions is a requirement for the self-service password reset process; therefore, it is **very important** that the applicant remember their security answers.