



**Department  
of Health**

# Gaining Access to Health Commerce System and HERDS Data Entry Application

June 2018

**Lead Testing in School Drinking Water**

# Outline

- Health Commerce System (HCS) Access
- HERDS (Data Entry Application) Access
- How to Open HERDS
- Troubleshooting

# Overview of steps to access HERDS Data Entry forms

1. Obtain a Health Commerce System Account (HCS)
2. Be assigned the 'School Lead in Drinking Water Reporter' role by your HCS Coordinator
3. Sign into HERDS (data entry application) on HCS



# Health Commerce System (HCS) Access

# Where to register

1) Open your web browser and enter this web address in the address bar:

<https://commerce.health.state.ny.us>

2) On the HCS log in page, click:

**Create an HCS Account**

3) Answer the pop-up to choose the type of account you will register for, then:

- a) Register for an account
- b) Enroll your account on the HCS.

Must be done with your HCS Coordinator.

**HCS Login**

User ID  
User ID

Password  
.....

Remember HCS ID  OFF

Sign In

OR

Click Here → Create an HCS Account

# Next: Answer the pop-up question

Create an Account

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Do you hold a professional medical license issued by the New York State Department of Education?

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# If 'no', register for a general HCS user account

Create an Account

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Do you hold a professional medical license issued by the New York State Department of Education?

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## Register for an account

To register for an account. This is a two step process:

1. Register for an account. (Step A in the quick reference guide)
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator. (Step B in the quick reference guide)

[Quick Reference Guide](#)

# How to register ('No' to pop-up- HCS User Account)

1. Complete the Name, Address and Policy Statement sections, and click **Continue**

- NOTE: Your name must match what is on your Photo ID

2. Create a user ID and password, click **Continue**

3. Answer at least six of the 27 secret questions, click **Register**

4. Verify your account information, and click **Confirm**

5. Print your Account Registration Completion information, click **OK**

6. Print your confirmation email that your user ID was created

7. See your **\*HCS Coordinator** with your Account Registration Completion email printout and your Photo ID. Your HCS Coordinator will finalize your new HCS user account.

**\*If you do not know your HCS Coordinator, or your school needs a new HCS Director/Coordinator please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1 (M-F 8am-4:45pm).**

Most school  
personnel  
**WILL** register  
for this type of  
account

**REGISTER  
ONLY ONCE!**




# If 'yes', apply for an HCS Medical Professions account

Create an Account

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Do you hold a professional medical license issued by the New York State Department of Education?

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## [Apply for an HCS Medical Professions account](#)

To apply for a Health Commerce System (HCS) account for prescribing and non-prescribing medical professionals.

[Quick Reference Guide](#)

If you are a prescriber, [registration of your medical practice is required](#) in order for you to establish HCS accounts for employees who will access the Prescription Monitoring Program (PMP) as your designee. Be sure to follow these steps to obtain an account, register your practice and set up users as designees:

1. You must apply for an HCS Medical Professions account - [Paperless HCS Medical Professions Account Quick Reference Guide](#)
2. You must Register your Medical Practice - [Paperless HCS Medical Practice Account Quick Reference Guide](#)
3. Your staff must Register for an HCS user account at <https://apps.health.ny.gov/pub/usertop.html>

# How to register –HCS Medical Professions Account

Most school personnel will NOT register for this type of account

## Apply for an HCS Medical Professions Account

1. Click ‘**Apply** for an HCS Medical Professions account’
2. Click ‘I have a NYS DMV driver license or NYS DMV Non-driver Photo ID’

Note: If you do not have a NYS driver license, you can still apply by clicking ‘I do not have a NYS DMV driver license or NYS DMV Non-driver Photo ID’

3. Enter your medical profession information and click **Submit**

**Important!** Your first and last name, license type, professional license number, and SSN must match what is in the NYSED Office of the Professions

4. Enter your DMV information from your driver license or non-driver photo ID exactly as it appears on your driver’s license, click **Submit**

**Important!** Your first and last name, license number, date of birth, gender, and ZIP codes must match what is on your NYS driver license or NYS Non-driver photo ID.

5. Enter your contact information (fields marked with an asterisk are required)

Agree to terms outlined in the Security and Use Policy (SAUP), check the box, and **Submit**

6. Congratulations, you have an HCS account. Keep your User ID as it will be required for all HCS access.

If you have issues logging in to the HCS with your userid and password, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1 (M-F 8am-4:45pm).

# HERDS (Data Entry Application) Access

# Role Assignment Required for HERDS Form Access

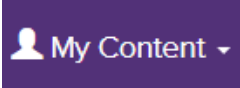
- To access the school lead in drinking water forms, the reporter must first be assigned the following **role** by their HCS Coordinator:

**School Lead in Drinking Water Reporter**

# Request Access to the HERDS application for a new user (with HCS access)

Have the individual designated to report on school lead in drinking water email their HCS Coordinator requesting to be added to the HERDS role of **School Lead in Drinking Water Reporter** for each individual school they will be reporting for.

If you do not know who your HCS Coordinator is and you have access to HCS, you can look them up following these steps:

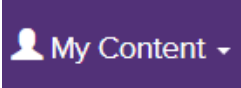
- 1) Log into HCS
- 2) Click  and select **Look up my coordinators**
- 3) A list will appear with the name, phone number, and email address for each of your HCS Coordinators

# How to assign a role in the HCS Communications Directory (For HCS Coordinators)

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Manage Role Assignments** (blue tab)
4. Click the **Modify** link located to right of the role name
5. Under section 2 (if no one is currently in role) or section 3 (if someone in role), then select the name of the person with an ID you wish to add to the role and click **Add Role Assignments**. **Avoid adding a person to the role if you see an “na” after their name**, especially if you know the user has an existing HCS account.
  - 5a. If you cannot locate the person in the list, then proceed to the last option, enter the person's last name in the Search for Person(s) by name, and click **Submit**
  - 5b. Select the person in the list with a valid user ID
  - 5c. **DO NOT** click the ‘Assign’ link, this does not create an account
6. Click **Add Role Assignments**.

# Not sure if you have the role for each school?

Check to see what roles you have by organization in HCS

- Log into HCS
- Select  from the top of the screen
- Click “See what roles I hold”
- A list will appear
  - If you do not see “School Lead in Drinking Water Reporter” assigned to you for each individual school you are to report under, then work with your HCS Coordinator to have the role added.

Name	Amanda St. Louis
Role Description	Organization Name
<a href="#">HERDS System Administrator</a>	NYSDOH CEH
<a href="#">School Data Reporter</a>	Z TEST PUBLIC SCHOOL
<a href="#">School Lead in Drinking Water Reporter</a>	DOH TEST SCHOOL 1
<a href="#">School Lead in Drinking Water Reporter</a>	Z TEST PUBLIC SCHOOL

7/24/2018

# How to Open HERDS (Data Entry Application)



# Sign into Health Commerce System

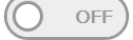
1. [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)
2. Scroll down to the bottom left if you
  1. Forgot your password
  2. Forgot your User ID

## HCS Login

User ID

Password

Remember HCS ID



Sign In

OR

Create an HCS Account

Department of Health

HCS Help

Forgot your password?

Forgot your User ID?



# Getting into HERDS: Click on it from “My Applications”


[Home](#)
[My Content](#)

Welcome Michele L Herdt



My Applications

[Acronyms & Abbreviations](#)

[CART](#)

[Congenital Malformations](#)



[County Survey](#)



[Emergency Contacts](#)

[Form Builder](#)



[HCBC](#)



[HERDS](#)



[IHANS \(Notification System\)](#)



[LeadWeb](#)



[NH Surveillance](#)



[School Survey](#)



[ServNY](#)

[Refresh My Applications List](#)

## Important Health Events



## Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Description	Recipients
09/23/2016	Advisory	Commissioner's Letter	NYSDOH		Dr. Zuckers September 2016 Monthly Letter	Recipients
09/21/2016	Advisory	New HERDS Role	NYSDOH		HERDS: New School Lead in Drinking Water Role; Please Add Designees ASAP	Recipients
09/07/2016	Advisory	Dear Administrator Letter (DAL)	NYSDOH		Dear Administrator Letter from the NYSDOH for your prompt attention	Recipients
09/02/2016	Alert	Storm Hermine	NYSDOH		Home Care Emergency Survey Posting for storm Hermine.	Recipients
09/01/2016	Advisory	Tropical Storm Guidance	NYSDOH		Provider guidance: preparation for potential impacts of Tropical Storm Hermine	Recipients
08/31/2016	Advisory	Commissioners Letter	NYSDOH		August 2016 Commissioners Letter NYS-ARTF and Accurate Contact Info on HCS	Recipients

← Newer      Showing notifications sent in the past 30 days.      Older →

## Newsroom Highlights...

### New Items

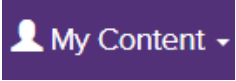


09/27/2016 DAL-NH-16-04 Section 12 - State Enforcem...

### Newsletters

09/22/2016 October 2016 Aware Prepare Update

# How to add HERDS to ‘My Applications’

*If you do not already see HERDS listed under ‘My Applications’, you can follow these steps to add it to your list:*

- Log into HCS
- Select  from the top of the screen
- Click “All applications”
- Select **S**, then School Survey (HERDS) from the applications listed
- Click the green circle with a plus sign on the right of the application name
  -  → 
- Return to Home page, it will now appear under “My Applications”

# Select 'Facility' if you see Level Selector options

- DO NOT** click 'District'
- if you only have facility-level access, you may not see any options

## Health Electronic Response Data System (HERDS)

**HERDS 3.0** : axs39 () 78 Online User(s) | [About](#) | [Comments](#) |  
Session idle time expires in 60 min

### Level Selector

**You can only edit the  
school lead in drinking  
water forms from the  
Facility Level**

#### Level Selector

User Access Level:\*

State

Facility

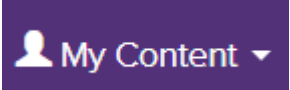
**Select Facility** ←

**Submit**

← **Then Click Submit**

# Troubleshooting

# “I don’t see any activities in HERDS”

- You likely do not have the School Lead in Drinking Water Reporter role assigned to you
- You need to work with your HCS Coordinator to have the role assigned
- To find your HCS Coordinator:
  - From HCS, click  , then “Look up my coordinators”

# “I have the School Lead in Drinking Water Reporter role assigned, but I do not see activities in HERDS”

- Please select **facility** at the Level Selector step
  - The forms must be completed under each individual school
  - If this does not correct the problem, then there may be an error in how the role was assigned. Email [lead.in.school.drinking.water@health.ny.gov](mailto:lead.in.school.drinking.water@health.ny.gov) with a brief description



# “I don’t see the role to assign” – HCS Coordinator

- The School Lead in Drinking Water Reporter role only exists at the **facility/school level**
- If your HCS Coordinator states that they can’t see the role, then they are most likely trying to add it under the District level
- Advise them to try adding the role for each individual school at the facility/school level



# Thank You!

## Additional questions?

Ask your local health department representative,  
or email us at

[Lead.in.school.drinking.water@health.ny.gov](mailto:Lead.in.school.drinking.water@health.ny.gov),

or call us at 518-402-7650



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