

# How to Register for an Access Indiana Account and New Enrollment for DRIVE

There are 2 steps to successfully enroll in DRIVE

The 1<sup>st</sup> step is to Register or Login to your Access Indiana account

The 2<sup>nd</sup> step is to submit the New User Enrollment for DRIVE

## 1<sup>st</sup> step - Registering for Access Indiana

(Find registration instructions and help on resetting a password at <https://www.in.gov/access/getting-started.html>)

1. Navigate to the Access Indiana webpage at <https://www.in.gov/access/>
2. Go to the bottom of the page and click the gold button that says, **“Sign Up for Your Account.”**



## A SINGLE LOGIN & PASSWORD FOR YOUR INDIANA SERVICES

Access Indiana is a portal that allows citizens to use one login and one password (single sign-on) to access multiple services from the State of Indiana.

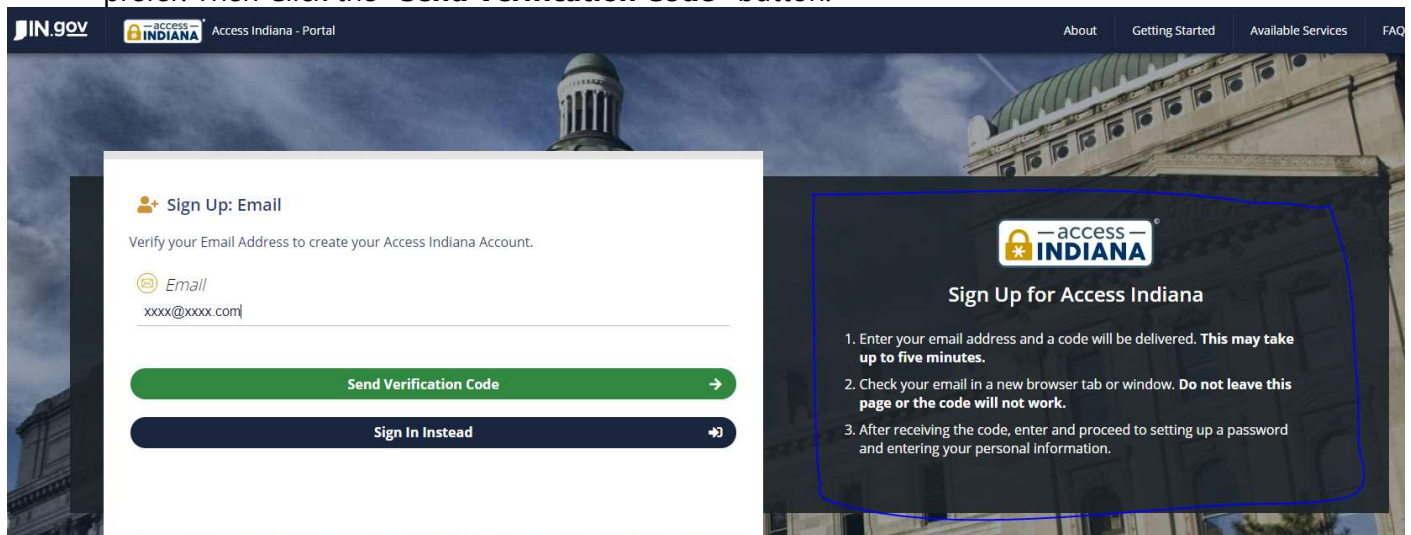
The login is a safe and secure way to easily sign-in to a variety of applications. There will be a growing catalog of services that use Access Indiana as the login.

Access Indiana is a streamlined and simplified way for citizens to interact with state government.

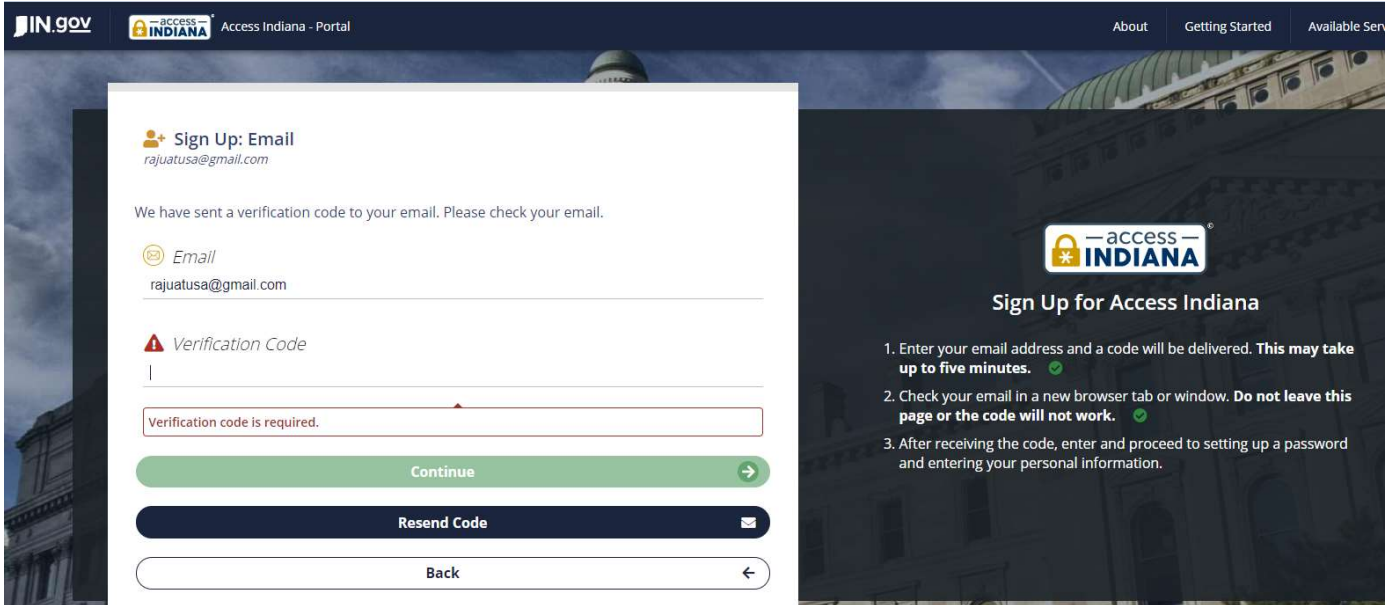
SIGN UP FOR YOUR ACCOUNT



3. Enter a valid email address – this can be your personal or professional email address, whichever you prefer. Then Click the **“Send Verification Code”** button.

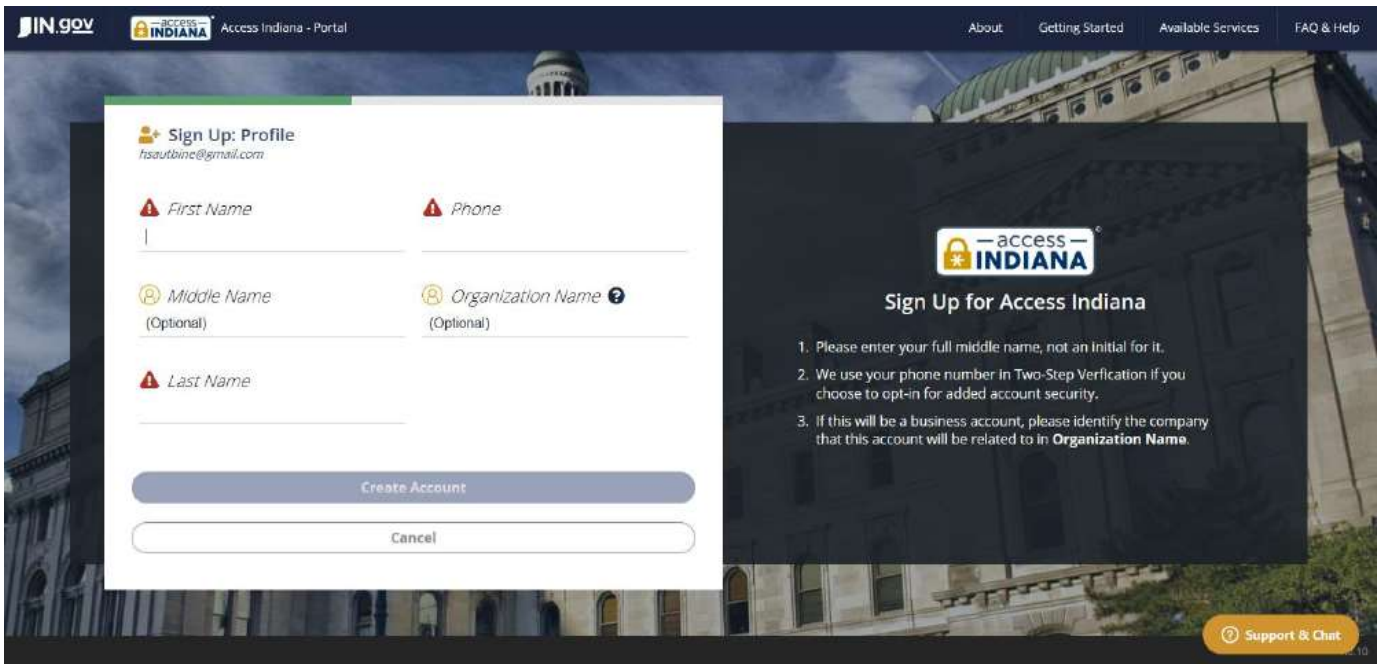


4. Enter the verification code and click **Continue**.



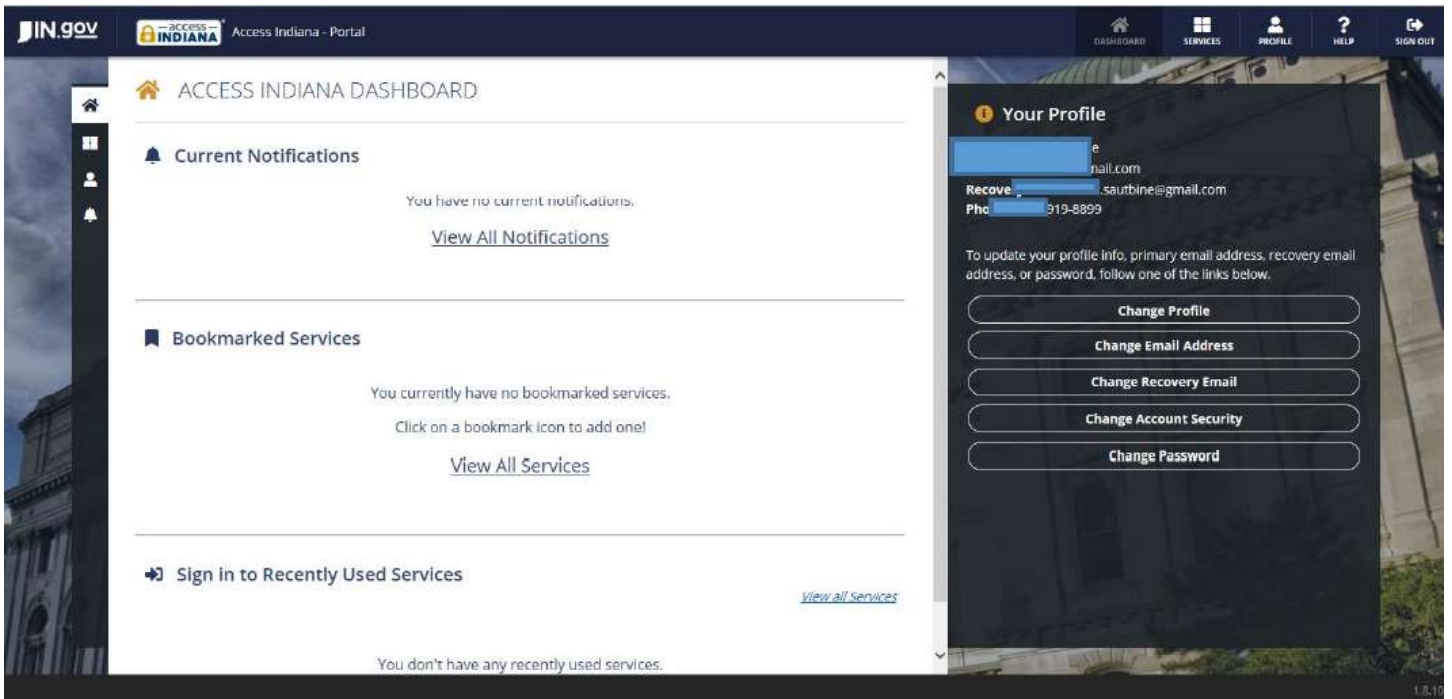
5. You will then be prompted to create a password. Create a password and then click continue. (Note: the password must be of sufficient complexity, or Access Indiana will reject it).

6. Enter your Name and Phone Number. These are required pieces of information. The other fields are optional. Then Click **“Create Account.”**



7. You be asked a series of optional steps, which you can skip or opt into. These steps will allow for two-factor authentication and for you to provide a recovery email address. **We strongly encourage you to use the two-step verification process to keep your account more secure.**

8. If you do those or skip those steps, you will then arrive at the Access Indiana Dashboard and your account is created:

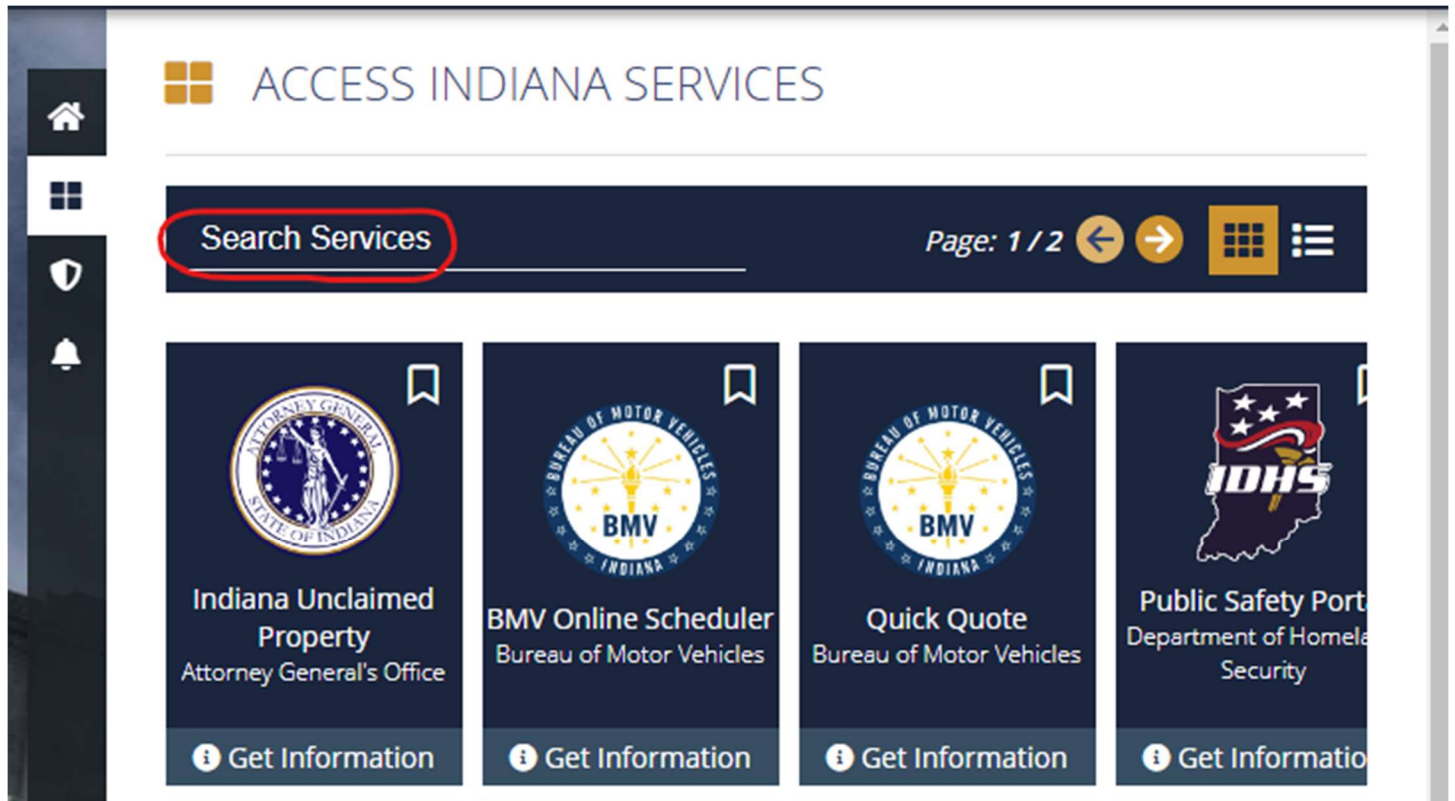


## 2<sup>nd</sup> step – New User Enrollment for DRIVE

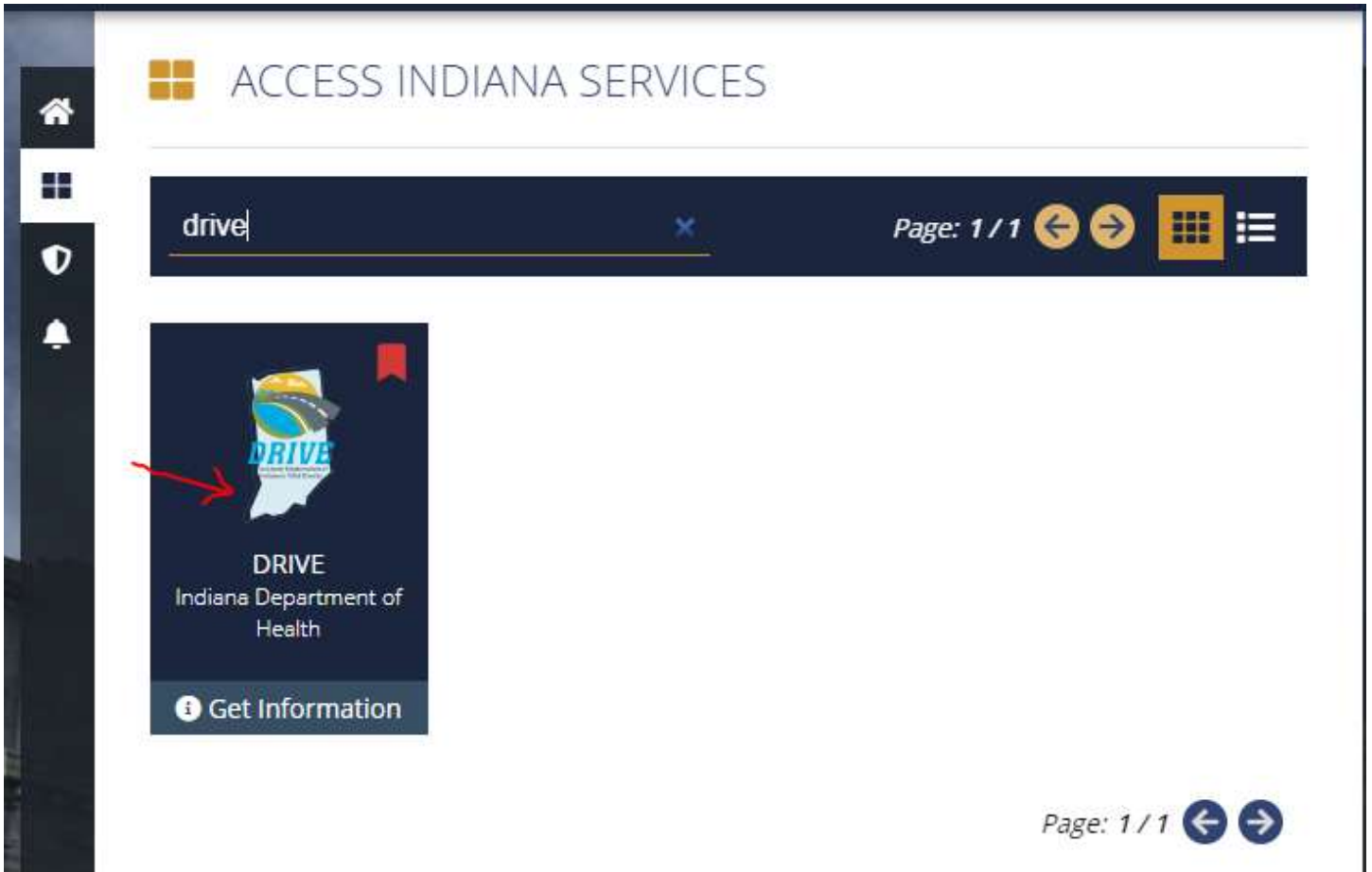
1. From the Access Indiana Dashboard, you will see a menu item on the top left side that is labeled Services. Click on this.



2. Now search services for DRIVE or locate the DRIVE icon.



3. Click on the DRIVE service tile



4. You will now be opening a new window that will be the DRIVE New User Enrollment Form

5. The 1<sup>st</sup> question is to identify your primary **Facility/Office** name. Begin typing and matching facilities will appear. If your facility's name is not there, try looking for a more complete version of the name (as opposed to an abbreviation). If you cannot find it, you may put a Help Desk ticket in at <https://eportal.isdh.in.gov/vrhelpdesk/>.

6. The 2<sup>nd</sup> question will ask, based on your facility choice.

**Are you a Funeral Director?**

**Are you a Medical Certifier?**

- If you will be Medically Certifying **Death/Fetal Death/ITOP** records, then the answer to the question if you are a Medical Certifier is YES.
- If you will be certifying **Birth**, then answer NO and ensure you place a comment in additional information field that states your role needs to be a Birth Certifier.

Choose Files No file chosen

**Additional Information**

\*\*\*If you are BIRTH CERTIFIER, enter note here saying \*\*\*My role will be a Birth Certifier\*\*

If applicable now enter your PLA license information and check the types of records you will work with. You may enter your NPI information if you know it, but it is not currently required. Complete your contact information and update as appropriate.

**Facility/Office**

Enter the name of your facility

Indiana University Health Methodist Hospital

Are you a medical certifier?

Yes

Medical license #

10000001A

Effective date

Mar-08-2021

NPI license #

Effective date

**Event Types**

Which event types will you be working with? (select all that apply)

Birth  Death  Fetal death

**Name and Contact Information**

Prefix

First Name

Jane

Middle Name

M

Last Name

Smith

Suffix

Title

Physician

Title Other

Email

jmsmith0@iuhealth.org

Phone Number

317-123-4456

**Address**

Street Number

1701

Pre Directional

N

Street Name, Rural Route, etc.

Senate

Street Designator

Boulevard

Post Directional

Apt #, Suite #, etc.

Zip

46202

City

Indianapolis

State

Indiana

Country

United States

- You will also need to upload a copy of your identification (for verification purposes) To do this you will click on the Choose Files button and browse your computer or phone for the picture you have taken of your identification. Once attached it will show the name of your file next to choose files.

Choose Files DRIVERS LIC.pdf

- In the additional information section, add any additional facilities where you practice or are affiliated.
- Affirm Box and click save.

**Instructions for Completing Your Request**

Please upload a copy of your driver's license (using the Choose Files button). Also, in the box below, please enter any additional facilities with which you are affiliated. By completing the form, you agree to the following terms: 1. Maintain system confidentiality. 2. Not share your UserID or Password. 3. Notify the Indiana Department of Health of any changes to this information. Furthermore, you acknowledge that failure to adhere to these conditions may result in the suspension or termination of your DRIVE account and/or user privileges. If you have any questions, please contact the Help Desk at 317-233-7989 or VRHelpDesk@isdh.in.gov.

Choose Files No file chosen

**Additional Information**

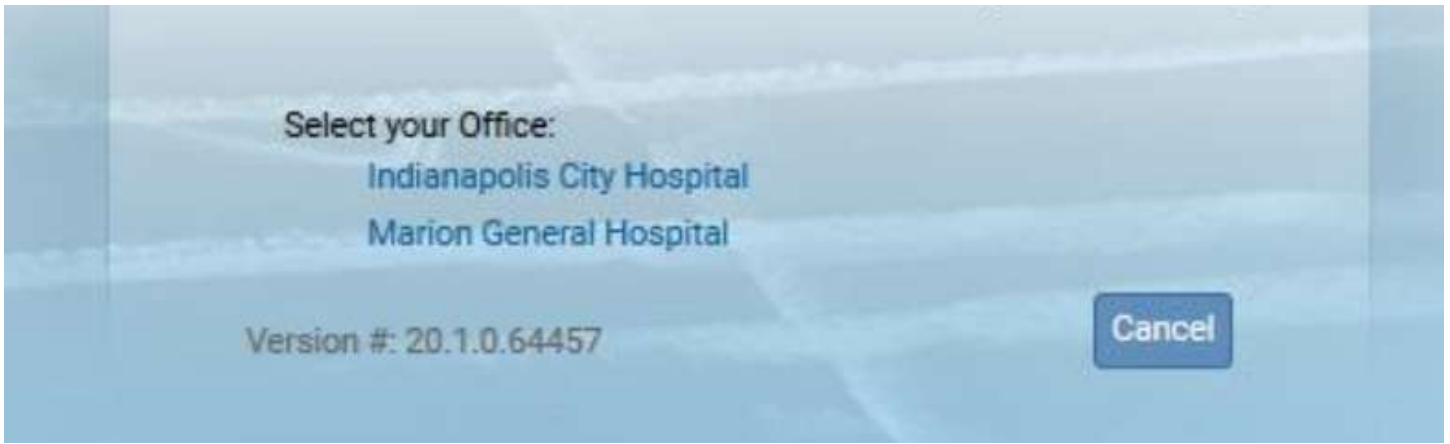
ENTER additional facilities you would need to have access to in DRIVE here

**Affirmation**

I affirm that I am the individual identified above, that I am authorized to make this request, and that all information provided herein is true and accurate.

Save











10. Once you're set up and ready to log in, you will need to select your office if your Username is associated with more than one office or location. You will do this at the beginning each time you log in. An example is shown below:



11. You should now be logged into the DRIVE application where the Main Menu and Fast Links sections are displayed. This section will vary based on your roles and facility associations. Messages and Queues should be present for all users.

Home

Fast Links

 Messages	 Death Search	 Users	 Birth Search	 Registration Work Queue Summary
 Report: Case Status - Death	 Report: Queue Aging	 Birth Start/Edit New Case	 Report: Funeral Home Timeliness	 User Enrollment Queue

Queues