



Department of Mental Health and  
Addiction Services

# External User Registration Guide

**Ohio MHAS Business Admin/Provider Admin**

**Assign a Role**

## Ohio Behavioral Health Information System (OBHIS)

**What triggers email:** The user Registration request triggers the email.

**Who is responsible to Assign a role:** The OhioMHAS Business Admin / Provider Administrator's are responsible to assign a role to the users

Note:

- The OhioMHAS Business Admin will receive an email when someone requested an access for OBHIS application if the Provider Admin does not exist within the organization.
- The Provider Admin will receive an email when Provider User/Third Party Vendor requested an access for OBHIS application.

Email Flow:

- 1) OhioMHAS Business Admin/Provider Admin receives an email when a user requested an access.

From: [MHAS.iPortal@mha.ohio.gov](mailto:MHAS.iPortal@mha.ohio.gov) <[MHAS.iPortal@mha.ohio.gov](mailto:MHAS.iPortal@mha.ohio.gov)>  
Sent: Thursday, August 01, 2019 4:20 PM  
To: Doe, John <[John.Doe@mha.ohio.gov](mailto:John.Doe@mha.ohio.gov)>  
Subject: Access Request for OBHIS

Dear Administrator,

The following individual has requested access to OBHIS

**Applicant Name:** Applicant User OTHERS  
**Applicant e-mail address:** [obhisprovider@gmail.com](mailto:obhisprovider@gmail.com)  
**Organization name/address:** Ohio State University - TBI Network, 106 McCampbell Hall  
**Organization phone:**

The Administrator's User Guide contains instructions for verifying the identity of the applicant and assigning him/her the appropriate role within OBHIS.

**Click here to access the Administrator's User Guide:** [Administrator's User Guide](#)

**Click here to assign role:** <https://appsdev.mha.ohio.gov/HPortal/RoleHierarchy/AssignRole/6292>



Click on the link

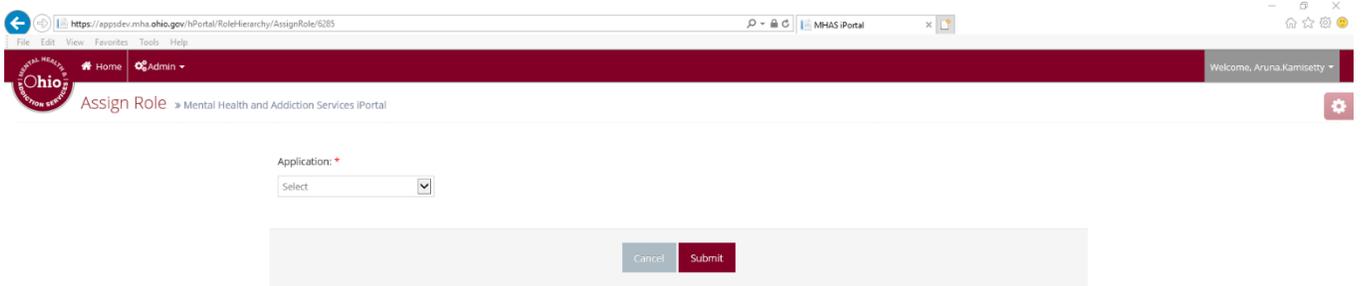
Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or [MHASHelpdesk@mha.ohio.gov](mailto:MHASHelpdesk@mha.ohio.gov).

Thank you,



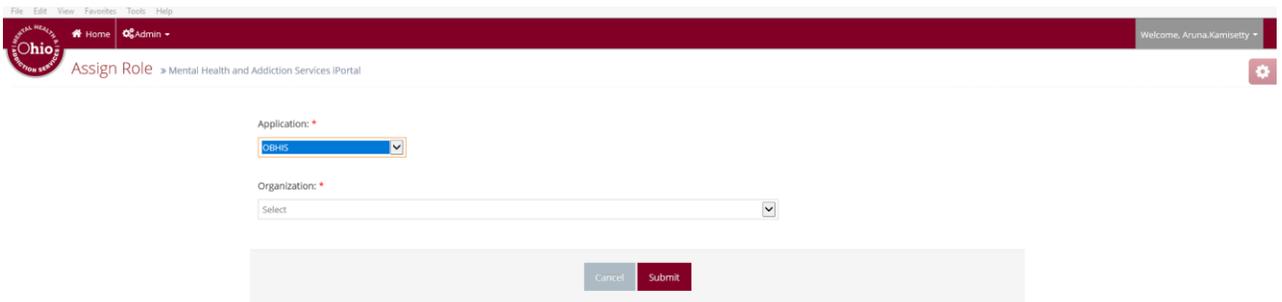
Please do not reply to this e-mail, as this is an automated account which is not monitored.

- 2) The OhioMHAS Business Admin/Provider Admin navigates to Assign Role page in iPortal

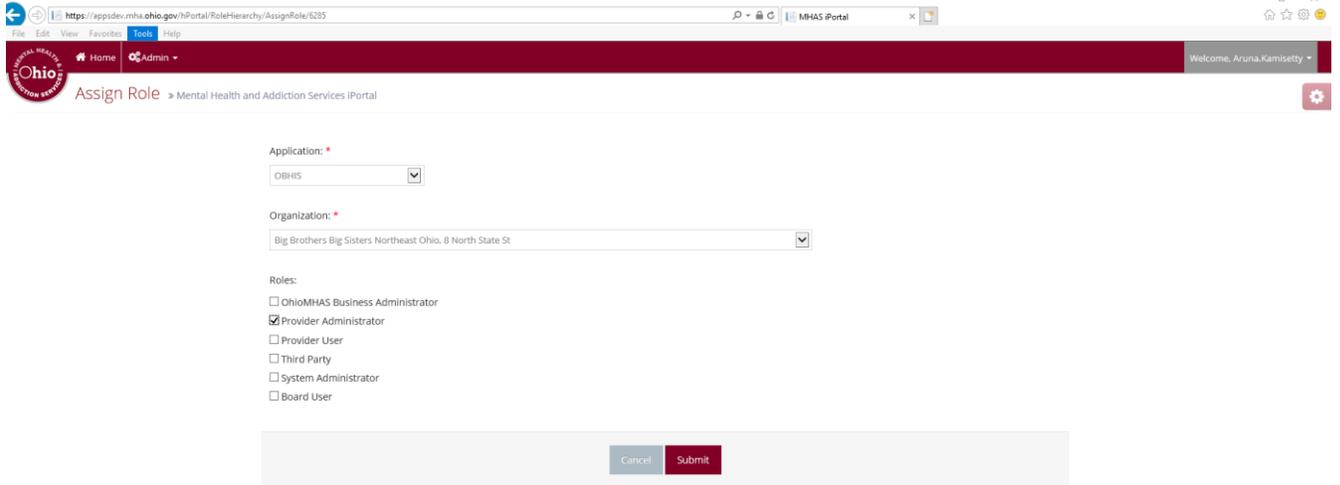


**Note:**

- The user will be navigated to the iPortal login page If the user is not already login to the iPortal.
  - The user has to login to the iPortal with their own login credentials.
- 3) OhioMHAS Business Admin/Provider Admin selects OBHIS from application drop-down. The Organization Name will display.



- 4) Select the same organization name that mentioned on the email from drop-down and Roles section will display. Select the appropriate role and click Submit.  
⚠ Selected organization name and address should be matched with email.



- 5) The user will navigate to iPortal Dashboard page

