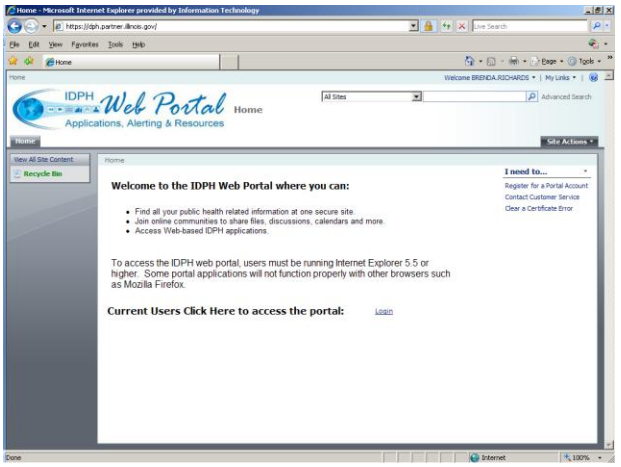
IDPH Web Portal
Online Registration Process

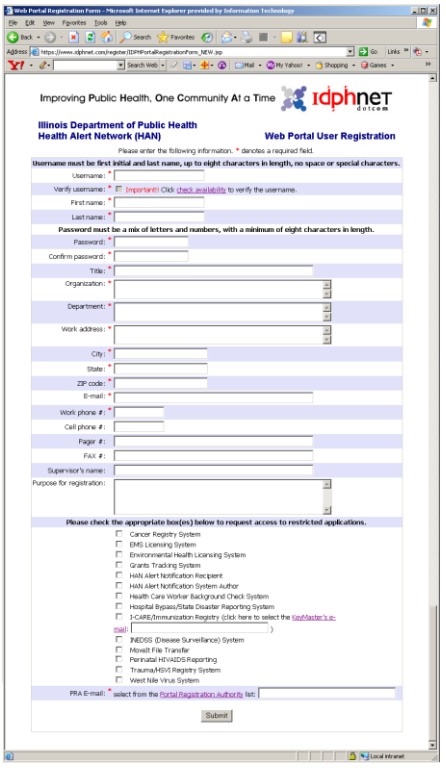
1. Open an Internet browser and enter **www.idphnet.illinois.gov** in the address bar to access the IDPH HAN Web Portal login screen.
   NOTE: Internal users on the State of Illinois network enter idphnet.illinois.gov (no w's) to navigate to the login page.



2. Click on the **Register for a Portal Account** option under the "I need to..." heading on right side of the screen to begin the registration process.Web Portal User Agreement, please read carefully scrolling to the bottom and print for reference.

3. Click on the I Agree **OR** I Do Not Agree button to accept or decline the Web Portal User Agreement to continue or close the browser.

4. Upon acceptance of the agreement, the HAN Web Portal User Registration form will display as shown to the right.



5. Fill in all required contact information fields as requested. Enter a **Username** (first initial and last name up to eight characters, i.e. John Smith = jsmith, John Anderson = janderso). Username must be unique.

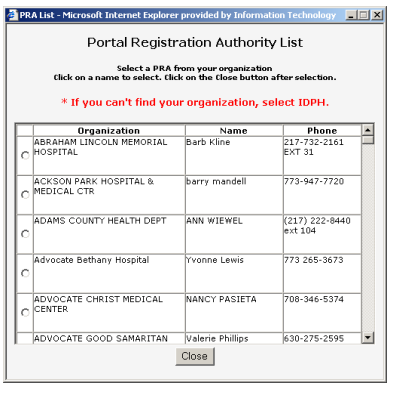
6. Select the check availability link to confirm the username is not already in use. System will display the Username Search screen. If successful, click on the Close box and continue entering required fields. If unsuccessful, click on Close box and enter in same username, but changing the last character (or two) to a number, i.e. Joe Smith = jsmith1.

7. Enter a Password based upon the following standards:

   - Passwords must be unique using a 12 cycle history.
   - Must be changed every 90 days or less.
   - Must be a minimum of 8 characters.
   - Must be a mix of capital and lower case, and number(s).
   - Passwords will be revoked if an account is not accessed within a period of 180 days.
   - Three grace log-ins available after a password expires.
   - Intruder detection will be employed to lockout an account after 5 failed attempts.

8. Fill in the Purpose for Registration field with specifics if instructed and check **ONLY** box(es) next to required applications. Each application is associated to a target group of users and must be approved by IDPH Program Administrators. Checking all and/or inappropriate options based upon user type will delay the request.

9. Click on the Portal Registration Authority link to the left of the PRA E-mail field to display a list of designated PRA by facility. Scroll through this list to locate the appropriate facility and click on the radial button at the left of the row, then close the window. The PRA's E-mail address will now display in the PRA E-mail field.
   NOTE: If the desired facility is not listed, select IDPH Security and close the window.



10. When all the required fields are entered, Click on the Submit button to complete the online portion of the registration process and generate the user account.

11. The system will display the User Registration form that **MUST** be printed, signed, and sent to your PRA (or IDPH Security if no PRA has been designated) for administrative and audit purposes.

12. After printing the form, close the window to end the process. Notification will be sent to the selected PRA of the request and again when the account is activated.

Questions regarding this process can be directed to IDPH IT Security at 217-782-4575 or email dph.security@illinois.gov or the IDPH Application Helpdesk at 217-557-2923 or email dph.helpdesk@illinois.gov