SAMS E-Authentication & Evaluation Web Access Instructions

For any **new or existing employees** who have never been e-Authenticated please follow the instructions below.

For any employee who has been e-authenticated but has forgotten their password or is having difficulty logging into their account please contact the SAMS help desk at samshelp@cdc.gov.

Step 1: E-Authentication

To become e-authenticated please send an email to Lourdes Gordillo at hkq7@cdc.gov with the following prompt. "My name is XXXX from XXXX, a contractor of Texas Department of State Health Services, I need to be e-authenticated to gain access to EvaluationWeb for HIV Testing".

In the days following your initial e-mail to Lourdes Gordillo you will receive an invitation to register with the CDC's Secure Access Management Site (SAMS) "SAMS No-Reply (CDC)." This invitation will include instructions on how to complete the requirements needed to gain access to EvaluationWeb. Note that the registration process requires each user to have their application notarized by an official notary republic and requires two forms of identification.
***check your junk mail or spam folders for e-mails.

- Frequently asked questions

auth.cdc.gov/sams/samsfaq.html or contact the SAMS Help Desk between the hours of 8:00 AM and 6:00 PM EST Monday through Friday (excluding U.S. Federal holidays) at the following:

Toll Free: (877) 681-2901
Email: samshelp@cdc.gov

Step 2: EvaluationWeb training

You can complete the on-demand recorded webinar.

It is important that each person who needs training register for the on demand recorded webinar so that they will each be marked as "attending the webinar". You can forward the link below to anyone who needs it. This will NOT be posted on the Luther Consulting help page, since this is specific for Texas.

Here is the "on demand" webinar information:

Please register for Texas EvaluationWeb Direct Data Entry Training at:

attendee.gotowebinar.com/recording/6107212441705662723

This instructional webinar will provide information on the new HIV testing requirements for PS18-1802. The webinar will include a review of the new HIV testing template and a demonstration of the direct data entry screens. A brief tutorial on Reflexx report writer will provided.

After registering, you will receive a confirmation email containing information about joining the webinar.

Other Luther consulting resources;

- **Home for the help page for Luther Consulting**: help.lutherconsulting.com/index.html
- **Training specific help page for Luther Consulting**: help.lutherconsulting.com/training.html

Step 3
After you have completed the E-authentication process, have received your GRID card in the mail, and have completed the webinar training, please send an email to the Evaluation Web help desk (help@lutherconsulting.com) to get your Evaluation Web account set up. Please indicate the following:

- My name is XXX from XXXX, a contractor for the Texas Department of State Health Services and I have been e-authenticated and need my evaluation web account set up.

They will send you an e-mail giving you access to evaluation web and instructing you on how to access the system.
***check your junk mail or spam folders for e-mails.

Please let us know if you have any questions.