

IDSS Installation Walkthrough

12/28/14

1 Security Items and Minimum Software

Several items are required to install the IDSS upgrade. Please call Ngoc Tran at (515) 242-5114 or email ngoc.tran@idph.iowa.gov for help. Overall, the installation takes 15 minutes. There are three basic parts to getting IDSS up and running.

- 1 Security Items and Minimum Software
- 2 Install the IDSS Upgrade from the Download Portal
- 3 Register the Key

The installer must be familiar with a PC's operating system and with navigating the Internet. If the installer is uncomfortable working with a PC at the system level, an IT person should be contacted or call (515) 242-5114. The pictures and exact names of items below vary for each operating system, but the concepts are the same.

Several items are required to install IDSS. If any are missing, call (515) 242-5114.

1. IDSS org ID (provided in user packet)
2. IDSS org password (provided in user packet)
3. User ID
4. User password
5. Physical token device (each button press gives a **temporary 6-digit number** to be used once)
6. 4 digit soft pin
7. Software if not already preinstalled: Internet Explorer web browser, Microsoft .Net Framework 3.5 sp1, Windows Installer 3.1

2 Install the IDSS Upgrade from the Download Portal

The IDSS upgrade is installed from a web portal: <https://deploy.idph.state.ia.us/portal>

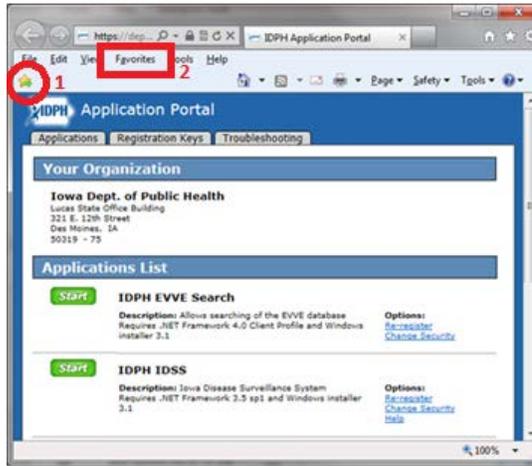
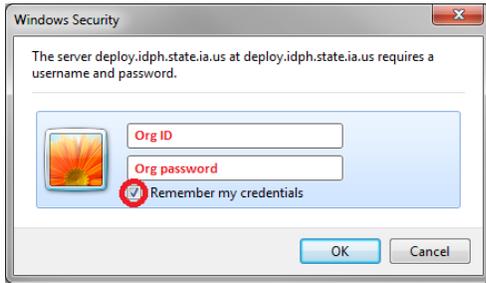
The above link opens the Org log in page. If the end user is unsure of their **Org ID** or **Org password**, call 515-242-5114. Check **Remember my credentials** before clicking **OK**. If a firewall or web browser is filtering access, enable the following websites for ports 80 and 443, and in Internet Explorer's **Tools** >

Internet Options > **Security** > **Trusted Sites** > **Sites** > **Add this website to the zone:**

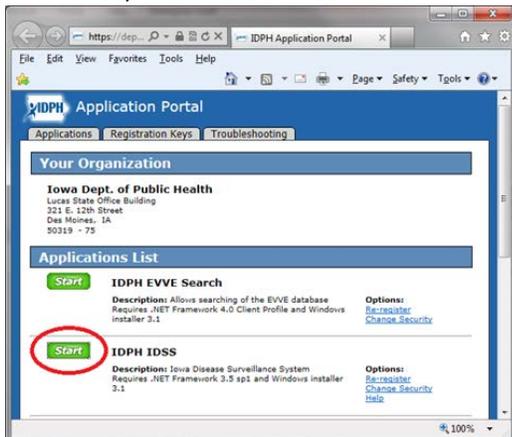
<https://deploy.idph.state.ia.us/portal>

<https://idss.idph.state.ia.us>

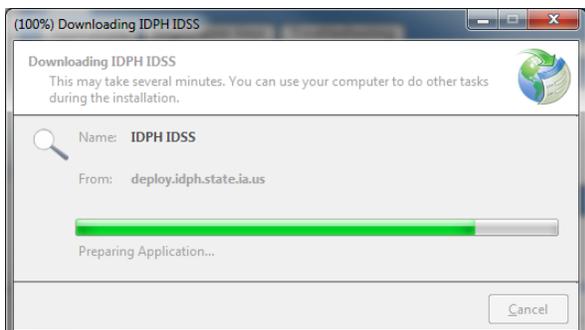
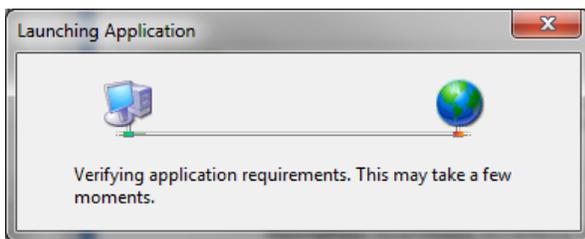
<https://www.iowadiseasesurveillance.org>



To use IDSS in the future, create this page as a **Favorite** in the browser. In the **Application Portal**, locate **IDPH IDSS**, and click **Start** to download the IDSS upgrade.

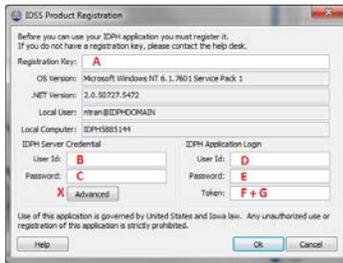


Several runtimes appear as the application downloads and updates. Click **Run** to proceed. Otherwise, no action is required when two of the runtimes complete.

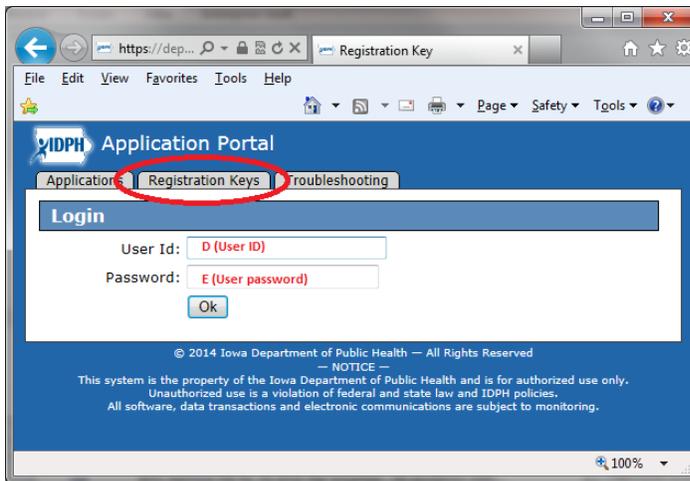


3 Register the Key

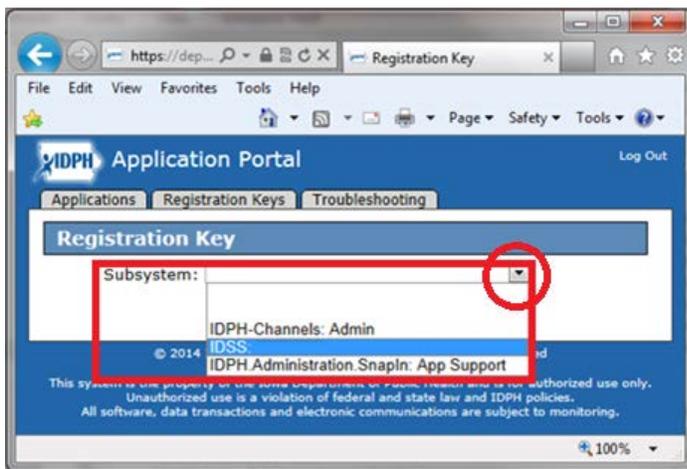
The runtimes will launch the **IDSS Product Registration** window.



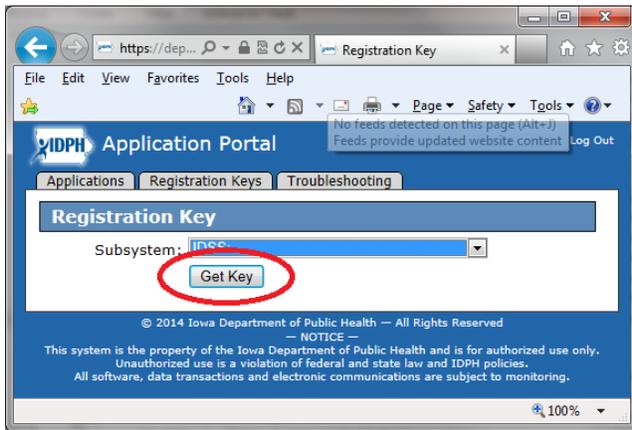
Go back to the web **Application Portal** and select the **Registration Keys** tab. Fill in the **D User ID** and **E User Password** and click **Ok**. The **User ID** and **Password** are the user's personal ID and password, not the org's. The password can be reset by IDPH if the user does not remember it.



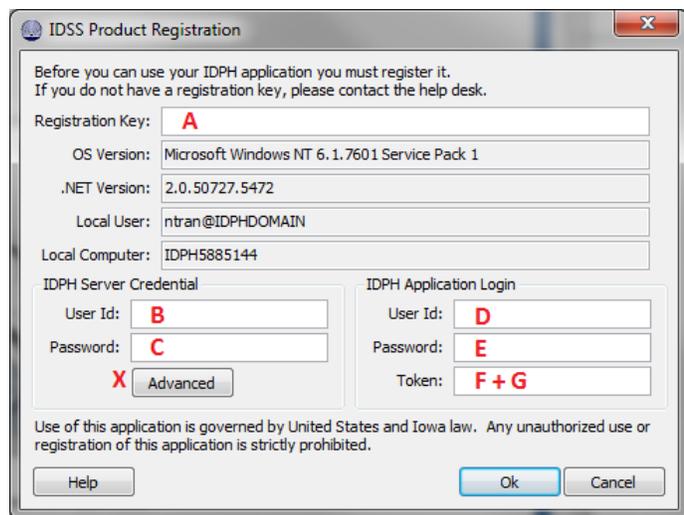
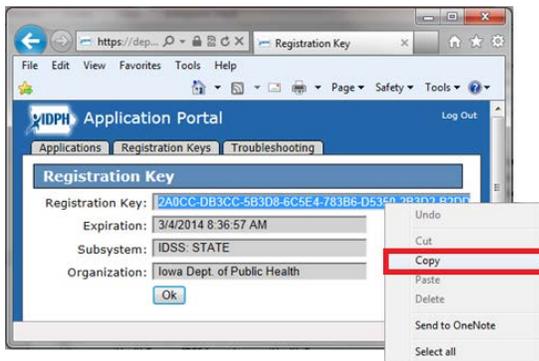
Select the profile from the pull down menu: **IDSS: State**, **IDSS:LPHA**, **IDSS:ICP**, or **IDSS:STD/HIV**.



After selecting the profile from the pull down menu, click **Get Key**.

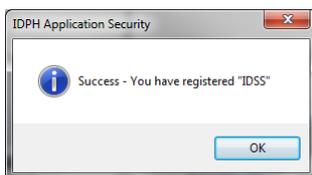


Copy the key by clicking on the key, and right-mouse clicking **Select All > Copy**. **Paste** the key in the **IDSS Product Registration** window that opened up previously.



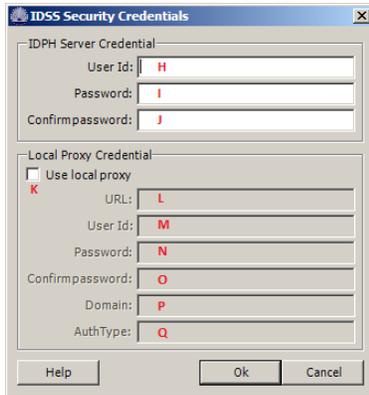
1. **A** Registration key (good for one half hour)
2. **B** IDSS org ID (provided in user packet)
3. **C** IDSS org password (provided in user packet)
4. **D** User ID
5. **E** User password
6. **F** Physical token device (each button press gives a **temporary 6-digit number** to be used once)
7. **G** 4 digit soft pin (may have been changed by user, can be reset by IDPH with helpdesk request)

Paste the copied **key** in **A**, and fill in sections **B, C, D, E, F** and **G** the other areas. The **token** is immediately followed by the **soft PIN, without** space or other character (**no** plus sign). Click **OK**. A success window appears when the registration completes. Additionally, an **IDSS Login** window appears if the green **Start button** in the **Application Portal** is clicked.



Optional: Completing the Registration with Proxy Server

The **Advanced X** section is **only for proxy servers, and should otherwise be skipped**. To get to the proxy server window, skip **B** and **C**, and click on **X**. The system fills out **B** and **C** after **X** is filled out.



H User Id is the IDSS org ID (provided in separate email 1 of 3)

I Password is the IDSS org password (provided in separate email 2 of 3)

J Re-enter the IDSS org password from **I**.

Click **K** fill in the local proxy.

L URL and port of the organization's local proxy. *Org's local IT staff knows this* (i.e. <http://xxx###:####>).

M User Id is used to connect to the local proxy. *Org's local IT staff knows this*

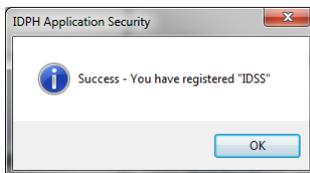
N Password is used to connect to the local proxy. *Org's local IT staff knows this*

O Confirm password: re-enter the password. *Org's local IT staff knows this*

P Domain is the domain of the local proxy. *Org's local IT staff knows this*

Q AuthType is for the proxy (i.e. basic). *Org's local IT staff knows this. If not sure, use 'basic.'*

Click **Ok** when all **H - Q** sections are filled out (for optional proxy server). Finish filling out **D, E, F + G**. With the above correctly filled in, click **OK**, and IDSS will register. A success window appears when the registration is complete. Additionally, an **IDSS Login** window appears if the green **Start** button in the **Application Portal** is clicked.



Optional Troubleshooting

The following Microsoft links are provided in case these files are not preinstalled.



.Net Framework 3.5 sp1 <http://www.microsoft.com/en-us/download/details.aspx?id=22>

Windows Installer 3.1. <http://www.microsoft.com/en-us/download/details.aspx?id=25>

Internet Explorer <http://windows.microsoft.com/en-US/internet-explorer/download-ie>

