External Users (ForwardHealth Portal): Instructions for Accessing SAS

WISCONSIN DHS

Contents

Introduction

SAS is the software framework, servers, and applications used for the following two modules:

Enterprise Data Warehouse / Data Analytics and Reporting	The **EDW/DAR** module consists of a centralized Wisconsin Medicaid and Long-Term Care enterprise data warehouse and applications to query, report, and analyze the data.
Program Integrity	The **PI** module consists of applications and reports to identify and reduce fraud, waste, and abuse across the enterprise data warehouse.

SAS Viya is the software framework where you go to access SAS applications. The following are the available SAS Viya environments:

Purpose	URL
Production Environment where you go to access SAS applications to perform work duties with real data	https://prod.widhs.cloudanalytics.sas.com/SASDrive/
Test Environment where you go to access SAS applications if you are a tester for a SAS report or task	https://test.widhsint.cloudanalytics.sas.com/SASDrive/
Training Environment where you go to access the SAS applications to use in training classes with fake data	https://widhstraining.cloudanalytics.sas.com/SASDrive/

EDW/DAR SAS Training Home is a training site where you go to access training content and materials.

URL
https://learn.sas.com/my/
Note: The above URL will not work until you activate your access. To activate your access, follow the instructions located here.

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This document is for external users who will access SAS for EDW/DAR. An external user is defined as a user whose email domain is *NOT* one of the following: **@dhs.wisconsin.gov**, **@dhs.wi.gov**, or **@gainwelltechnologies.com**.

Additionally, this document is for external users who are granted SAS access through their ForwardHealth Portal account. A ForwardHealth Portal administrator can request DSS Universe access for users in their organization. Once submitted and approved, the user is granted access to universes which then gives them access to SAS.

You must have an active Portal username and password to access SAS.

- The username and password that you use to access the [ForwardHealth Partner Portal](#) is the same username and password that you will use for SAS.

- Refer to the [ForwardHealth Partner Portal User Guide](#) for information on changing your password or requesting Portal credentials.

- For Portal username and password issues, email VEDSWIEDI@wisconsin.gov or call 866-908-1363. This is a Gainwell supported help desk.

Note: You must be on your organization's network or VPN to access the SAS Viya environments. Each organization has supplied SAS with the IP addresses that you will be using to access SAS. You will not be able to access the SAS Viya environments from a non-work network or VPN.
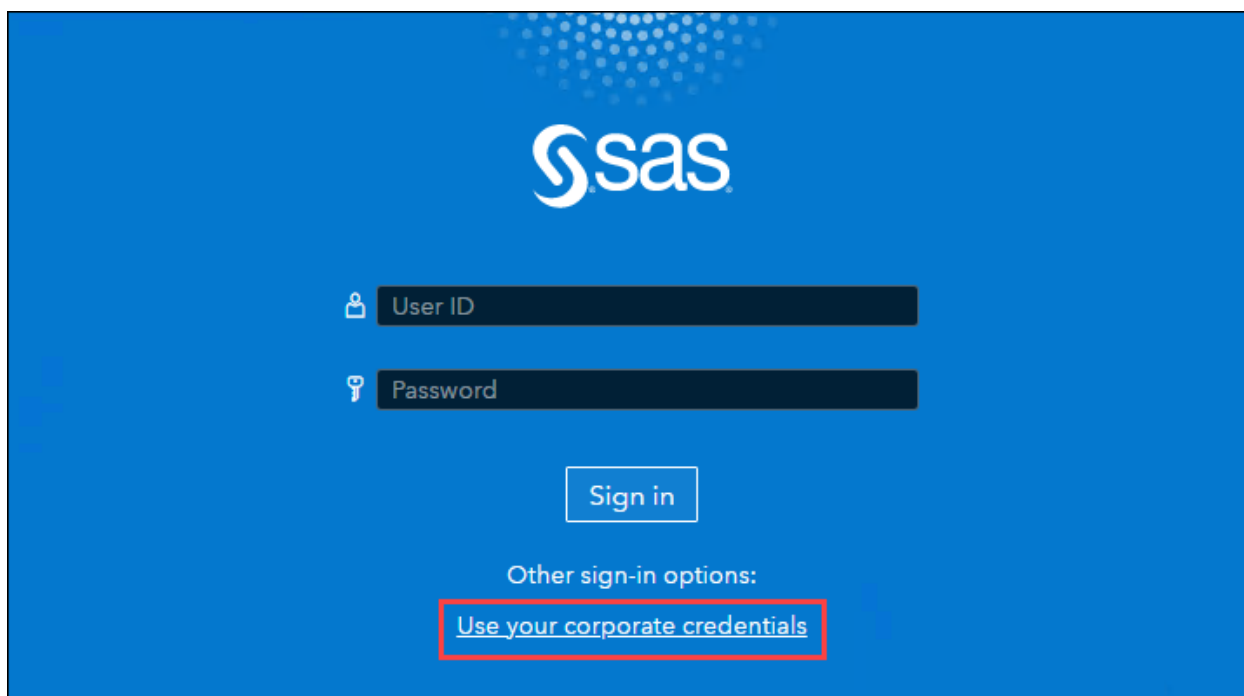
SAS Viya Environments (Production, Test, and Training)

1. Click the link for your desired SAS Viya environment.

Purpose	URL
Production Environment where you go to access SAS applications to perform work duties with real data	https://prod.widhs.cloudanalytics.sas.com/SASDrive/
Test Environment where you go to access SAS applications if you are a tester for a SAS report or task	https://test.widhsint.cloudanalytics.sas.com/SASDrive/
Training Environment where you go to access the SAS applications to use in training classes with fake data	https://widhstraining.cloudanalytics.sas.com/SASDrive/

2. You will be directed to the SAS sign in page.
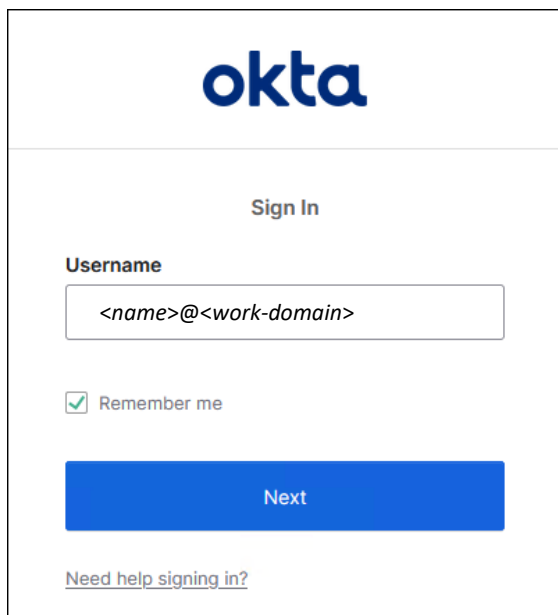
   - *Do not enter* a User ID and Password.

   - Instead, under **Other sign-in options:**, click **Use your corporate credentials**.

Note: *Do not create* a bookmark from this page which references the SAS Logon URL.

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3. You will be directed to the Okta sign in page.
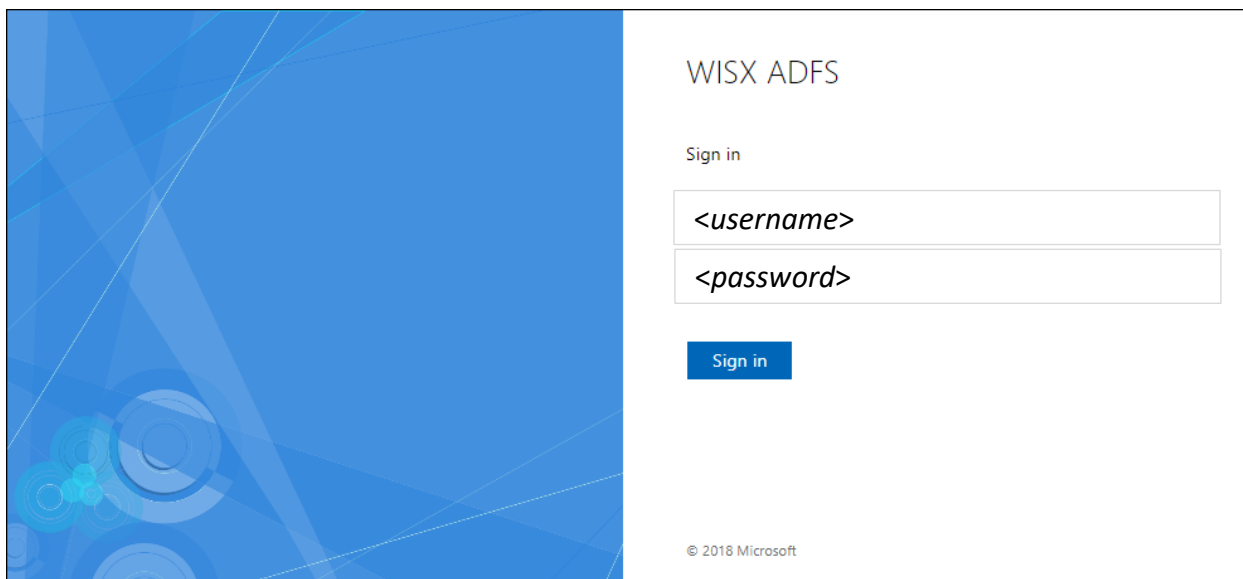
- Enter your work email address. You cannot use a personal email address.

- Add a checkmark to the **Remember me** box.

- Click **Next**.

okta

Sign In

Username

<name>@<work-domain>

☑ Remember me

Next

Need help signing in?

Note: If you are prompted for a password, please refer to the **Access Troubleshooting** > **SAS Viya Environments** section of this document.

4. You will be directed to the Gainwell WISX ADFS sign in page.

- Enter your Portal username and password.

- Click **Sign In**.

WISX ADFS

Sign in

<username>

<password>

Sign in

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Note: If you receive an error (red text) on this screen, refer to the ForwardHealth Partner Portal User Guide, email VEDSWIEDI@wisconsin.gov, or call the Gainwell Portal Help Desk at 866-908-1363.

5. You will be directed to SAS.

    - If you have ***accessed SAS previously*** for the specific environment, you will be directed to the SAS Drive application. You are now ready to start using SAS!
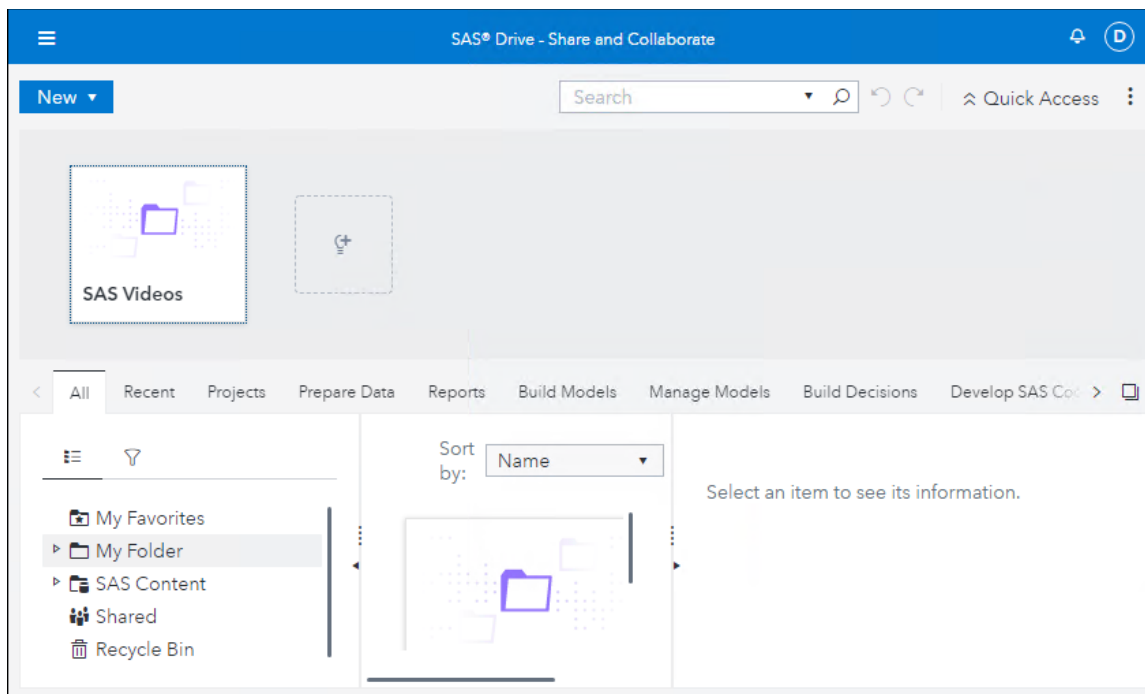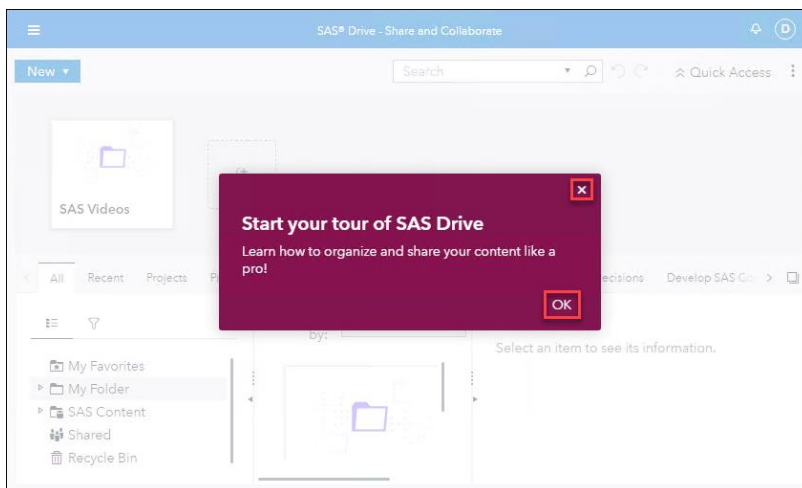

    - If this is ***your first-time accessing SAS*** for the specific environment, you will be directed to the SAS welcome screens.
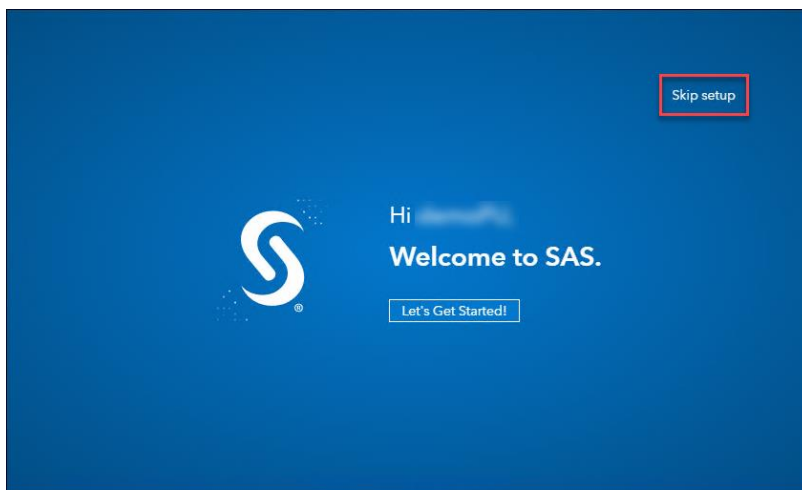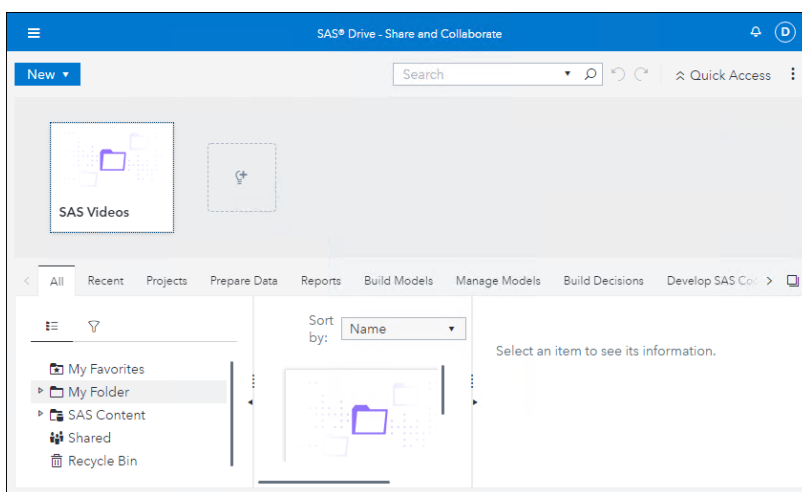

    Select **Skip setup**.
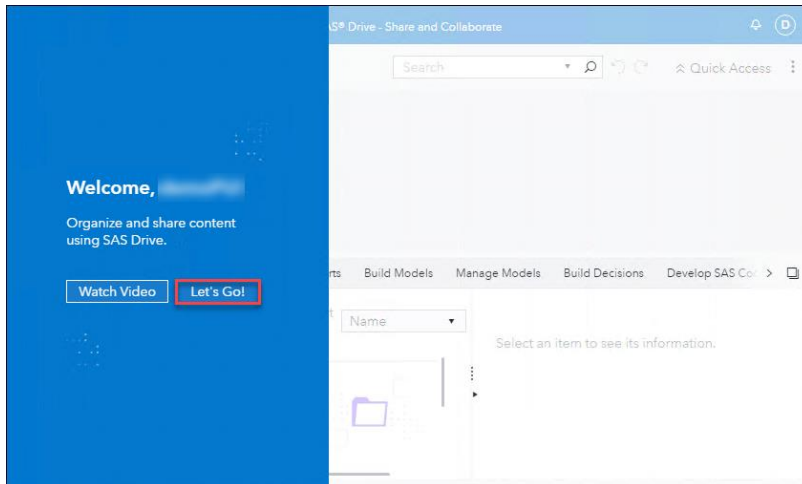
Select **Let's Go!**.

You will be directed to the SAS Drive application with a popup window for starting a tour.

Either select **OK** to go through the tour or select **X** to close the tour.

Bookmark this page with a name of "SAS Drive" followed by the name of the environment such as "Production", "Test", or "Training".

You are now ready to start using SAS!

EDW/DAR SAS Training Home

Initial Activation and Access
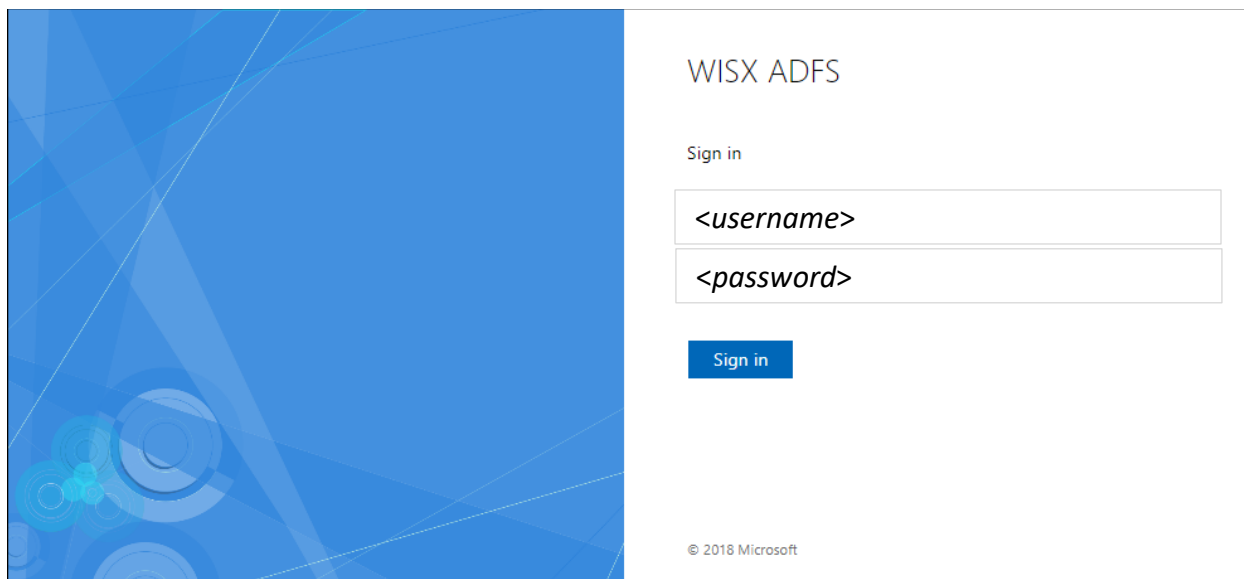
Prior to accessing the EDW/DAR SAS Training Home (where you go to access training content and materials), you must go through an activation process. You only need to activate one-time.

1. Click here to be directed to the Gainwell WISX ADFS sign in page.

    Note: If you have previously accessed a SAS Viya environment, your browser may remember your WISX ADFS credentials and will bypass the WISX ADFS sign in page. Go to step 2 if you are not directed to the WISX ADFS sign in page as shown in the screenshot below.

    If you are on the Gainwell WISX ADFS sign in page, do the following:

    -   Enter your Portal username and password.

    -   Click **Sign In**.

    Note: If you receive an error (red text) on this screen, refer to the ForwardHealth Partner Portal User Guide, email VEDSWIEDI@wisconsin.gov, or call the Gainwell Portal Help Desk at 866-908-1363.

2. You will be directed to an Okta page. There is nothing for you to do on this page. Keep the Okta page open and continue to step 3.
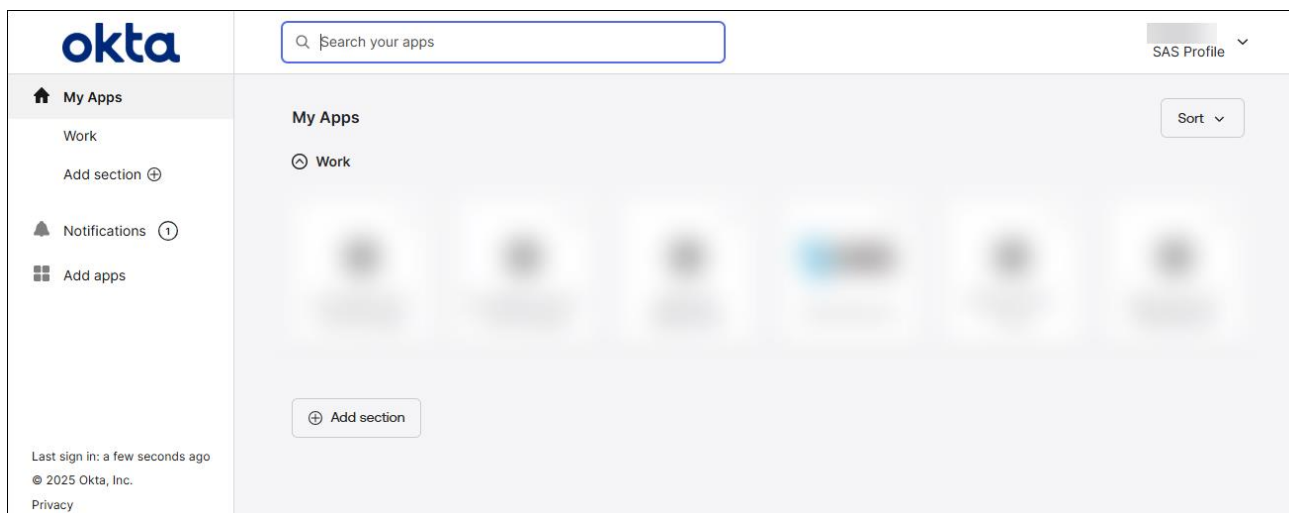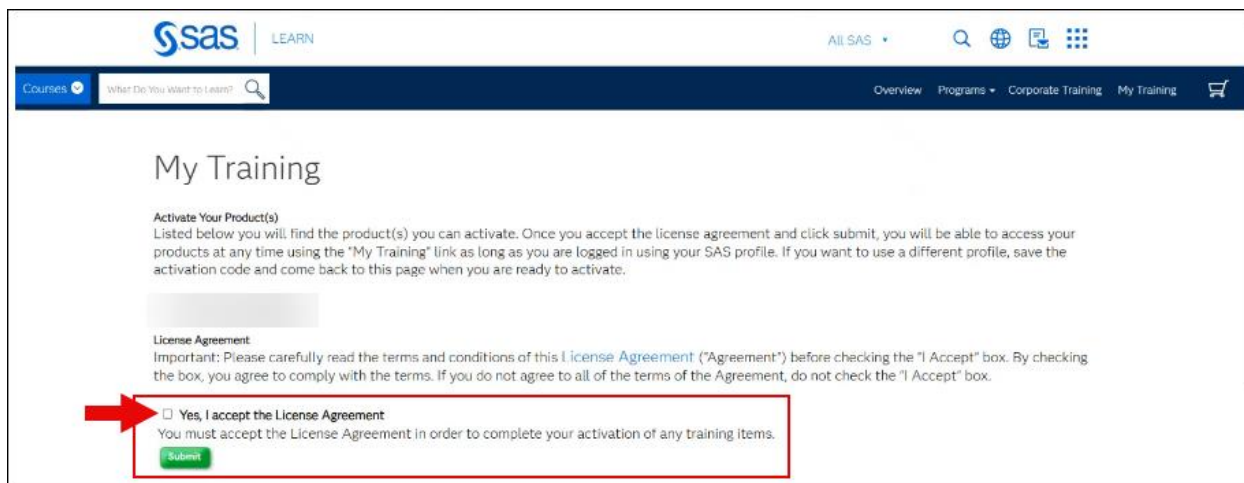

3. Click the following link to start your EDW/DAR SAS Training Home activation.
   https://support.sas.com/edu/viewmyelearn.html?activationCode=CLP00987407596

4. Possibly, you will be directed to a SAS sign in page. Go to step 5 if you are not directed to the SAS sign in page as shown in the screenshot below.

   • Enter your work email address.

   • Add a checkmark to the **Remember me** box.

   • Click **Next**.

Note: If you are prompted for a password, please refer to the **Access Troubleshooting** > **EDW/DAR SAS Training Home** section of this document.

5. You will be directed to a My Training page.

    - Add a checkmark to the **Yes, I accept the License Agreement** box.

    - Click **Submit**.

6. You will be directed to the EDW/DAR SAS Training Home.

7. In your browser, bookmark https://learn.sas.com/my/ with a name of "EDW/DAR SAS Training Home".

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Subsequent Access

After you have activated your access to the EDW/DAR SAS Training Home, use the following instructions when you return to the EDW/DAR SAS Training Home.

1. Click your EDW/DAR SAS Training Home bookmark or the https://learn.sas.com/my/ link.

2. You will be directed to a SAS sign in page.

   - Enter your work email address.

   - Add a checkmark to the **Remember me** box.

   - Click **Next**.

Note: If you are prompted for a password, please refer to the **Access Troubleshooting** > **EDW/DAR SAS Training Home** section of this document.
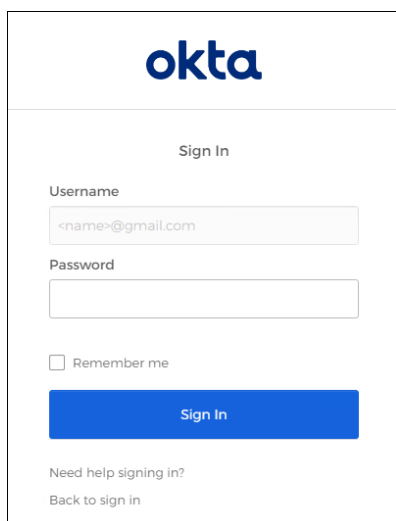
3. You may be directed to the Gainwell WISX ADFS sign in page. If so, enter your Portal username and password and click **Sign In**.

4. After the SAS sign in page or the Gainwell WISX ADFS sign in page, you will be directed to the EDW/DAR SAS Training Home. You are now ready to retrieve training content and materials, access job aids and documentation, and register for solution office hours!

Access Troubleshooting

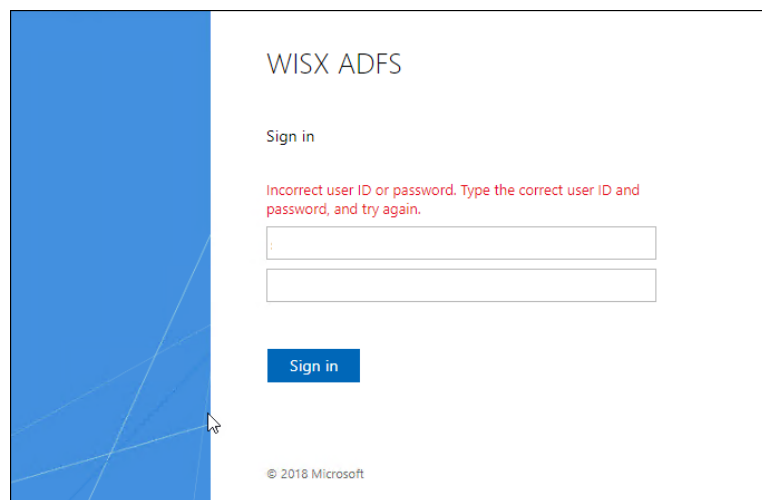## SAS Viya Environments (Production, Test, and Training)

If you see a 403 Forbidden error after clicking a SAS Viya link, you are not connected to the correct VPN or network. Reach out to your SAS contact at your organization for guidance.
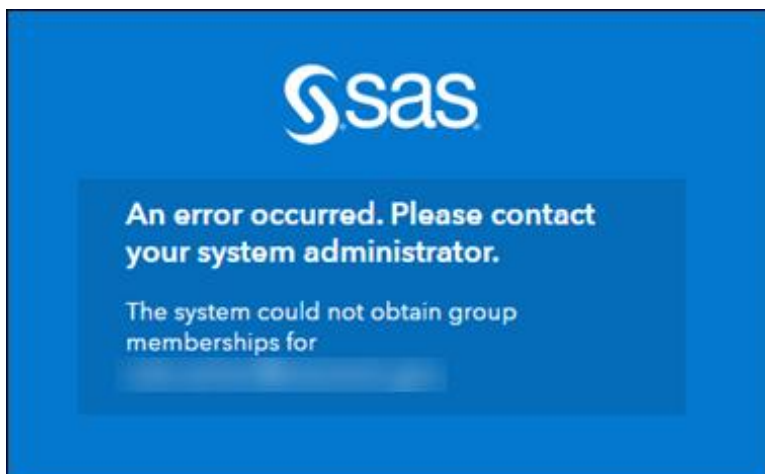

If you are being prompted for a password on the Okta sign in page, make sure you are using a work email address such as *<name>@<work-domain>*. Check the spelling of your email address. This cannot be a personal email address. Use the browser back button if you need to reenter an email address.

If the password field does not disappear, clear your browser cache (press **Ctrl** + **Shift** + **Delete** simultaneously on the keyboard to open the appropriate window), close all browser windows, and open a new browser window. Or try a different browser.
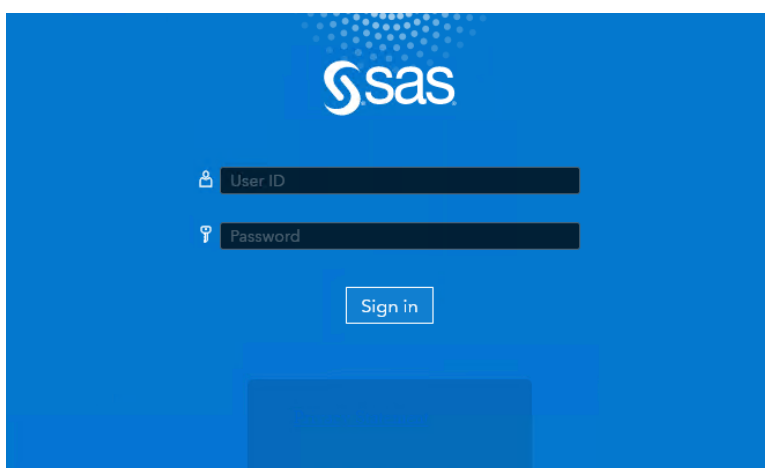

If you are receiving an error (red text) on the WISX ADFS screen after entering your Portal username and password, verify that you have entered the correct Portal username and password. If the error persists, refer to the [ForwardHealth Partner Portal User Guide](), email [VEDSWIEDI@wisconsin.gov](), or call the Gainwell Portal Help Desk at 866-908-1363.

If after the WISX ADFS screen, you are receiving an error on the blue SAS screen regarding group membership, contact the WI DHS SAS Cloud Help Desk at widhs-helpdesk@sas.com.
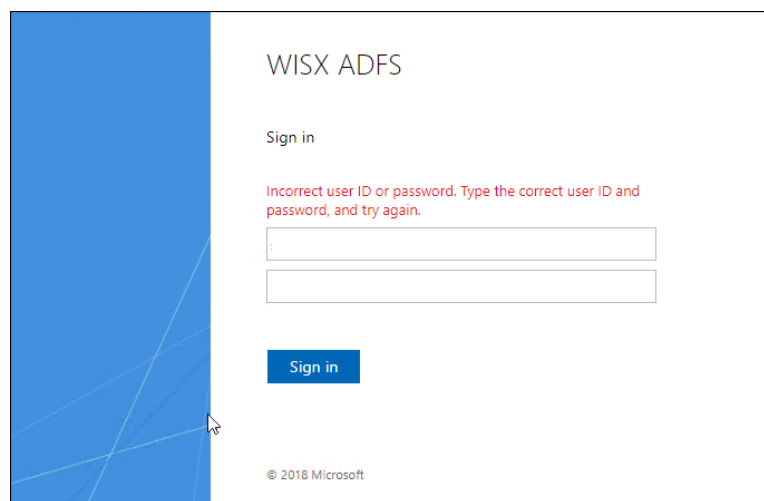

If after going through the sign in steps, you are returned to the SAS sign in page and it does not contain the **Use your corporate credentials** link, make sure your bookmark or the link you are clicking on is the SAS Drive link and not the SAS Logon link.

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EDW/DAR SAS Training Home

If you see a 403 Forbidden error, you are not connected to the correct VPN or network. Reach out to your SAS contact at your organization for guidance.
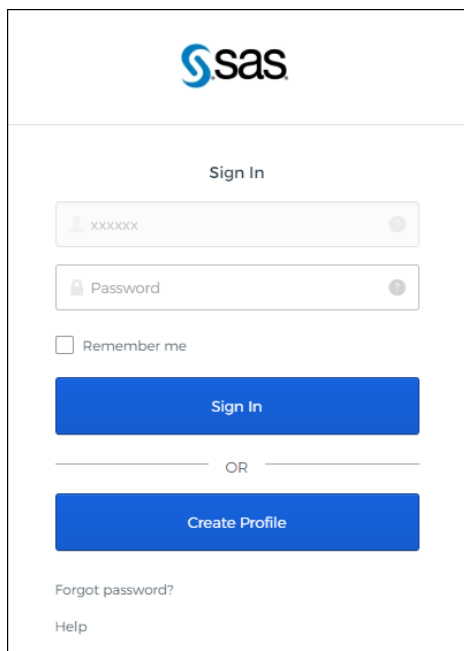

If you are receiving an error (red text) on the WISX ADFS screen after entering your Portal username and password, verify that you have entered the correct Portal username and password. If the error persists, refer to the ForwardHealth Partner Portal User Guide, email VEDSWIEDI@wisconsin.gov, or call the Gainwell Portal Help Desk at 866-908-1363.

If you are being prompted for a password on the SAS sign in page, make sure you are using a work email address such as *<name>@<work-domain>*. Check the spelling of your email address. This cannot be a personal email address. Use the browser back button if you need to reenter an email address. Alternatively, you can supply your Portal username followed by **@prod.healthcare.wi.local**.

If the password field does not disappear, clear your browser cache (press **Ctrl** + **Shift** + **Delete** simultaneously on the keyboard to open the appropriate window), close all browser windows, and open a new browser window. Or try a different browser.

Contact SAS

If you have questions or issues accessing the SAS Viya Environments, email the WI DHS SAS Cloud Help Desk at widhs-helpdesk@sas.com.

If you have questions or issues accessing the EDW/DAR SAS Training Home, email SAS Training at EDWDARtraining@sas.com.