

Texas.gov Digital Identity Solution

Enrollment Quick Reference Guide

1. Texas.gov Digital Identity Solution

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The **Texas.gov Digital Identity Solution (TDIS)** provides Multi-Factor Authentication (MFA), password synchronization, and Single Sign-On (SSO) access so users can easily and securely access their available services and systems. The Texas.gov Digital Identity Solution features the [TDIS Portal](#) and [Delegated Admin console](#), which are supported by an Identity system back-end. The Portal serves as the launchpad to these enabled services including:

- a) the Employee Dashboard which offers users the ability to access their organization's applications integrated with TDIS,
- b) the Self-Service Dashboard which offers users the ability to manage their account settings,
- c) the Delegated Admin console which offers Agency administrators the ability to manage their organization's users and assist them with account-related issues.

2. Enrolling your Texas.gov Digital Identity Solution Account

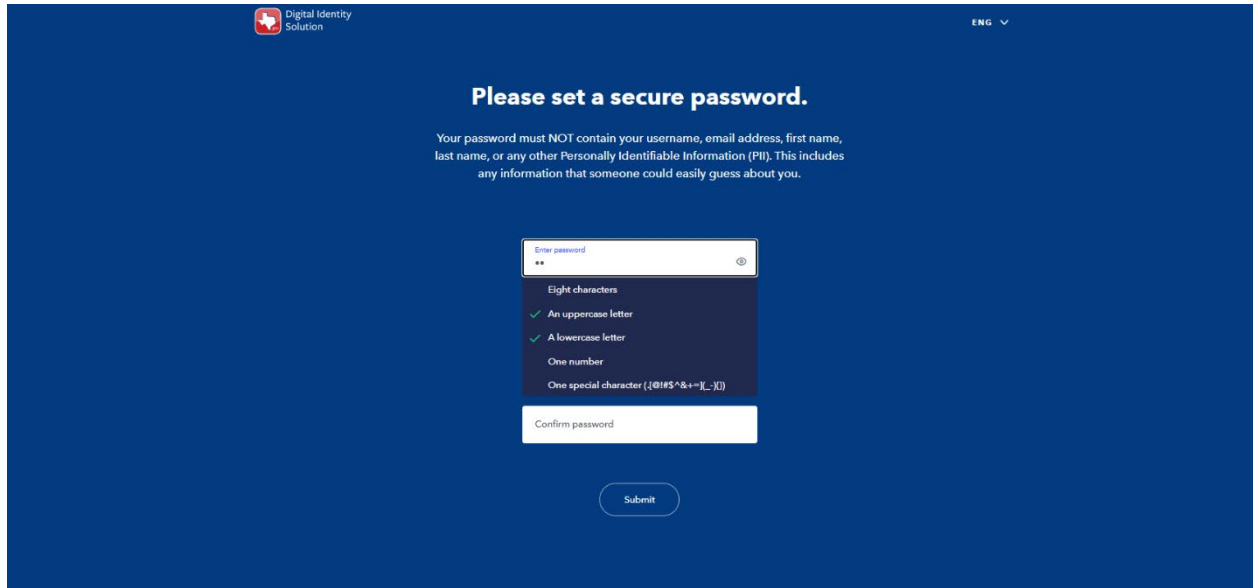
A Texas.gov Digital Identity Solution account has been created for you.

Your user ID is: [your work email address]

1. Access the link sent to your work email from **no-reply@myaccess.dir.texas.gov**.

Please note: If you have not received your enrollment email, please check your spam or junk folder. If you accidentally deleted the email with the link, try to recover the email by searching your email's **Recently Deleted** folder. If you cannot recover the email with the link, please ask your organization's support team (Delegated Admin) to send you a new tokenized link (this link expires in 72 hours and is only valid for one use) via email.

2. Click this link to set a secure password in order to gain access to your account.



Secure password requirements:

- A minimum of 8 characters.
- At least 1 lower-case character.
- At least 1 upper-case character.
- At least 1 number.
- No whitespace/blanks.
- At least 1 special character from this set:

. [@ ! # \$ ^ & + =] (_ -) { }

NOTE: Your password must **NOT** contain your username, email address, first name, last name, or any other Personally Identifiable Information (PII). This includes any information that someone could easily guess about you. Try not to use your interests (i.e. activities, pets/animals, favorite sports teams, hobbies, family's names, location (i.e., city or zip code), profession, etc.).

3. Enter your new credentials (work email and Texas.gov Digital Identity Solution password).

Success!

Your account is enrolled. You can now login.

[Forgot password](#)

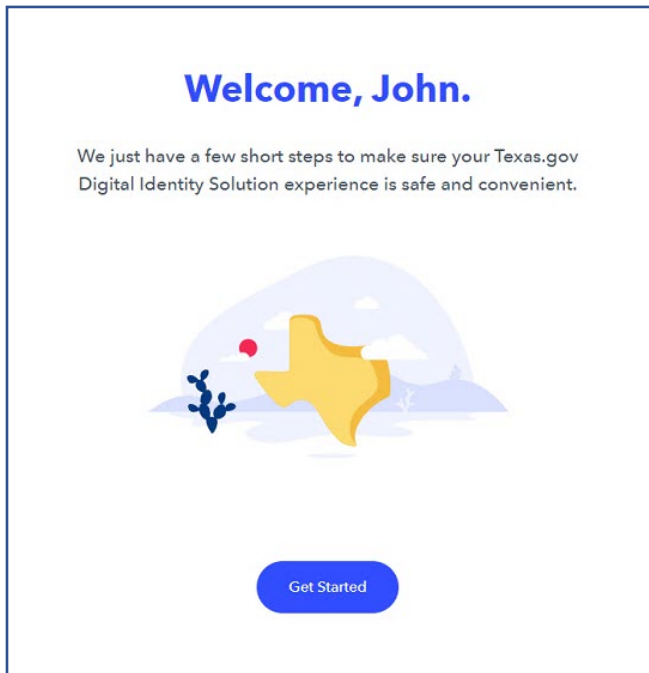
4. Complete the MFA process by entering the verification code you receive in your work email.

Verify your email.

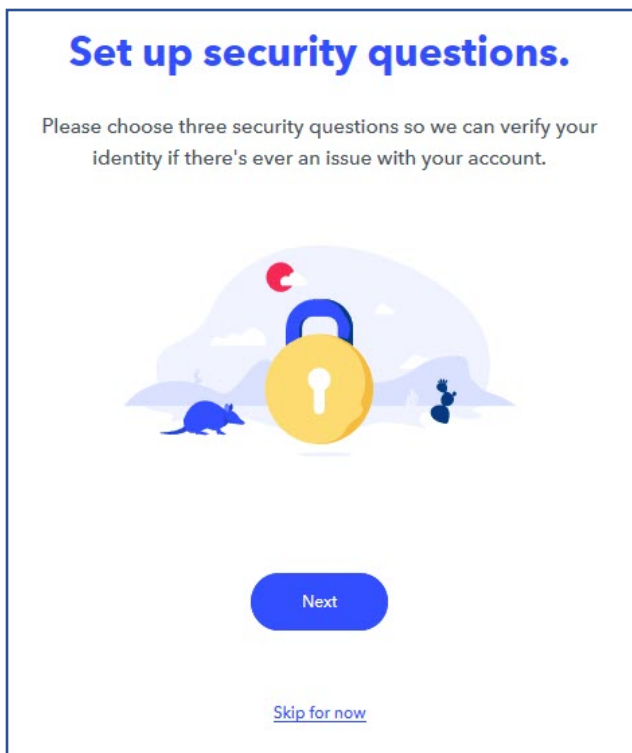
A six-digit code has been sent to
*****ct@yopmail.com. If you don't see it,
please check your spam folder.

[Resend code](#)

5. Click **Get Started** on the Welcome page.



6. Set security questions. Click **Next** to proceed with setting up security questions. Please note, by clicking **Skip for now**, you can set up security questions at a later by time by visiting your **Account Settings** page.



7. Select three security questions to complete.

Set up security questions.

Please choose three security questions so we can verify your identity if there's ever an issue with your account.

Question 1

Select a question...

Answer

Question 2

Select a question...

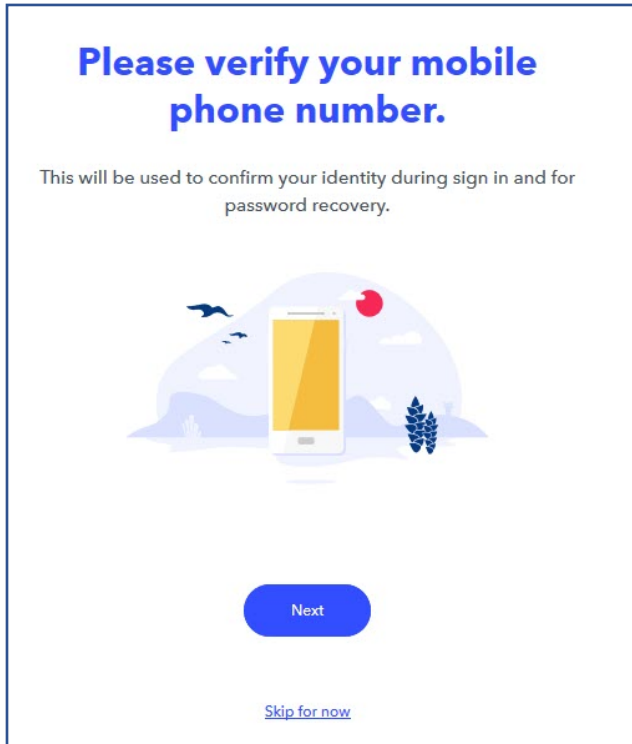
Answer

Question 3

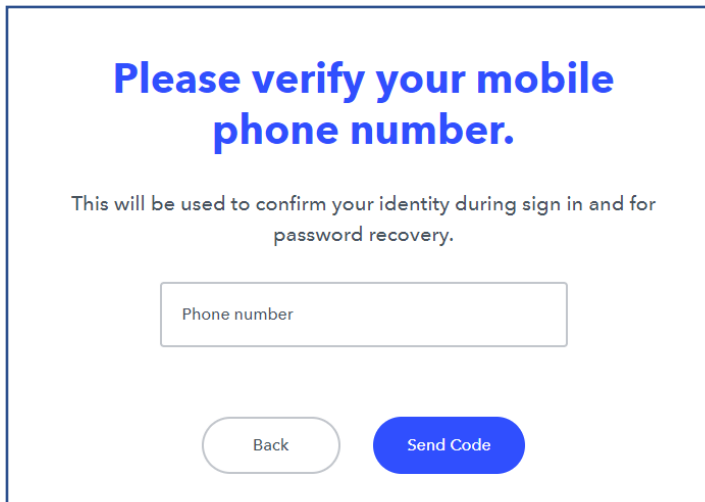
Select a question...

Answer

7.1 Next, you will register and verify a phone number via a One-Time Passcode. Click **Next** to proceed with registering a phone number. Please note, registering a phone number is optional. SMS will be an MFA option if a mobile phone number is registered to your profile. By clicking **Skip for now**, you can register a phone number later by visiting your **Account Settings** page.



7.2 Enter your phone number and click **Send code**.



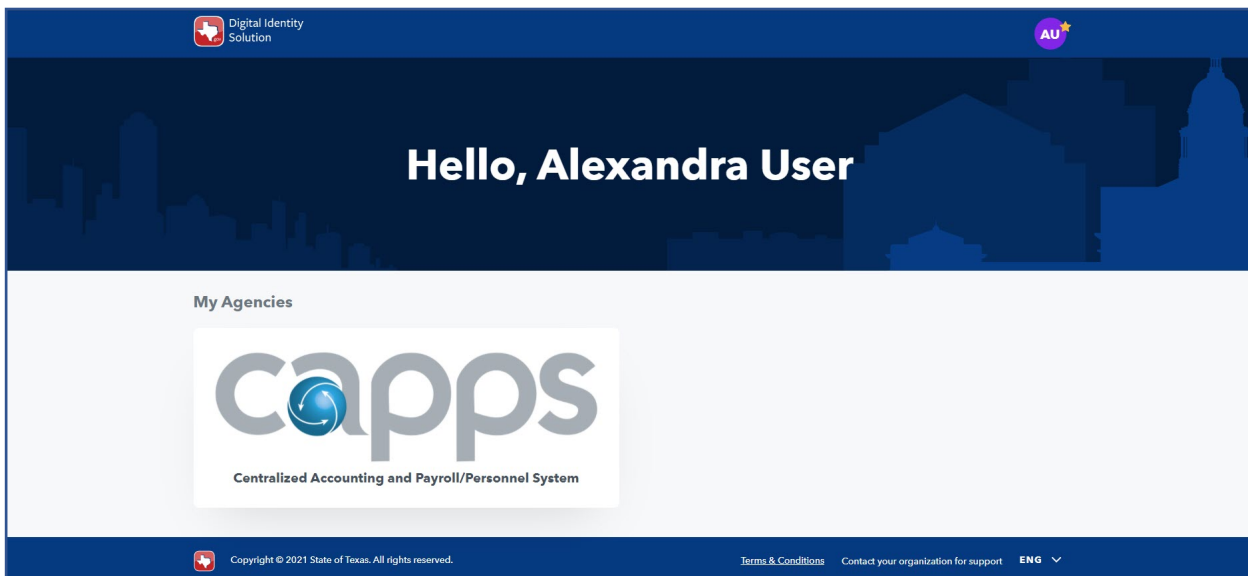
7.3 Next, enter the OTP code. Please note, One-Time Passcodes expire in 5 minutes. If the code expires before you enter it, click **Resend code** to receive another OTP. Click **Verify** to proceed.

Verify your phone.

A six-digit code has been sent to *** ** 7308.

[Resend code](#)

8. The account enrollment process is now complete. Welcome to the **Employee Dashboard!**



3. Password Adjustment

- Your password will be the same password used through the Single Sign-On process for your organization's application(s).
- Should you forget your password, please use the self-service **Forgot Password** feature on the [Texas.gov Digital Identity Solution Portal](#) login page or contact your organization's support team (Delegated Admin) for assistance.

4. Accessing Your Organization's Application(s)

You can access your organization's application(s) directly through the application login page or through the **Employee Dashboard**. The benefit of using the **Employee Dashboard** is the convenience of having all your organizations and applications organized in a central location.

- If you login directly to your **organization's application login page**, you may notice a refreshed look-and-feel of the page. From the application page, you will be redirected to the Texas.gov Digital Identity Solution where you will log in with your work email and Texas.gov Digital Identity Solution password. Complete the MFA request, and you're good to go.
- If you use the **Employee Dashboard** to access your organization's applications and systems, simply login to the TDIS Portal. Locate the **My Agencies** section of the **Employee Dashboard**. Here you will see a list of organizations for which you have access. Click on your desired organization to navigate to the associated application. Accept the **Terms & Conditions** page (if applicable), select the application you'd like to access and then click **Launch**. After clicking **Launch**, you will encounter a pop-up notifying you that you are leaving the **TDIS Portal** and being redirected to an external state organization site. Please click "**Ok, let's go**" to proceed. The application will then open in a new tab. From here, you may directly access your application without logging in again.

5. Link Checklist

- Section 3, Password Adjustment

Link to the Texas.gov Digital Identity Solution Portal:

<https://myaccess.texas.gov/portal/>

- Section 4, Accessing your Organization's Application(s)

Link to the Texas.gov Digital Identity Solution Portal:

<https://myaccess.texas.gov/portal/>

The information and images in this document are based on current information and are subject to change based on stakeholder need and future releases. Please visit the [STS Portal](#) to get the current toolkit materials.