External Users: Instructions for Accessing the SAS Environments

WISCONSIN DHS

Contents

Introduction

SAS is the software framework, servers, and applications used for the **Enterprise Data Warehouse/Data Analytics and Reporting (EDW/DAR)** module.

- The EDW/DAR module consists of a centralized Wisconsin Medicaid / Long Term Care enterprise data warehouse. Additionally, EDW/DAR consists of applications to query, report, and analyze the data.

- EDW/DAR replaces the current Gainwell DSS / LTC Data Warehouse and software tools such as Business Objects.

This document is for external users who will access the SAS environment 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**, **@wisconsin.gov**, **@wi.gov**, or **@gainwelltechnologies.com**.

- If your email domain is **@dhs.wisconsin.gov**, **@dhs.wi.gov**, **@wisconsin.gov**, **@wi.gov**, or **@gainwelltechnologies.com**, please reach out to EDWDARtraining@sas.com to request a DHS or Gainwell instructions document.

The following are the environments that are part of SAS:

- **SAS Virtual Learning Environment (VLE)**

Purpose	URL
where you go to • retrieve training content and materials • access job aids and documentation • register for live web classes	Note: The following URL will not work until you activate your access. To activate your access, follow the instructions located here. https://vle.sas.com/course/view.php?id=8045

- **SAS Viya Environments**

Purpose	URL
Training Environment where you go to access the SAS software to use in training classes with fake data	https://widhstraining.cloudanalytics.sas.com/SASDrive/
Production Environment where you go to access the SAS software to perform work duties with real data	https://prod.widhs.cloudanalytics.sas.com/SASDrive/

External users must have an active Portal username and password to access the SAS environments for EDW/DAR.

- The username and password that you use to access the ForwardHealth Partner Portal and Gainwell's Business Objects 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 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 production environment from a non-work network or VPN.

SAS Virtual Learning Environment (VLE)

Initial Activation and Access
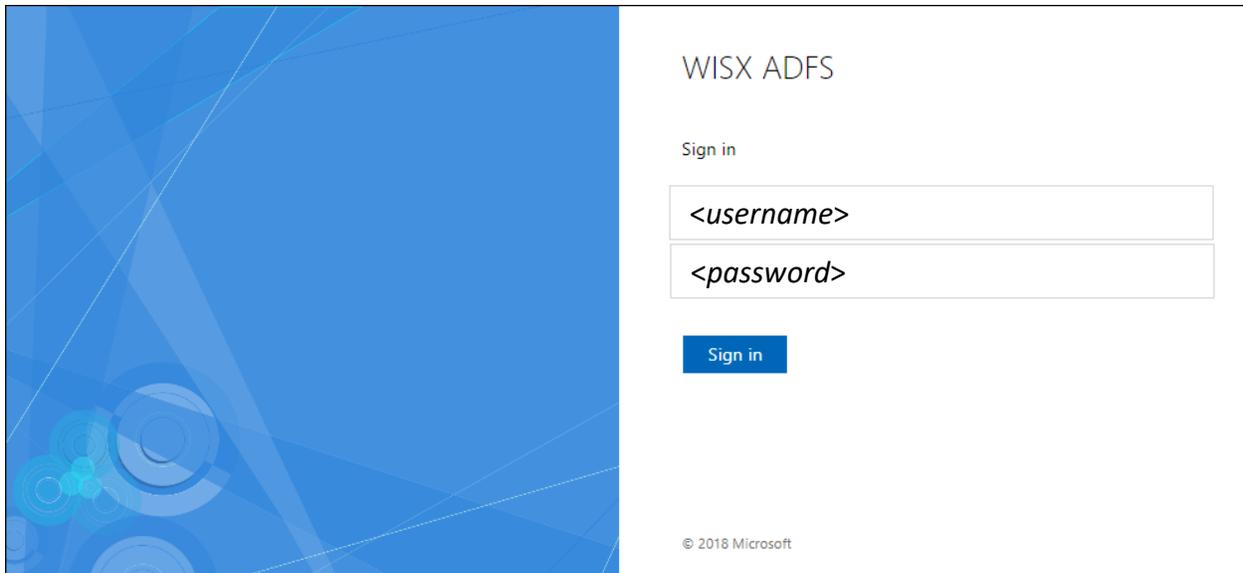
Prior to accessing the SAS Virtual Learning Environment, you must activate your access. You only need to activate one-time.

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. This is the same username and password that you use for the ForwardHealth Partner Portal and Gainwell's Business Objects.

   - Click **Sign In**.

   - 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 Help Desk at 866-908-1363.

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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.
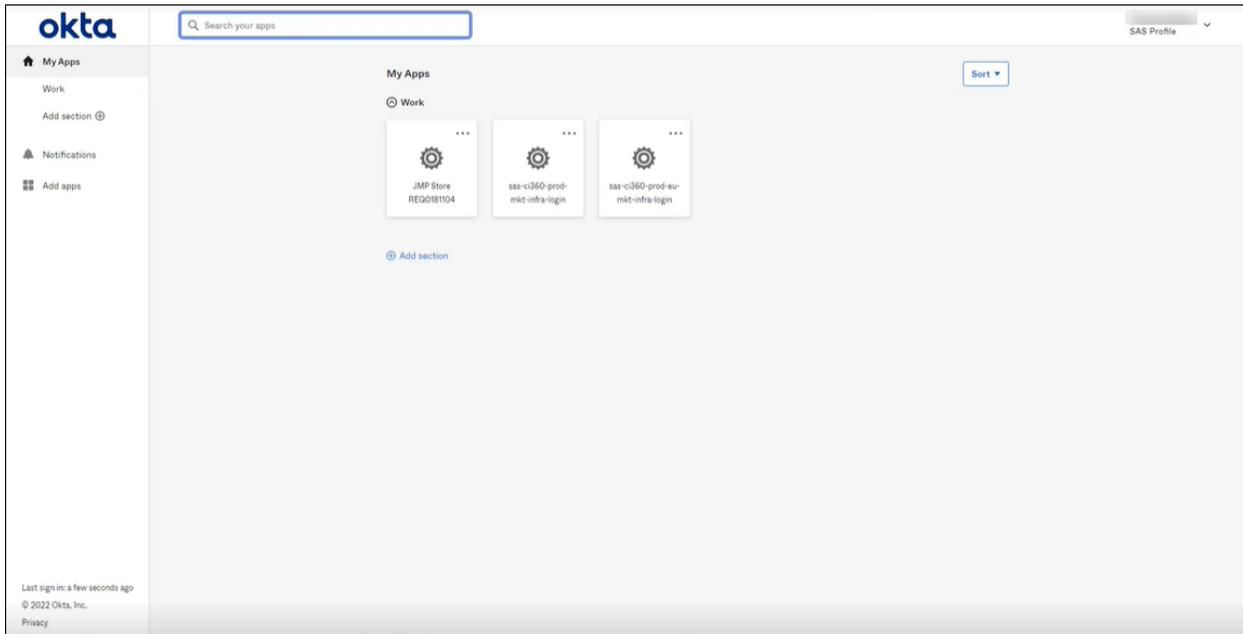
3. Click the following link to start your SAS Virtual Learning Environment activation.
   https://support.sas.com/edu/viewmyelearn.html?activationCode=CLP00987407596.

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 Portal username followed by **@prod.healthcare.wi.local**.

   - Add a checkmark to the **Remember me** box.
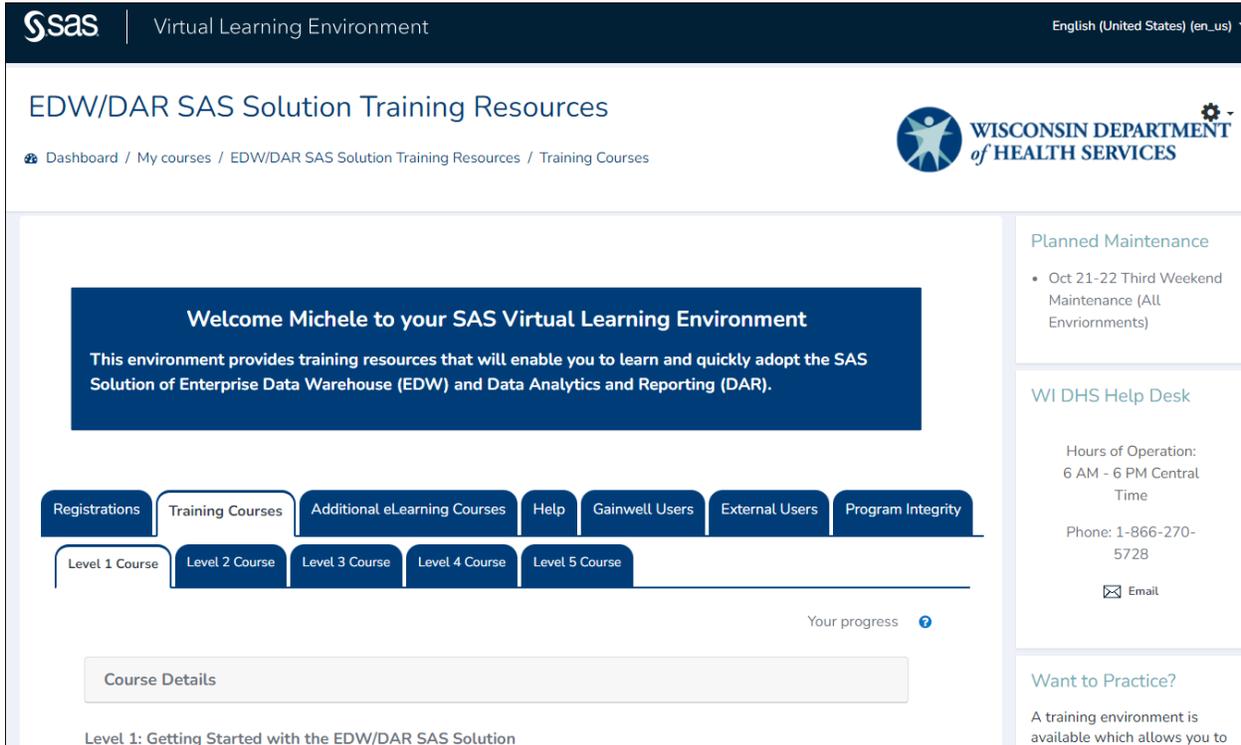
   - Click **Next**.
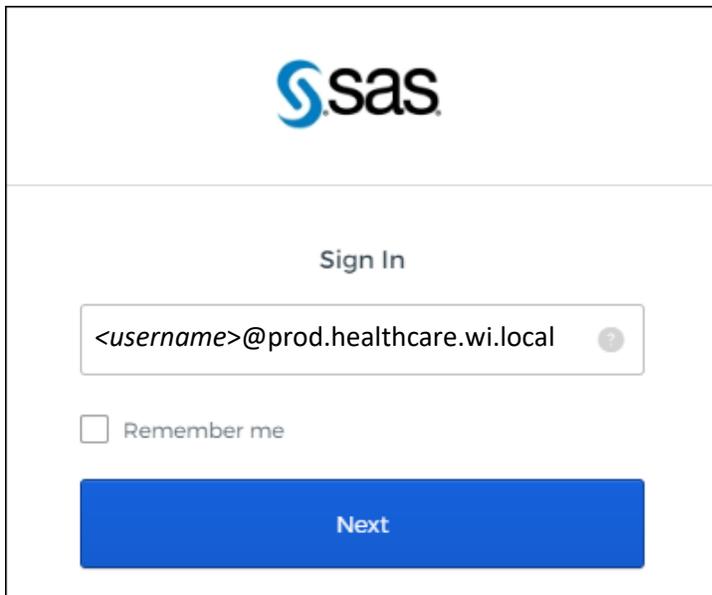
Note: If you are prompted for a password, please refer to the **Access Troubleshooting** > **SAS Virtual Learning Environment (VLE)** section of this document.

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

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

- Click **Submit**.
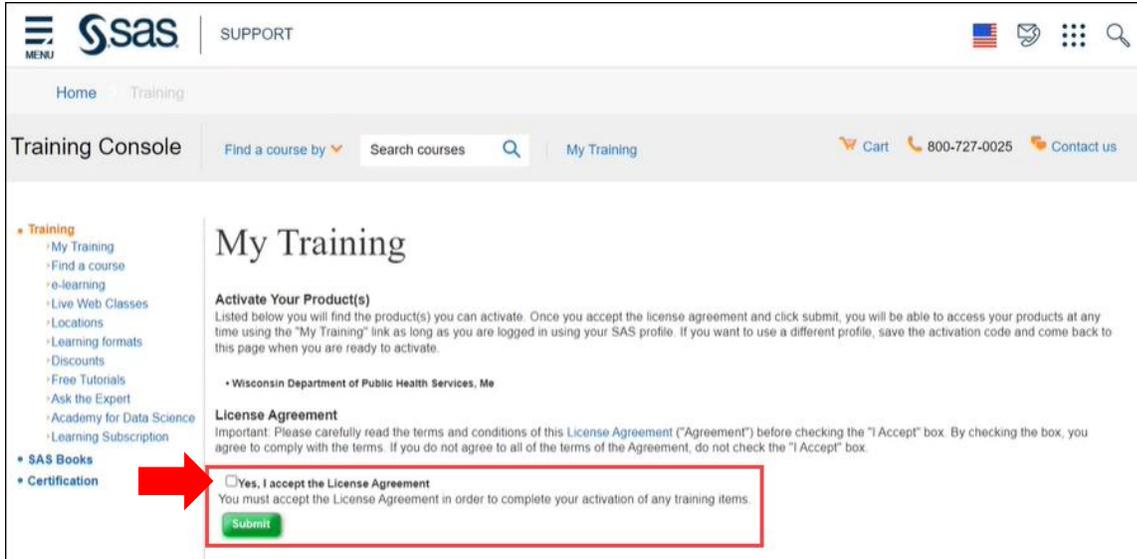
6. You will be directed to the SAS Virtual Learning Environment (VLE).


7. In your browser, bookmark the SAS Virtual Learning Environment link of
https://vle.sas.com/course/view.php?id=8045 with a name of "SAS Virtual Learning Environment".

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Subsequent Access

After you have activated your access to the SAS Virtual Learning Environment (VLE), use the following instructions when you return to the SAS Virtual Learning Environment.

1. Click your SAS Virtual Learning Environment bookmark or the following SAS Virtual Learning Environment link. https://vle.sas.com/course/view.php?id=8045

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

    - Enter your Portal username followed by **@prod.healthcare.wi.local**.

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

    - Click **Next**.
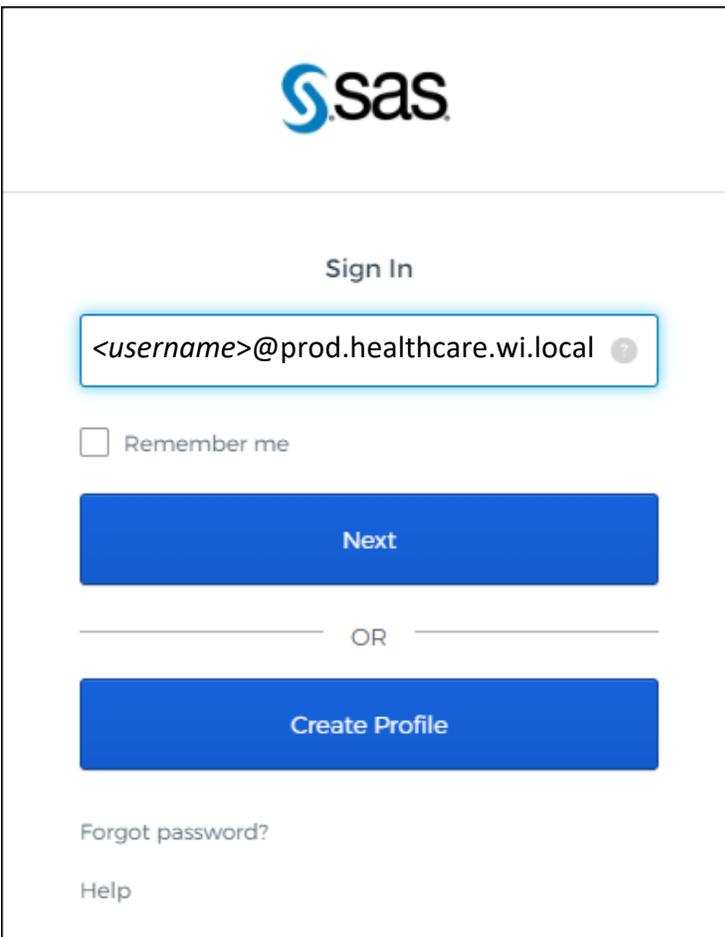
Note: If you are prompted for a password, please refer to the **Access Troubleshooting** > **SAS Virtual Learning Environment (VLE)** section of this document.

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 SAS Virtual Learning Environment. You are now ready to retrieve training materials and content, access job aids and documentation, and register for live web classes and office hours!

SAS Viya Environments (Training and Production)

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

| Purpose	URL
Training Environment where you go to access the SAS software to use in training classes with fake data	https://widhstraining.cloudanalytics.sas.com/SASDrive/
Production Environment where you go to access the SAS software to perform work duties with real data	https://prod.widhs.cloudanalytics.sas.com/SASDrive/

2. You will be directed to the blue SAS sign in page.

    - If you are not directed to the blue SAS sign in page, make sure you are on your organization's network or VPN.

    - ***Do not enter*** a User ID and Password.

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

    - ***Do not create*** a bookmark from this page which references the SAS Logon URL.
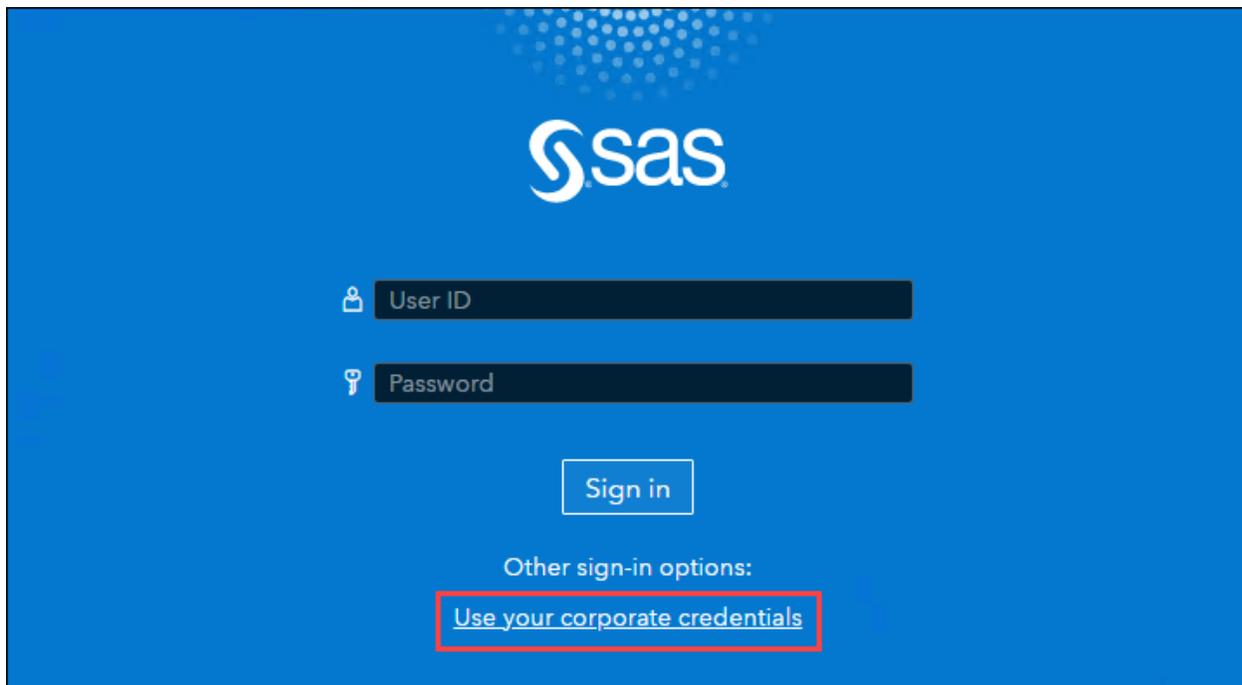
3. You will be directed to the okta sign in page.

- Enter your work email address. You cannot use a personal email address because it is looking for a specific email domain.

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

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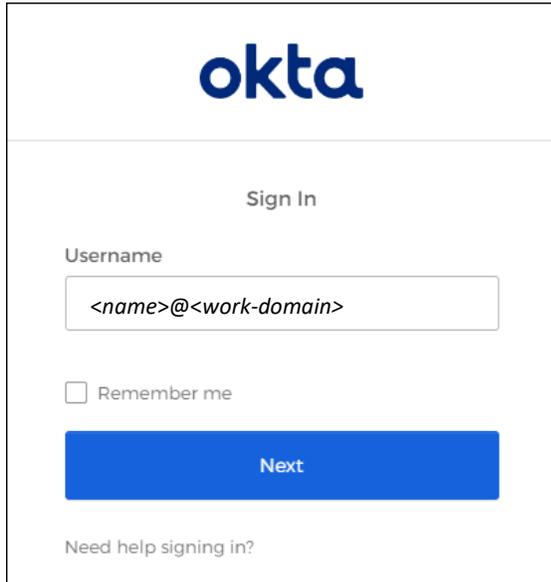
Note: If you are prompted for a password, please refer to the **Access Troubleshooting** > **SAS Viya Environments** section of this document.

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

- Enter your Portal username and password. This is the same username and password that you use for the ForwardHealth Partner Portal and Gainwell's Business Objects.

- Click **Sign In**.

- 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.
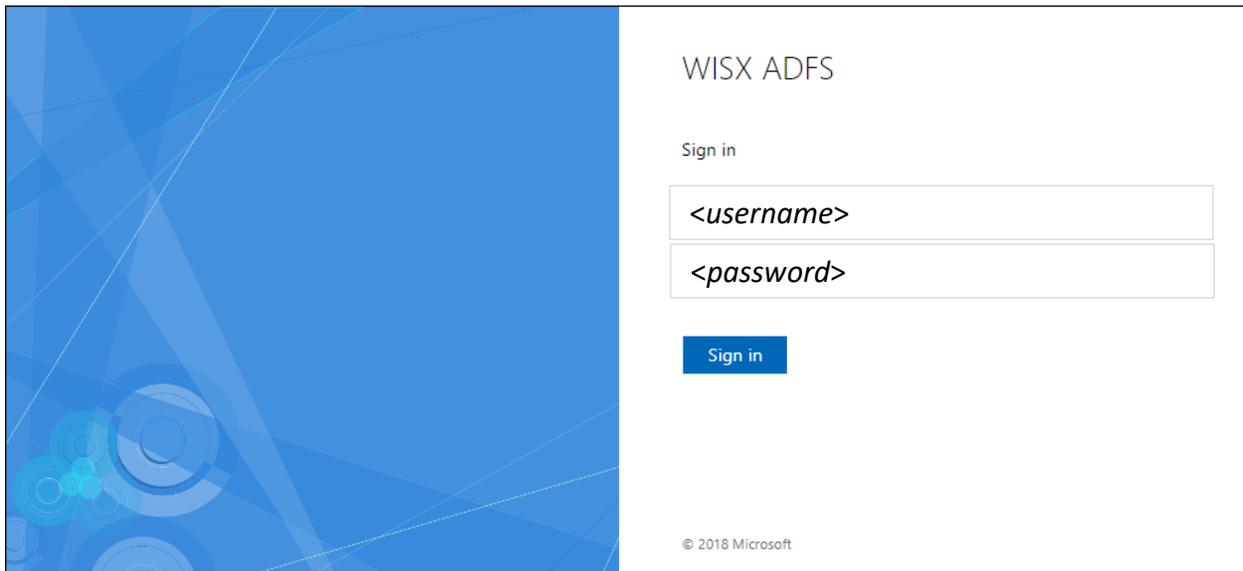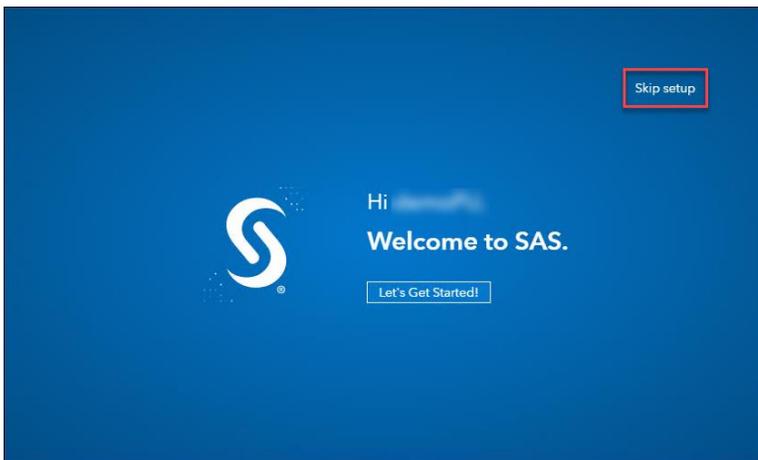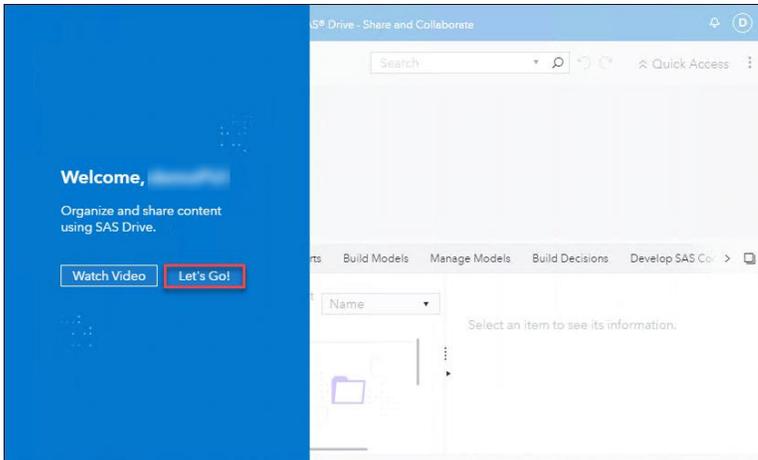
5. You will be directed to SAS.

- 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!
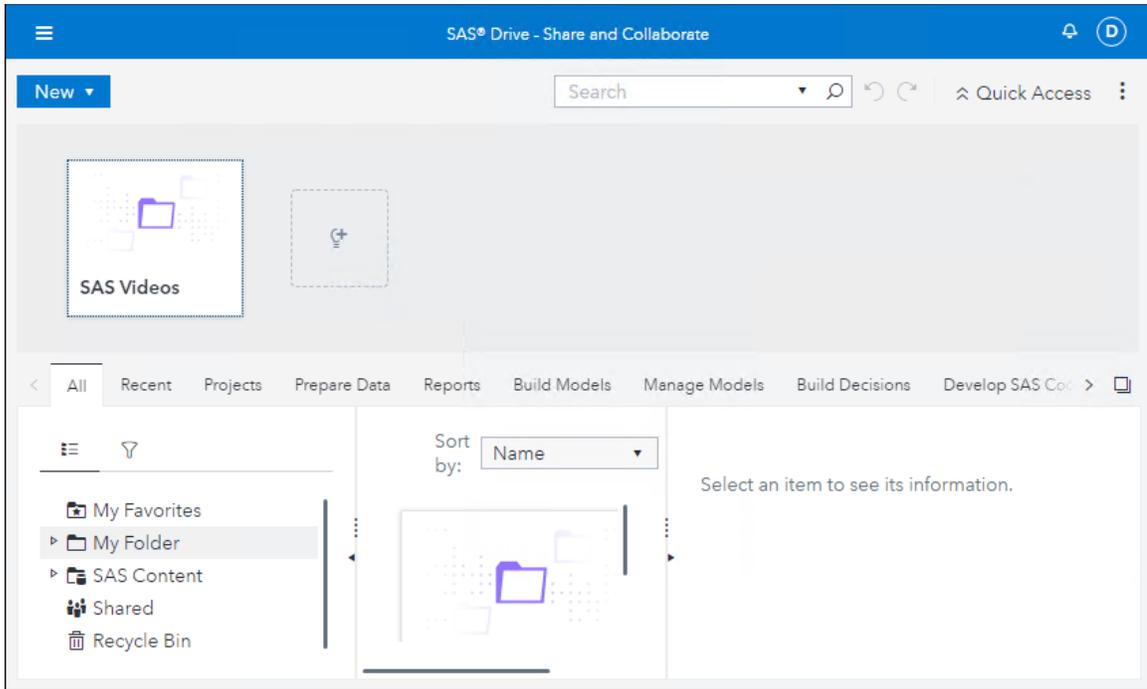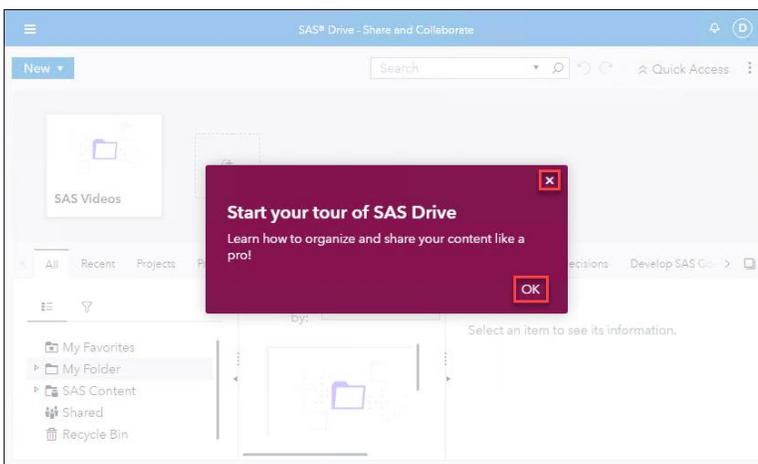

- If this is **your first-time accessing SAS** for the specific environment, you will be directed to the SAS welcome screens.
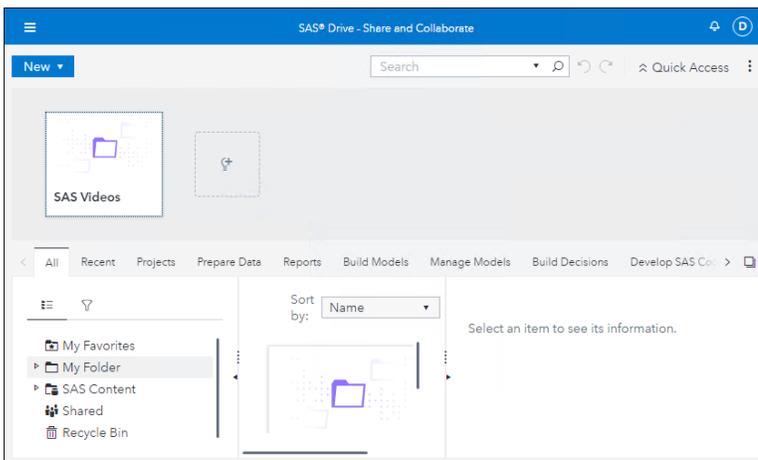

Select **Skip setup**.

Select **Let's Go!**.

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

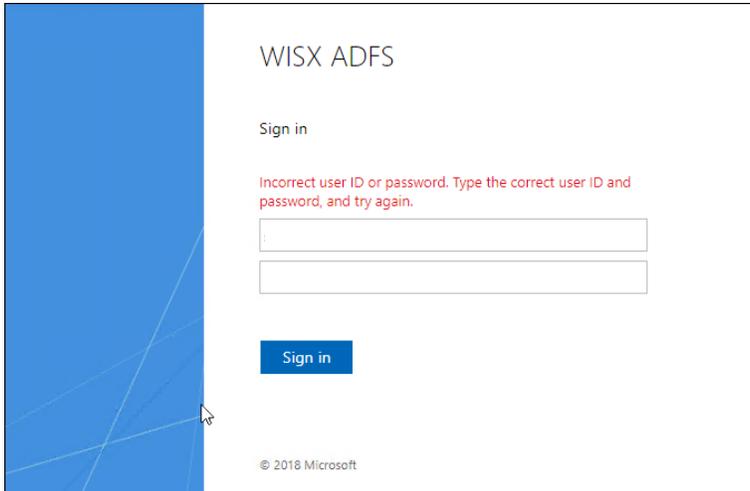Either select **OK** to go through the tour or select **X** to close the tour.

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

You are now ready to start using SAS!

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Access Troubleshooting

SAS Virtual Learning Environment (VLE)

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.
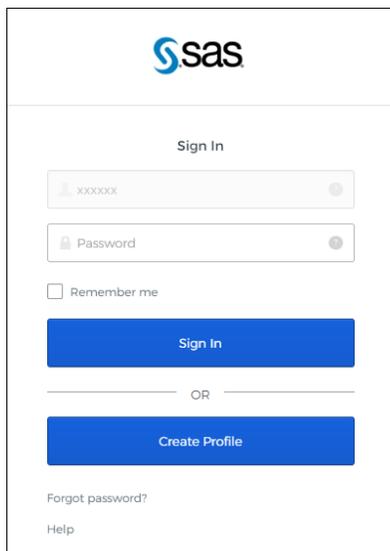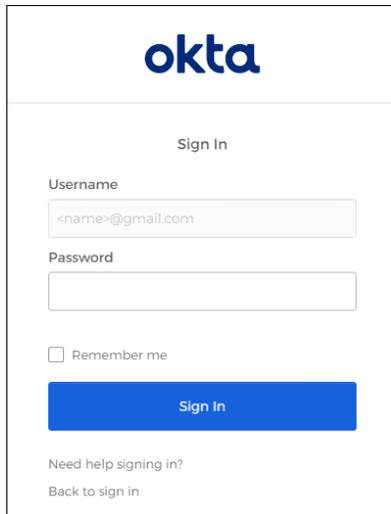
If you are being prompted for a password on the SAS sign in page, make sure you are using your Portal username followed by **@prod.healthcare.wi.local**. Use the browser back button if you need to reenter your Portal username followed by **@prod.healthcare.wi.local**.

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.

## SAS Viya Environments (Training and Production)

If you see an error message after clicking the 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.
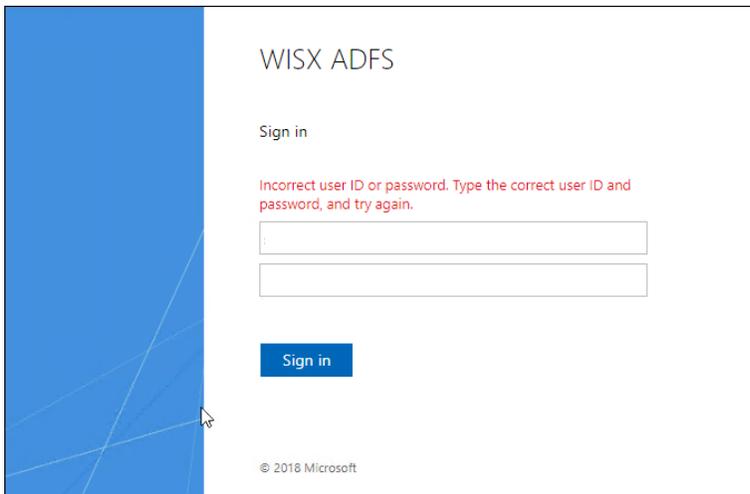
If you are receiving an error (red text) on the WISX ADFS screen after entering your Portal username and password, verify that you have entered the correct Portal username and password. If the error persists, refer to the ForwardHealth Partner Portal User Guide, email VEDSWIEDI@wisconsin.gov, or call 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.
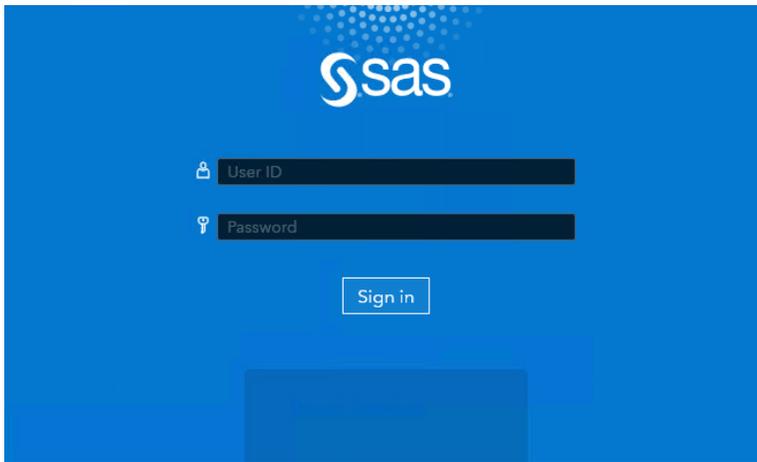
If after going through the sign in steps, you are returned to the SAS sign in page and it does not contain the **Use your corporate credentials** link, make sure your bookmark or the link you are clicking on is the SAS Drive link and not the SAS Logon link.

Contact SAS

If you have questions or issues accessing the SAS Environments and you have verified with the Gainwell Portal Help Desk that your Portal account is active, email the WI DHS SAS Cloud Help Desk at widhs-helpdesk@sas.com.

If you have training questions, email SAS Training at EDWDARtraining@sas.com.