

# DELTA – User

## Quick Reference Card

### About DELTA

DELTA (**D**atabase-**E**nabled **L**ogon **T**o **A**pplications) is the Department of Behavioral Health and Developmental Services' (DBHDS) single sign-on solution and security portal. It provides our business partners access to certain web applications.

**Security Training** Because our web applications contain protected health information (PHI), each user must complete annual HIPAA and other security-related training.

**Versions** There are two versions of DELTA. Separate accounts are used between the versions. DELTAQA: portal for test applications. DELTAProd: portal for live, production applications.

### DBHDS Business Partners

DBHDS Business Partners and other Commonwealth Agencies (Locations) will access DBHDS web applications through DELTA.

**User Management** Business partners are able to request and approve accounts and permissions to applications for their location without needing to contact the Department.

**Multiple Locations** Some individuals work for multiple business partners. Therefore, a user may be assigned to multiple locations, but can only log in to one location at a time.

### Login / Logout

**Login** Supply your username and password to login to Delta. Your username was randomly generated and is 8 characters long. If you do not remember your username, contact your Security Officer.

**Login**

▶ Username:

▶ Password:

[Forgot Password](#)

**Change Location** If you work at multiple locations and have been approved in Delta for more than one location, use Change Location to select a different location. The data you can view when logged in to DBHDS applications will be limited to the location you are logged in as within Delta.

**Choose a Location**

▶ Location:

**Logout** Please ensure you logout when you are done working in Delta. If you are logged in and do not use the system for 30 minutes, the system will log you out automatically.

### My Information

**My Information** Use the My Information page to change your name, position, email address, mailing address, and phone and fax numbers. Once your account has been created, it is your responsibility to ensure this information is up to date.

**My Information**

Username: globaladmin1

▶ Email:

▶ First Name:

Middle Name:

▶ Last Name:

Position:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

### DBHDS Applications

**My Applications** This is the default page that is displayed after you log in to Delta. It displays DBHDS applications that you have been granted access to. If you do not have access to any DBHDS applications, this page will be blank.

[TestApp1](#)

This is TestApp1

# Password Management

## Forgot Password

If you forgot your password, use the Forgot Password link on the Login page. You will be prompted for your username and security answer. You will then receive an email with a unique link. Click this link to supply your username, security answer, and your new password.

**Forgot Your Password?**  
Enter your username to proceed.

▶ Username:

**Forgot Your Password?**  
Answer the following question to proceed.

Username: wcc66b10  
Question: What's my Mother's maiden name?  
▶ Answer:

**Enter Username**

▶ Username:

**Change Password**

Question: What's my Mother's maiden name?  
▶ Answer:   
▶ New Password:   
▶ Confirm New Password:

**Change Password** Before your password expires, change your password here by supplying your old password, a new password, and confirming the new password. The password must meet the strength requirements and must be different than your previous 24 passwords.

**Change Password**  
Password cannot be changed more than once in 24 hours.

▶ Password:   
▶ New Password:   
▶ Confirm New Password:

**Change Security Question** You may change your security question and answer at any time. Enter your password, select a security question, and enter your security answer. The security answer is NOT case sensitive.

**Change Security Question**

Username: GlobalAdmin1  
▶ Password:   
▶ Security Question: What's my Mother's maiden name? ▼  
▶ Security Answer:

# Password Tips

- Passwords must have the following password **complexity**:
  1. At least 8 characters in length; and
  2. Utilize at least three of the following four:
    - a. Special characters,
    - b. Alphabetical characters,
    - c. Numerical characters,
    - d. Combination of upper case and lower case letters.
- New passwords cannot be the same as your **previous 24 passwords**.
- A password can be **changed** using Forgot Password or Change Password **at most, once per 24 hours**.
- **Passwords expire every 90 days**. Delta will display a notification each time you log in for 14 days prior to password expiration.
- After **three invalid attempts** of supplying your password or security answer, you will be **locked out** of Delta. Only a Security Officer at your location (or the Global Admin) can unlock your account.
- If you forgot both your password and your security answer, contact a Security Officer at your location (or the Global Admin) and request an **Administrative Account Reset**. When the reset is completed, you will receive an email with a temporary password. You will be asked to change your password and your security question and answer when you login to Delta.