Confidential Working Document

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User guide for registration (for a new user)

Living Document

Version 1.06

Change History

Version	Rev	Date	Name	Description
0	0.1	17 Aug 2021	Anita van Deventer	1st Draft
0	0.2	1 Sep 2021	Anita van Deventer	User guide for registration
1	03	3 Mar 2022	Anita van Deventer	Remove draft Add Living Document Remove Approval section
1	04	07 Mar 2022	Anita van Deventer	Updated details from document published in Help
1	05	30 Mar 2022	Anita van Deventer	Updated introduction (added dashboard names)
1	06	4 Nov 2022	Anita van Deventer	Update Login and Registration form – Introduction needs revision

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1. INTRODUCTION

1.1. Purpose

The purpose of this document is to describe the single sign-on registration process for a new user to access the National Department of Health (NDoH) Information Center.

1.2. Introduction

The NDoH Information Center contains the following portals:

- COVID-19 portal and

- Health Systems portal

The COIVD-19 portal contains dashboards that support decision-making related to the COVID-19 pandemic in South Africa. The Health Systems portal contains dashboards and tools that support decision-making in the health system for South Africa.

Figure 1 Log Health Information Center landing page with portals

The **COVID-19 portal** contains dashboards inside the following **themes:**

- South African COVID-19 Infections
- South African COVID-19 Vaccinations
- South African COVID-19 Vaccination Management
- South African COVID-19 Hospitalisations
- South African COVID-19 Vaccinations Strategic Information

The **Health System portal** contains dashboards inside the following **themes**:

- Health System Profiles
- Health System Spatial Planning

These dashboards use different applications to visualise different data sets. Typically, ArcGIS is used to display location data and Power BI displays statistical data in table or graphical format. Normally every application will require its own login details, authentication and storing of users.

The single sign-on process (SSO) using software called Keycloak, only requires the user to login to the NDoH Information Center. The user will then automatically be logged in to the applications.

Only authorised users can obtain access to the NDoH Information Center dashboards. An authorised user will have access to all data (national), or provincial (specified province) data based on their profiles.

Separate applications are also typically accessed via different web URLs. Here an SSO facilitates access to all included applications from a single, constant web URL where a user logs into the Health Information Center (HIC).

1.3. Scope

The scope of this document is to describe the single sign-on request and registration process of users of the NDoH Information Center website.

This document is available from and complementary to the 'Help' section of the NDoH Health Information Center (HIC) online.

2. The user registration process

Access to the NDoH Information Center happens through a single sign-on login process. A new user needs to submit a request to be registered on the system. Only once the user registration is approved will the user be able to access the NDoH Information Center.

2.1. The user

Access to the NDoH Information Center happens through a single sign-on login process. A new user needs to submit a request to be registered on the system. Only once the user registration is approved will the user be able to access the NDoH Information Center. Access applicants as well as designated approvers will receive email notification of each step in the process.

2.2. The user registration request

1. Open a web browser

2. Type the following URL in the web browser:

   login.health.gov.za

The National Department of Health Information Center login page will open *Figure 2*.

Figure 2 Log in page

3. Click "Register" to register as a new user.

A registration form will open *Figure 3.*

Figure 3 Registration Form

Complete all **19 steps** with the relevant information.

*Note the Info icons (*blue circle with white i*) at step 9 and step 12-13. These icons contain more information about the province that a user needs to select as well as the required format for a password.*

The user will receive an email from loginadmin@health.gov.za with the status of the registration application.

The user will use the username and password entered in the registration form once the application is approved.
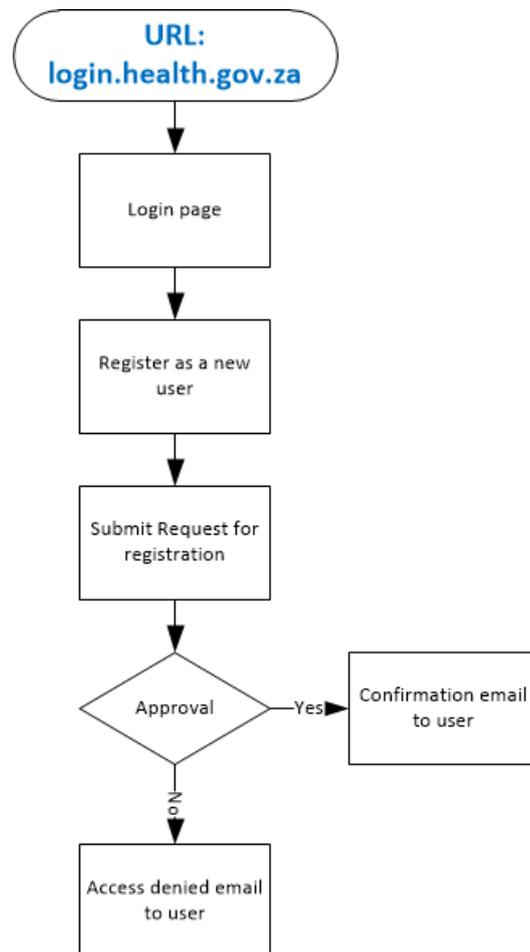
3. The user registration process flow

Figure 4 User registration Process flow