

# Accessing EvaluationWeb<sup>®</sup> through the CDC Secure Access Management System (SAMS) Job Aid

Version 1.0



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# Accessing EvaluationWeb© through the CDC Secure Access Management System (SAMS)

As of April 29, 2019, there were two major changes made to EvaluationWeb® that affects all users of the system:

- EvaluationWeb moved to a higher security level (Level 3), which means that all users are now required to use second-factor authentication to access the system.
- EvaluationWeb is now accessed through the SAMS portal.

## Background

For several years, Luther Consulting worked with CDC to find a solution to Personally Identifiable Information (PII) being entered into text fields in EvaluationWeb. Both parties agreed that rather than putting restrictions on what can be entered into text fields, it would be more practical to move the system to a higher security level that would then allow grantees to enter PII without restrictions (PartnerServicesWeb® has always used the higher Level 3 system security since it contains name-based data).

Therefore, as of April 29, 2019, all EvaluationWeb users need to have an additional level of security, called second-factor authentication, to access the system. Second-factor, or two-factor, authentication can be described as something you know (your password) and something you have. Sometimes, this is an app on your cell phone; but in this case it's through an Entrust Grid card, issued by SAMS.

At the same time, how you access EvaluationWeb has changed. Instead of using the EvaluationWeb URL, you now log on to the CDC SAMS portal. Once you are authenticated through SAMS, a list of activities for which you have permission to access is displayed, and one of those activities is EvaluationWeb. Clicking that link takes you from SAMS to EvaluationWeb.

It is important to remember that SAMS is a CDC application and resides on CDC servers; EvaluationWeb is a Luther Consulting application and resides on Luther Consulting servers. Because of this, the Luther Consulting Help Desk can only help once you get to the first EvaluationWeb page where you choose your jurisdiction. Anything before that is part of the SAMS portal. So if you have problems accessing SAMS, you will need to contact the SAMS Help Desk by phone at 877-681-2901 or by e-mail at [samshelp@cdc.gov](mailto:samshelp@cdc.gov).

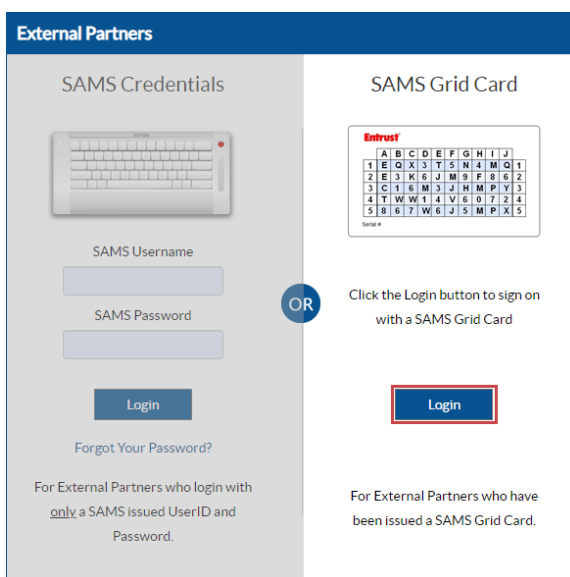
# Steps for Logging in to EvaluationWeb Through SAMS

Now, we'll walk through the process to log in to EvaluationWeb through SAMS.

1. First, you must be e-authenticated at the Level 3 security level. If you have gone through the e-authentication process since the beginning of 2019, you are likely at Level 3 and you should have received your Entrust Grid card.



- If the Grid card doesn't look familiar to you, you may not have been authenticated at the Level 3 system security level. You should contact Lourdes Gordillo in the Program Evaluation Branch (PEB) to begin the Level 3 authentication process. Her e-mail address is [HKQ7@cdc.gov](mailto:HKQ7@cdc.gov).
  - If you remember having a Grid card mailed to you, but you can't find it, you should contact the SAMS Help Desk by phone at 877-681-2901 or by e-mail at [samshelp@cdc.gov](mailto:samshelp@cdc.gov) for a replacement card.
  - If you're unsure whether you've been authenticated at Level 3, contact Lourdes and she can check on it for you.
2. Once you have your Grid card in hand, go to <https://sams.cdc.gov/>.
  3. Click **Login** in the SAMS Grid Card section.



4. Enter your SAMS Username and SAMS Password and click **Login**.

External Partners

SAMS Grid Card

Entrust

A	B	C	D	E	F	G	H	I	J		
1	E	O	X	3	Y	5	N	4	M	O	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	1	4	V	6	0	7	2	4	
5	8	6	7	W	6	J	5	M	P	X	5

SAMS Username  
cdoe@state.gov

SAMS Password  
••••••••

Login

[Forgot SAMS Password?](#)

For External Partners who have been issued a SAMS Grid Card.

5. It's a good idea to compare the Grid card number displayed on the second-factor login window with the serial number found at the bottom left corner of your Grid card. If the numbers do not match, contact the SAMS Help Desk.

External Partners

SAMS Grid Card

Entrust

A	B	C	D	E	F	G	H	I	J		
1	E	O	X	3	Y	5	N	4	M	O	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	1	4	V	6	0	7	2	4	
5	8	6	7	W	6	J	5	M	P	X	5

SAMS has assigned you CDC GRID card number: 1234  
Please ensure this number matches the serial number printed on the lower left of your card.

Grid Card A5:  C5:  J4:

Login

For External Partners who have been issued a SAMS Grid Card.

6. Type the number or letter that appears on your Grid card for each of the three displayed values and click **Login**.

External Partners

SAMS Grid Card

Entrust

A	B	C	D	E	F	G	H	I	J		
1	E	Q	X	3	T	5	N	4	M	Q	1
2	E	3	K	6	J	M	9	F	8	6	2
3	C	1	6	M	3	J	H	M	P	Y	3
4	T	W	1	4	V	6	9	7	2	4	
5	8	6	7	W	6	J	5	M	P	X	5

Serial #

SAMS has assigned you CDC GRID card number: 1234  
Please ensure this number matches the serial number printed on the lower left of your card.

Grid Card A5: T C5: 6 J4: J

Login

For External Partners who have been issued a SAMS Grid Card.

Entrust

A	B	C	D	E	F	G	H	I	J		
1	2	0	P	3	M	Y	9	3	Q	R	1
2	H	D	Q	8	V	R	C	D	7	J	2
3	T	R	6	N	8	4	K	N	1	8	3
4	H	D	Q	8	V	R	C	D	7	J	4
5	T	R	6	N	8	4	K	N	1	8	5

Serial # 1234

7. Click the link called **EvalWeb-L3** on the SAMS landing page.

CDC Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

SEARCH

CDC A-Z INDEX

SAMS secure access management services

Menu

- My Profile
- Logout
- Links
  - SAMS User Guide
  - SAMS User FAQ
  - Identity Verification Overview

My Applications

EvaluationWeb

- EvalWeb-L3 \*

Note

You may have additional applications listed on your SAMS landing page if you have access to other CDC systems.

8. When the EvaluationWeb landing page displays, click **Click Here to Logon through SAMS**.



**ATTENTION! EvaluationWeb® logon procedures have changed!**

**Users in Arizona, Iowa, Indiana, Hawaii**

Users in these states are using an instance of EvaluationWeb which is funded by your state health department. You should be using the URL for your specific state instance. Please contact our help desk at 866-517-6570 or [help@lutherconsulting.com](mailto:help@lutherconsulting.com) for assistance if you do not know the URL.

**ALL other users**

You are using a CDC funded instance of EvaluationWeb.

Effective 4/29/2019, users will be logged on through CDC's Secure Access Management System (SAMS).

[Click Here to Logon through SAMS](#)

**Note**

This is the first window that belongs to EvaluationWeb. If you have any problems up to this point, please contact the SAMS Help Desk by phone at 877-681-2901 or by e-mail at [samshelp@cdc.gov](mailto:samshelp@cdc.gov).

If you need help with anything from this window forward, please contact the Luther Consulting Help Desk at by phone at 866-517-6570, Option 1 or by e-mail at [help@lutherconsulting.com](mailto:help@lutherconsulting.com).

9. For your first time logging in, you will need to read and acknowledge the EvaluationWeb Rules of Behavior.



help

**Welcome**

You must read and agree to the terms and conditions to continue.

*Purpose and Scope*

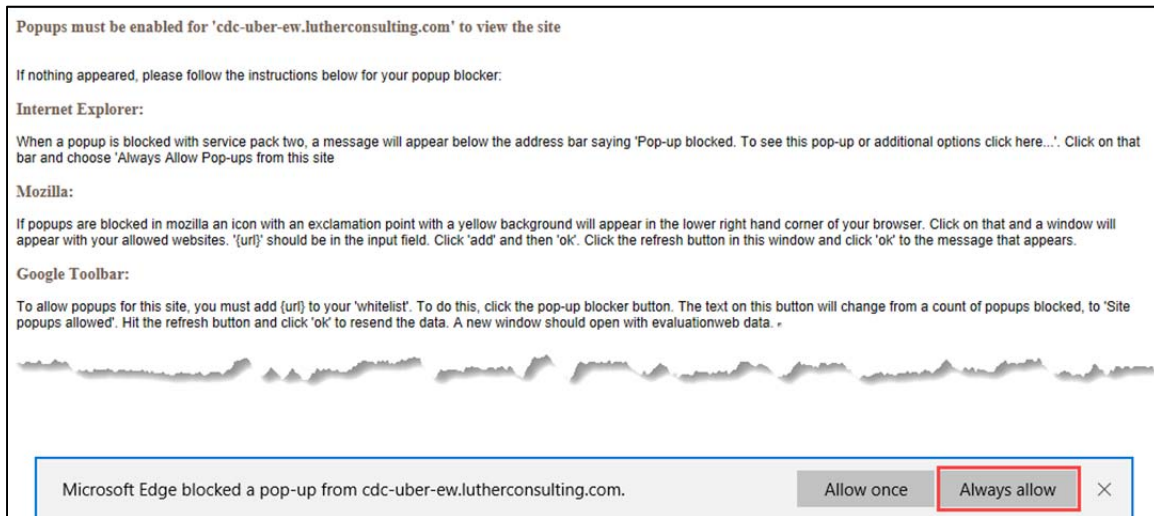
EvaluationWeb® is a browser-based software-as-a-service system for reporting HIV prevention program data. EvaluationWeb® is made available to grantees for data collection and reporting. The purpose of this "User Agreement and Rules of Behavior for EvaluationWeb®" is to provide users of EvaluationWeb® with guidelines for policies and practices related to data and web-based reporting. Additional rules of behavior may be appended if required by state or local law or are otherwise necessary. By accepting this agreement you agree to the terms and conditions of EvaluationWeb®.

*Rules of Behavior*

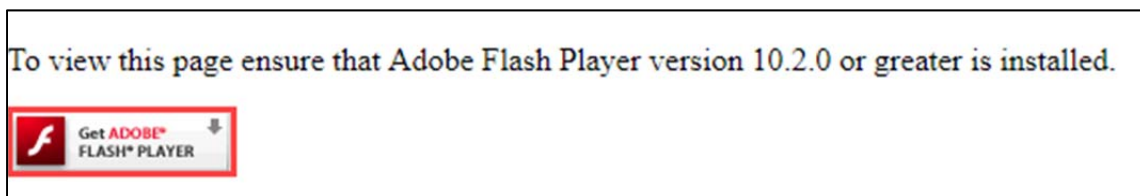
**You are responsible for the confidentiality of client data**, whether on paper or in EvaluationWeb® or on any other media. The ethical and legal guidelines regarding confidentiality which apply to you will depend on your agency. Ask your supervisor for a copy of the rules that apply to you. At all times, protect client data of any sort

I have read this entire agreement and agree to comply with the terms and conditions including the

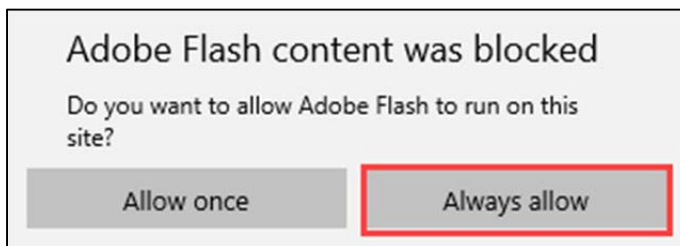
- 
10. If you get a message about enabling popups for the site, follow the directions for the internet browser that you are using.



11. With some Internet browsers, you may get a message asking you to ensure that the Flash Player is installed. Click the button to **Get Adobe Flash Player**, even if you already have it installed.



A dialog box displays asking you to allow EvaluationWeb to run Flash. Click **Allow**.



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12. Choose your jurisdiction from the drop-down list on the EvaluationWeb welcome page and choose the **Production** version of EvaluationWeb. Then click **Go**.

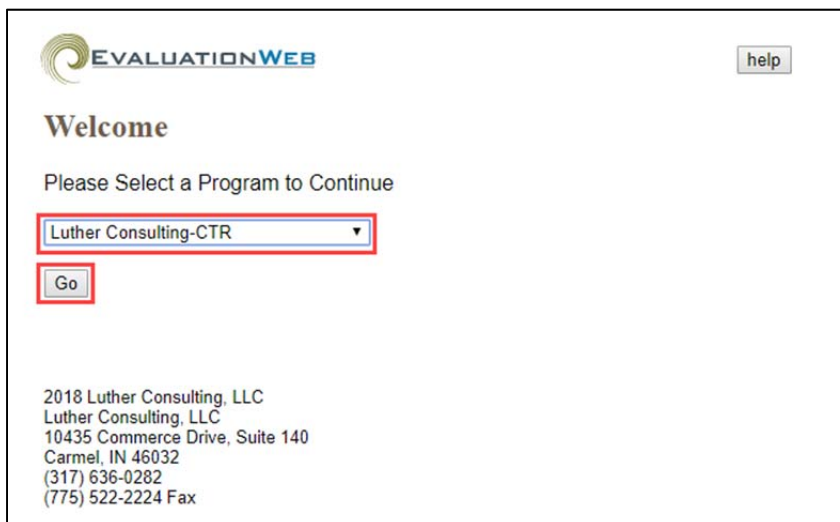


The screenshot shows the EvaluationWeb logo at the top left. Below it is the word "Welcome". A note states: "Note: Depending on how your organization is funded, your selection may vary by area within a state." There are two drop-down menus: the first is set to "Chicago" and the second is set to "Production". A "Go" button is located below the second menu. Red boxes highlight the "Chicago" menu, the "Production" menu, and the "Go" button.

### 🎵 Note

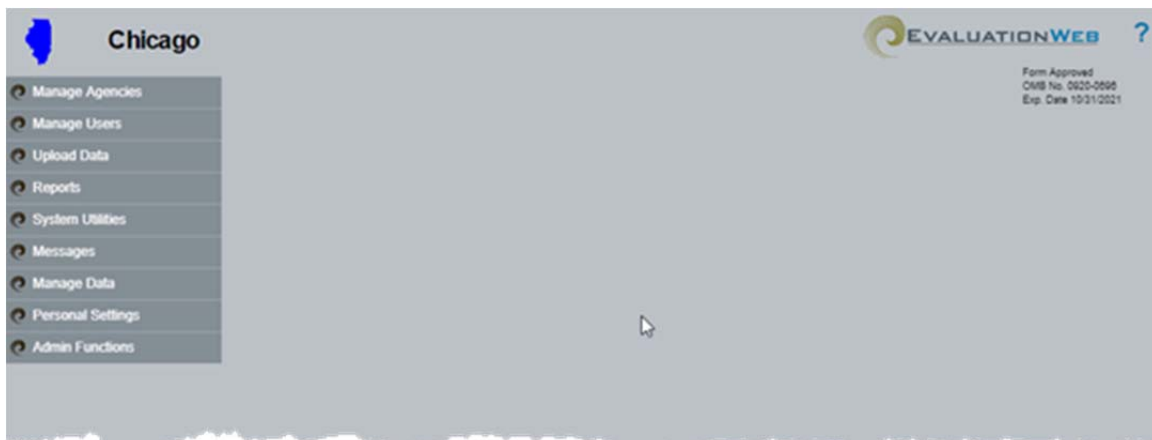
Unless you are told otherwise, you will always choose the **Production** version of the application.

13. Choose the program you wish to access in the next drop-down list then click **Go**.



The screenshot shows the EvaluationWeb logo at the top left and a "help" button at the top right. Below the logo is the word "Welcome". The text "Please Select a Program to Continue" is displayed. A drop-down menu is set to "Luther Consulting-CTR". A "Go" button is located below the menu. Red boxes highlight the "Luther Consulting-CTR" menu and the "Go" button. At the bottom of the page, contact information for Luther Consulting, LLC is provided: "2018 Luther Consulting, LLC, Luther Consulting, LLC, 10435 Commerce Drive, Suite 140, Carmel, IN 46032, (317) 636-0282, (775) 522-2224 Fax".

14. **Result:** The EvaluationWeb home page displays.





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## What Happens if I Go to EvaluationWeb.com?

If you try to log on to EvaluationWeb by using the EvaluationWeb.com URL, a new landing page displays:



### ATTENTION! EvaluationWeb® logon procedures have changed!

#### Users in Arizona, Iowa, Indiana, Hawaii

Users in these states are using an instance of EvaluationWeb which is funded by your state health department. You should be using the URL for your specific state instance. Please contact our help desk at 866-517-6570 option 1 or [help@lutherconsulting.com](mailto:help@lutherconsulting.com) for assistance if you do not know the URL.

#### ALL other users

You are using a CDC funded instance of EvaluationWeb.

Effective 4/29/2019, users will be logged on through CDC's Secure Access Management System (SAMS).

[Click Here to Logon through SAMS](#)

Download the [Accessing EvaluationWeb through SAMS Job Aid](#)

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Luther Consulting, LLC  
10435 Commerce Drive, Suite 140  
Carmel, IN 46032  
Toll Free (866) 517-6570 Option 1

All users of the CDC funded instance of EvaluationWeb are directed to log on through SAMS. Click **Click Here to Logon through SAMS** and continue with **Step 9** above.

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## Change History

<b>Version</b>	<b>Changes</b>	<b>Author</b>	<b>Date completed</b>
1.0	<ul style="list-style-type: none"><li>• New document</li></ul>	RGP	4/29/2019