Control Substance Ordering System 2.0 (CSOS 2.0)

User Interface Flow of Enroll/Provisioning & Revoke/Deprovisioning of Subscriber Roles

2021-06-11
Version 0.01

Section A: LOGIN to CSOS 2.0

1. User clicks on SIGN IN to login to CSOS 2.0. Subscriber will be redirected to a login page.

2. User enters his account email for username and password - CSOS.USER67@MYACUITY.COM.
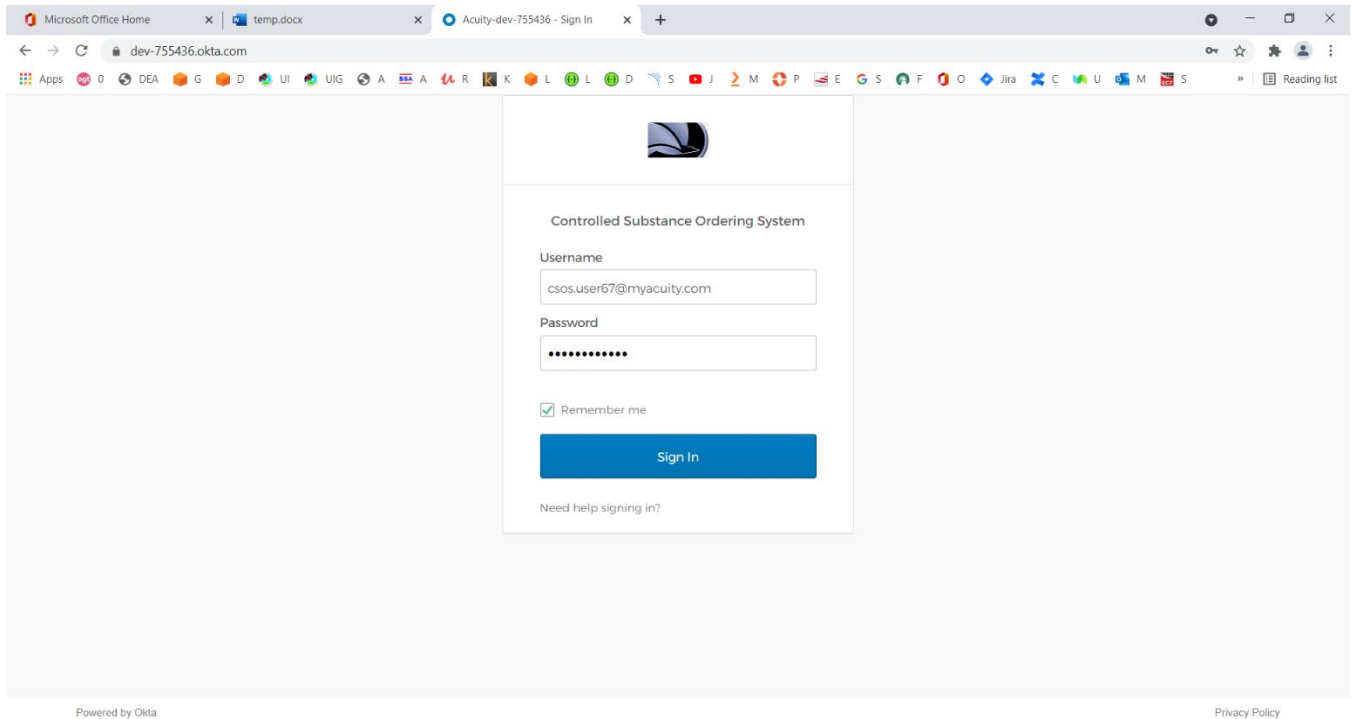
3. As part of Multi Factor Authentication (MFA) subscriber is asked to click button below to send in a code to subscriber email. Example below sends a verification code to **csosuser67@myacuity.com**.
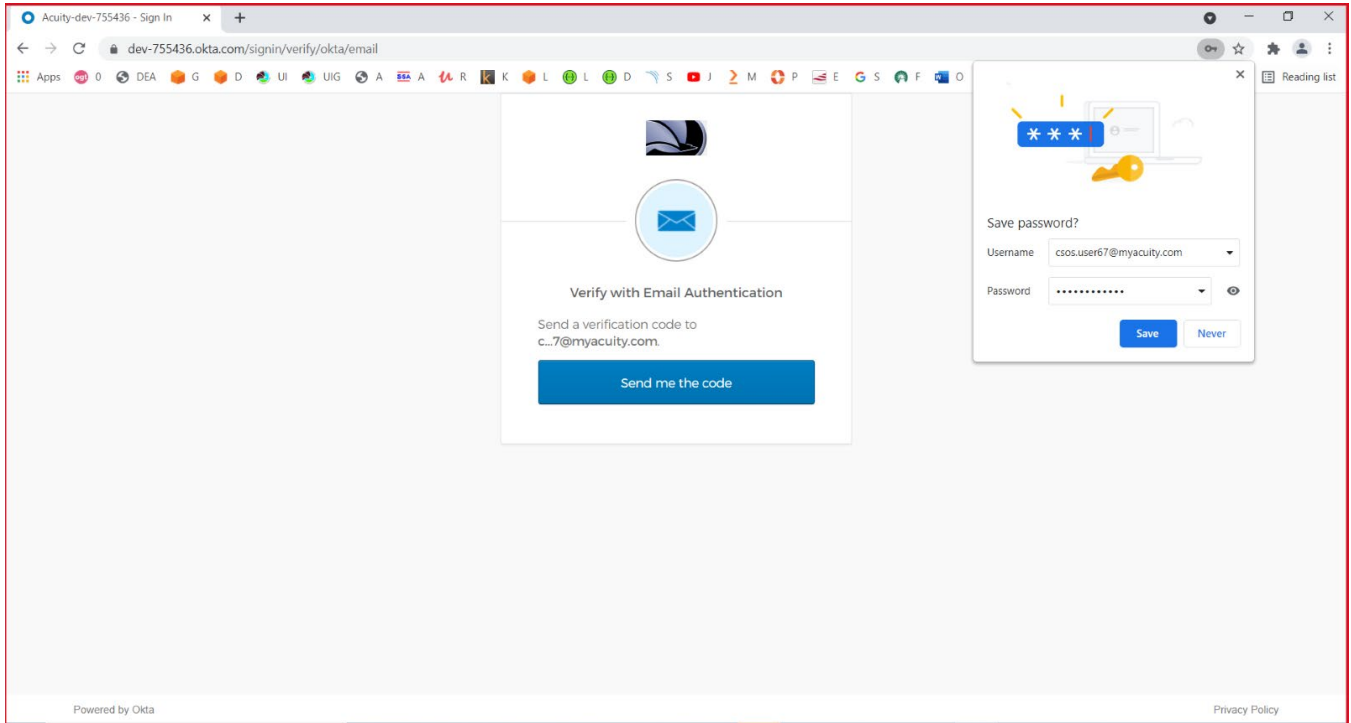
4. Subscriber/User receives email with verification code. Subscriber enters this code to successfully login to CSOS.
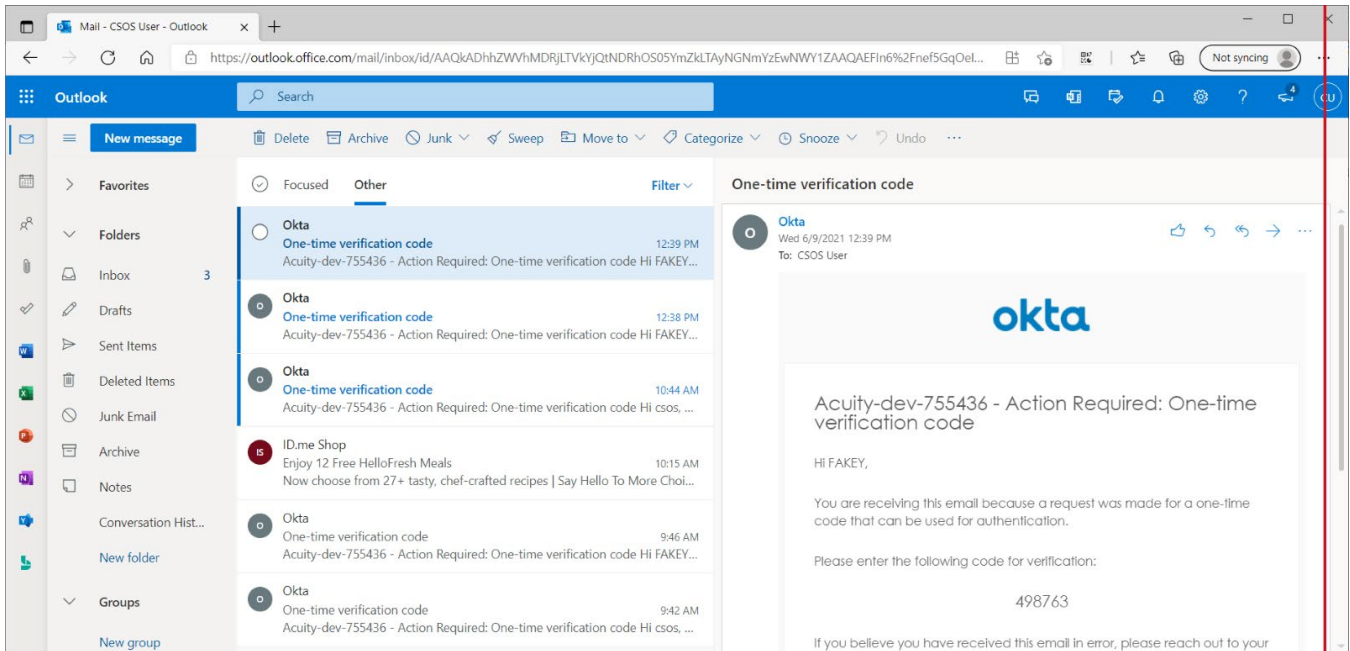
1. Enter verification code for MFA.
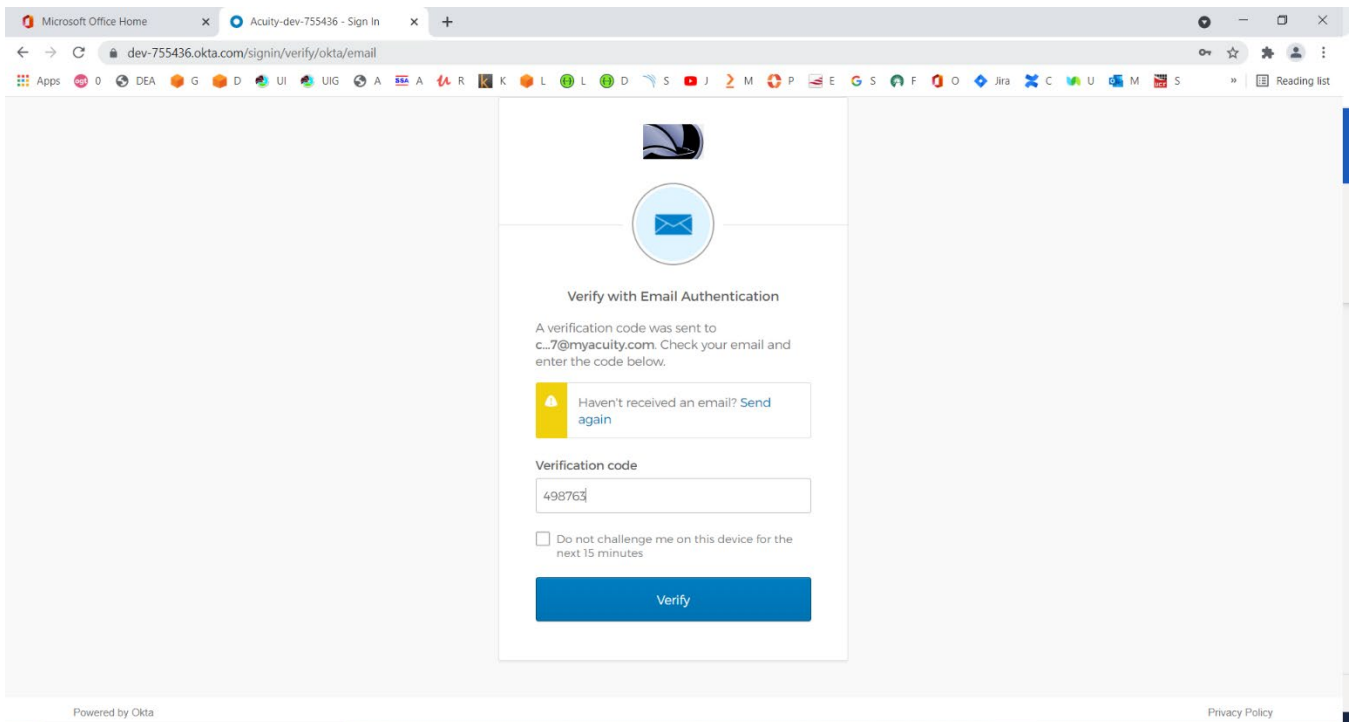
2. Following landing 'My Information' page is displayed with list of DEA#s belonging to the subscriber in 'Current DEA Registrations' tab.

Section B: Provisioning of User Role for CSOS Request DEAs

I. Creating Enroll request for Subscriber role provisioning

1. User clicks on 'Create New Request' tab. Fills in following fields
2. Select Request Type 'Enroll'.
3. Select Role like Registrant or Coordinator etc. from dropdown.
4. Select/Enters Justification/Comments.
5. Select(s) one or more DEA Registration numbers.
6. Subscriber first clicks Validate button. This will validate the DEA Number(s). Some of the validations are like making sure the role is not taken on those DEA#s, DEA#s are not expired and soon. Error message will show up if there are and validation rules failure.
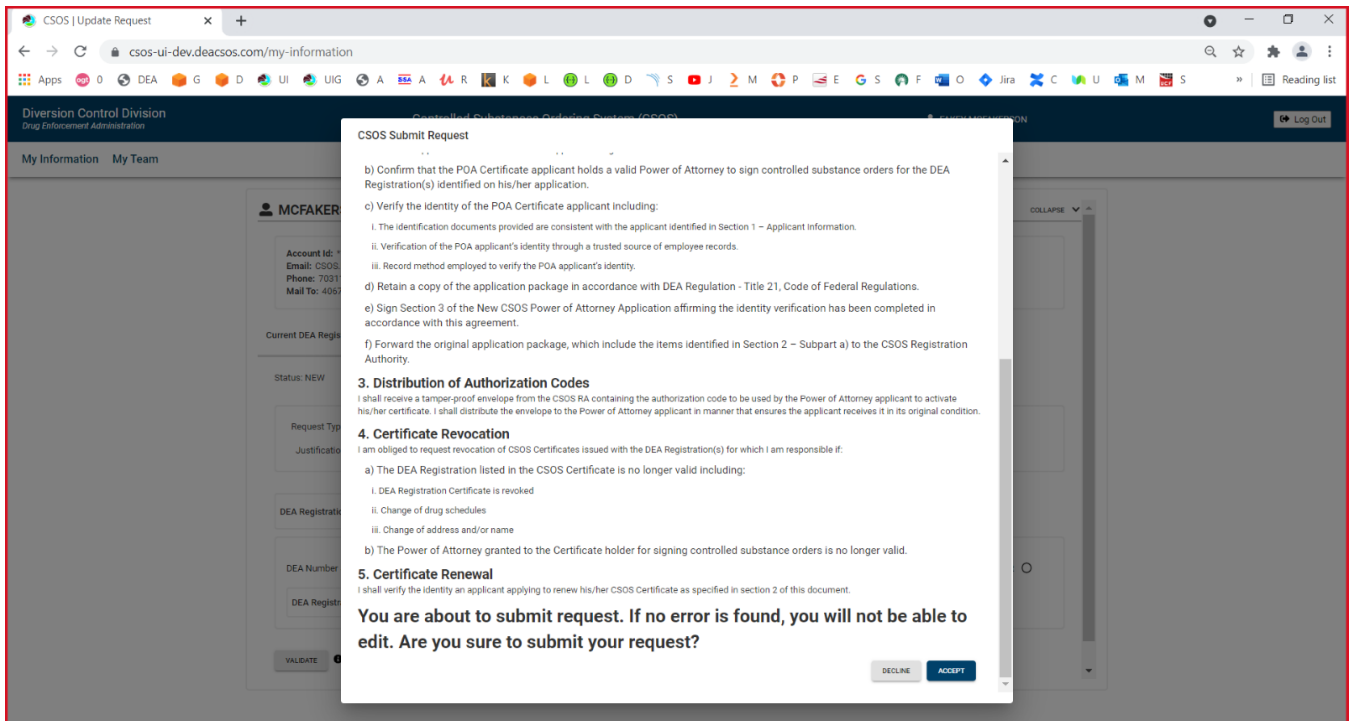
7. If no Errors are found on the Request 'Submit' request button gets enabled.
8. When Submit button is clicked Concent form shows up. Refer below two screens.
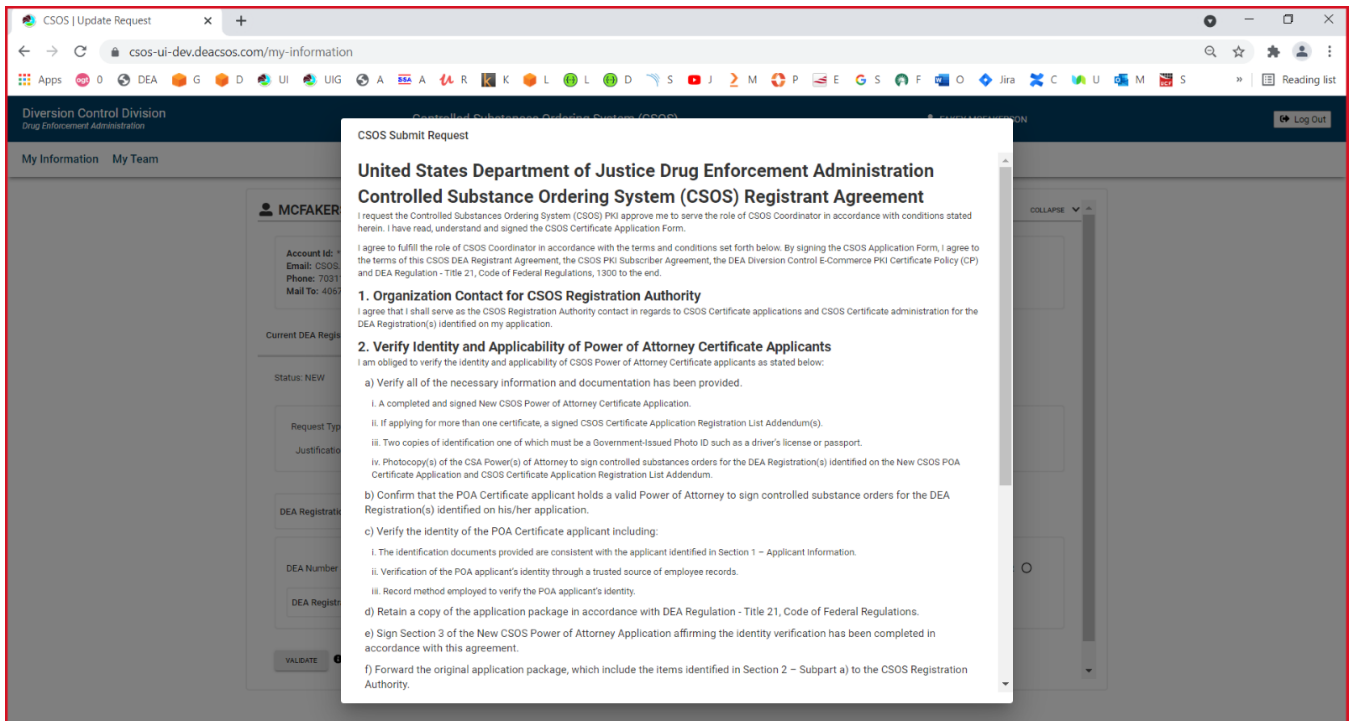
9. User accepts consent form request gets sent to DB the request status changes from status of New to SUBMITTED.

## 10. Screen After User Submitted Request

11. When you click on the 'Status of Requests' tab you can view the Submitted Request. When this request is sent to SailPoit for provisioning the status of this request changes to 'IN-PROGRESS'.

12. Sailpoint sends a email notification to the approver of the request. Below screen shows the Registrant receiving email to approve or reject request.
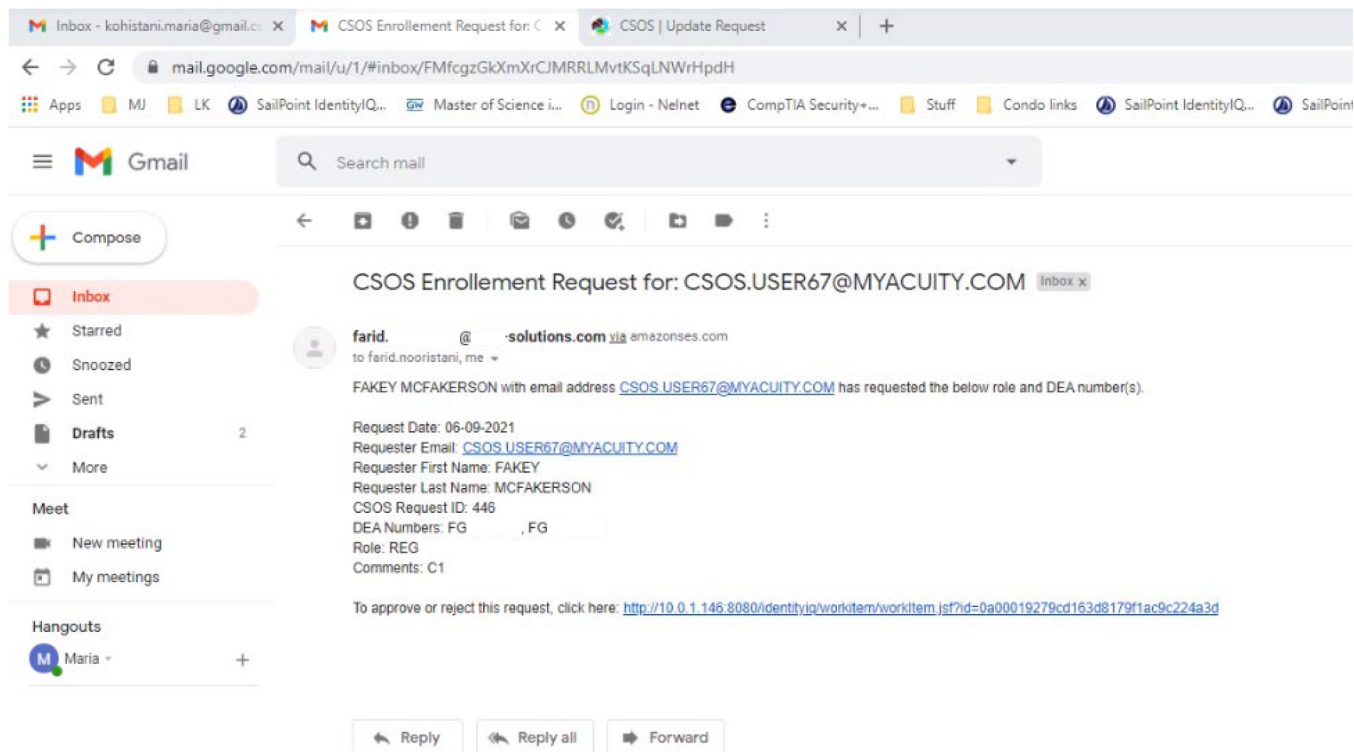
13. Registrant clicks on the link provided in above email.

14. Registrant Enters comments and approves the request

Request Approval Form

The following user has requested a certificate for the below DEA registration(s).

Request Date:
06-09-2021

Requester First Name:
FAKEY

Requester Last Name:
MCFAKERSON

Requester Email:
CSOS.USER67@MYACUITY.COM

Requested Certificate:
REG

DEA Number(s):
FG   , FG

Requester Comments:
C1

Approver Comments:

Comments:

Approve request for user

[Reject Request]   [Approve Request]

15. When the request is approved, the roles are provisioned in CSOS and Status of request changes to approved as shown below. Also note that these DEA#s roles will show up in 'Current DEA Registration' tab for that subscriber.

Section B: Revoke/Deprovisioning of User Role for CSOS Request DEAs

1. User selects Request type 'Revoke' and Enters Justification/Comments.
2. User selects the DEA numbers to be revoked by clicking the check boxes.

3. Subscriber/User after selecting the DEA#s will first clicks validate buttons for validations and then submit button to submit 'Revoke' request. Status on the request will change from NEW to SUBMITTED.
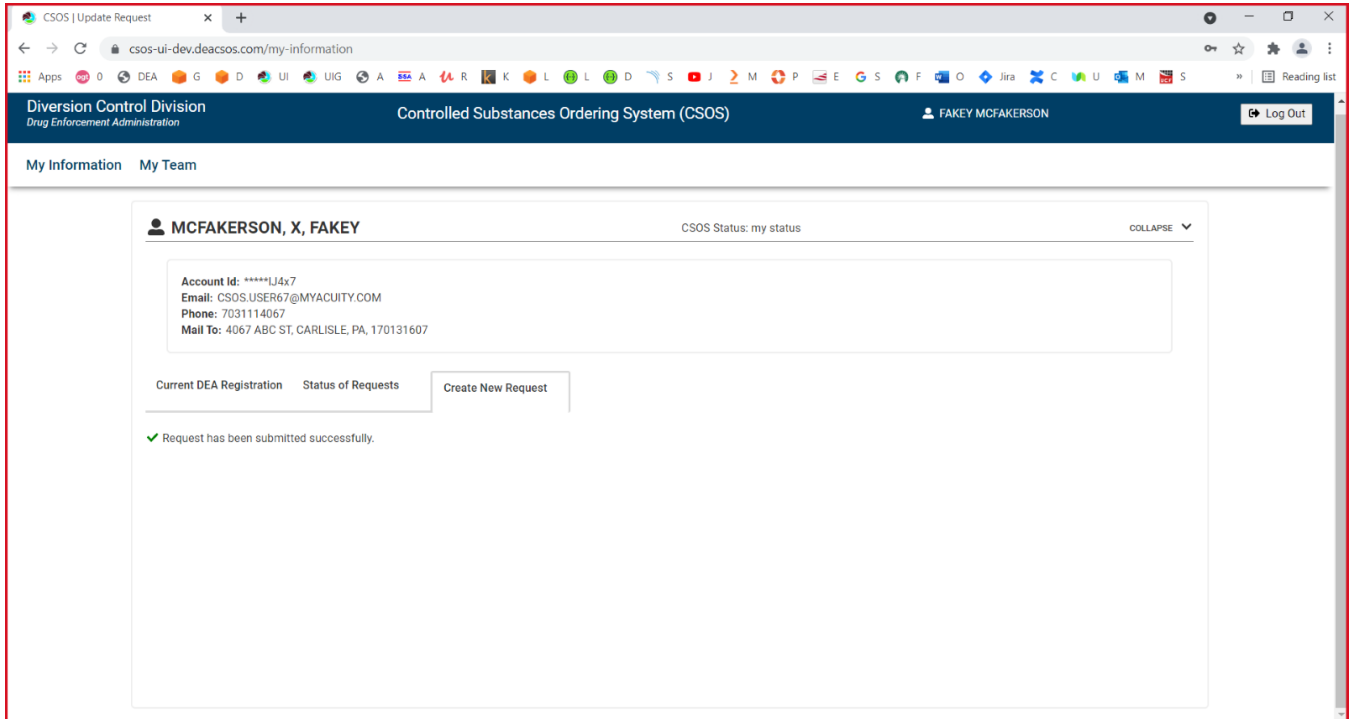
4. User can see the status of the submitted Revoke request in 'Status of Requests' tab as shown below. Status of request changed to REVOKED. Also note that in 'Current DEA Registration' the user will no longer have this DEA# and role.