DDR CART Training Material

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Getting Access to Collibra

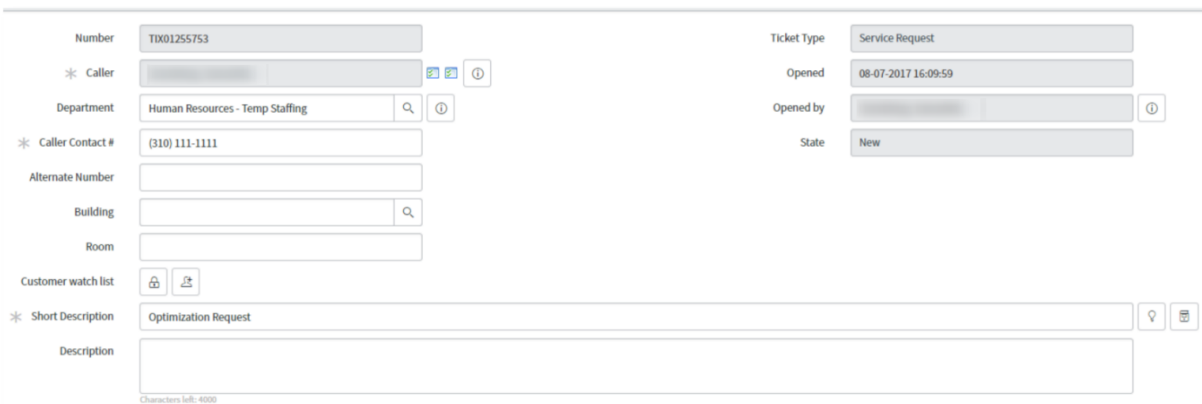
How to Submit a Ticket Requesting Access to Collibra

This section explains how a user with a MedNet account can submit a Service Ticket requesting access to the Compliance Access Request Tool (CART) in Collibra.

To initiate a ticket:

1. Go to the [UCLA Health MedNet Homepage](https://mednet.uclahealth.org) (https://mednet.uclahealth.org)
2. Under the Frequently Used section, click on *Optimization Requests* from the Care Connect sub-section

To start, your screen should look like this:



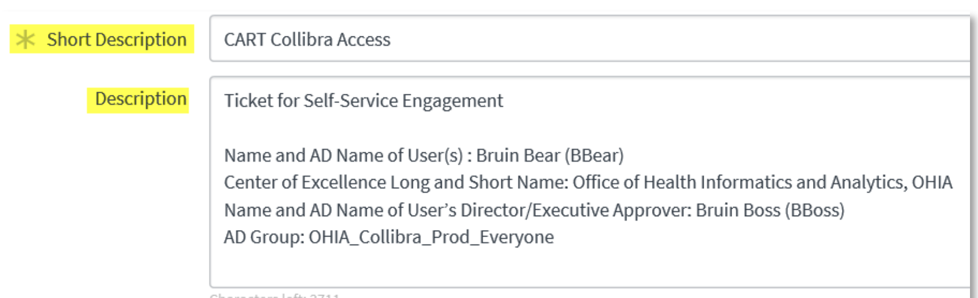
3. Edit the Short Description and Description section as follows:

   Short Description field: CART Collibra Access

   Description field:

   - Ticket for *OHIA Self-Service Engagement*
   - Name + AD Name of User(s) *You may submit more than one user per request*
   - Name + AD Name of eachUser's Direct/Executive Approver
   - AD Group: OHIA_Collibra_Prod_Everyone

   The submitted ticket should look like this:

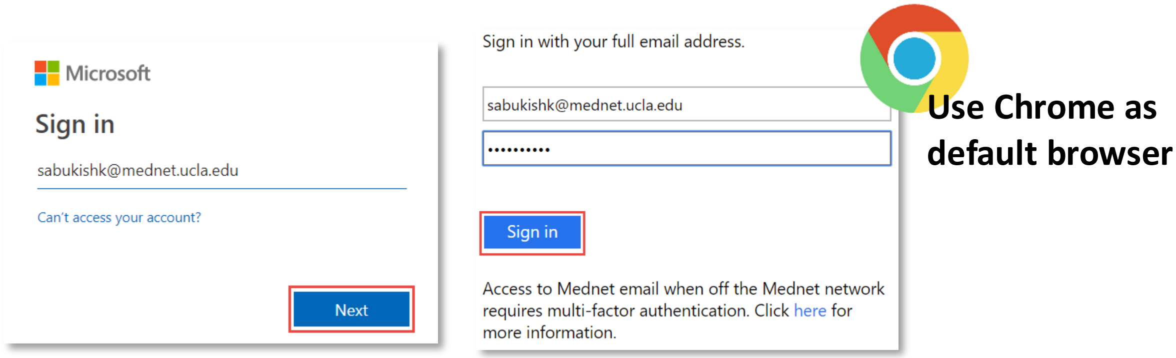


Service Level Agreement (SLA) is a max of 2 business days for users to get R access to the CART tool. *If you are unable to submit a service now request, please e-mail SelfServiceAnalytics@mednet.ucla.edu with the above information, and we will submit a ticket on your behalf*

CART DDR Dashboard

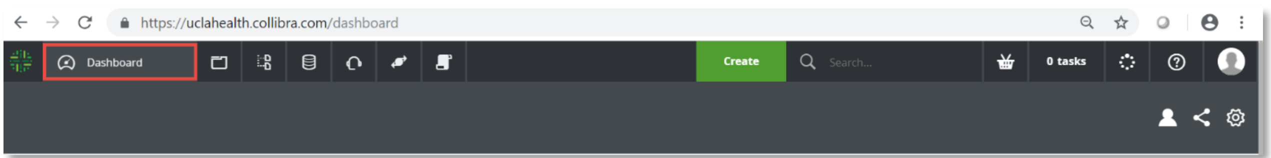
Once your Service Now request has been resolved, the specified users in the ticket will have Read access to Collibra with their MedNet account and can now kick-off their CART DDR Request.

Navigate to the following link in Chrome: (https://uclahealth.collibra.com/). You will be prompted to enter your MedNet e-mail, then your full e-mail login to access the Collibra Homepage

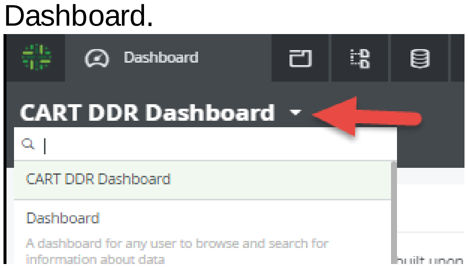


**Please note if you are <u>not</u> already VPN'd or connected to the MedNet network, you will receive a DUO Mobile notification to authenticate into Collibra*. Click Accept.*

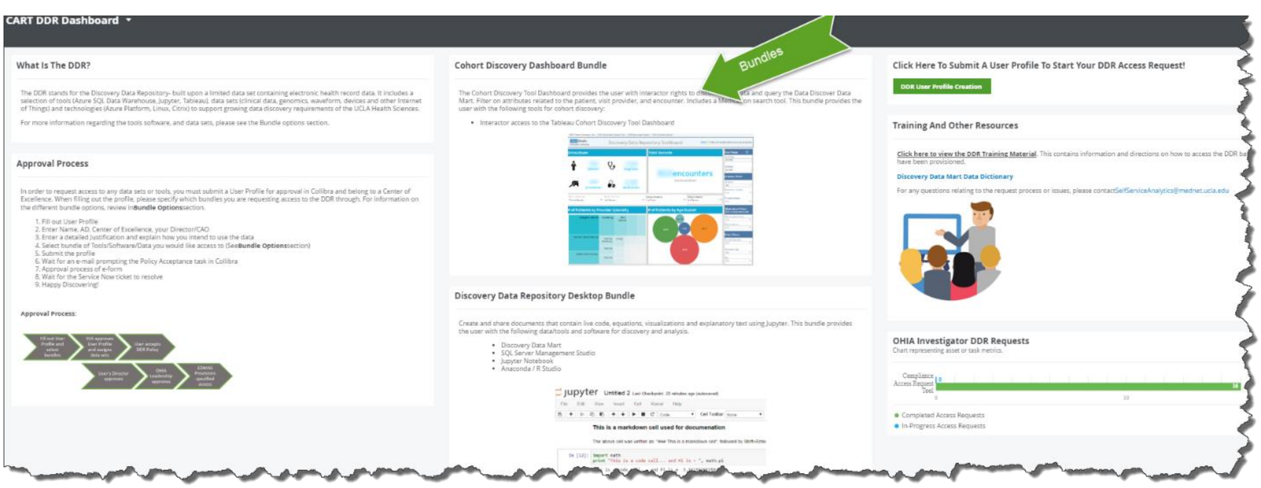
1. Upon logging in, navigate to the **Dashboard** button from the top left of the homepage



2. Click the carrot to expand the list of available dashboards on Collibra. Select CART DDR Dashboard.



3. Or, navigate using this hyperlink: **[CART DDR Dashboard](#)**



The CART DDR Dashboard is a landing page containing all related information, resources, and workflow kick-offs relating to the DDR.

The *first column* of the CART DDR Dashboard has details about what the DDR entails and information about the approval process after requesting access.
The *second column* of the dashboard has information about each of the bundles that are available for provisioning. There are currently 3 different bundles that users can request access to:

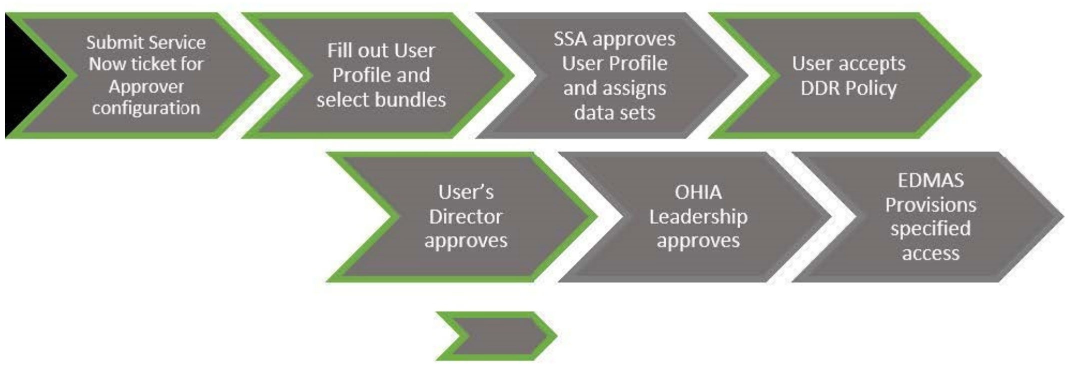
- Cohort Discovery Dashboard Bundle
- Discovery Data Repository Desktop Bundle
- Discovery Genomics Integration Desktop Bundle

The *third column* of the dashboard contains the button to kick-off a User Profile request, training material and resources related to the DDR, and information about in-progress requests.

For more information on the bundles and what tools/data/software is included in each, please refer to the CART DDR Dashboard.

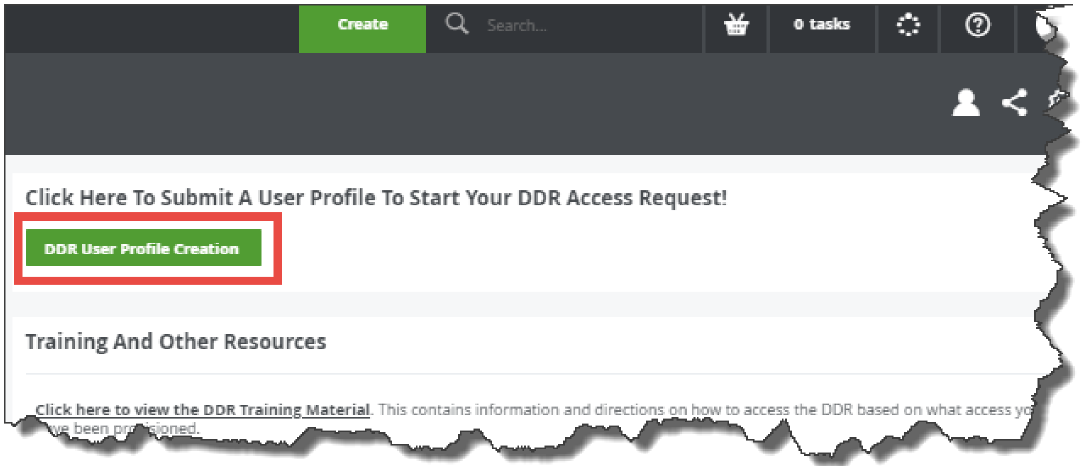
Requestor Responsibilities

If you would like access to the DDR through one or more of the available bundles, you must have an active User Profile in Collibra. ***Please note, that a profile may be submitted on a user's behalf by proxy user who already has Collibra access, but the user who will be provisioned access must eventually log into to accept the Compliance mandated Policy.**** See below for the full approval process:

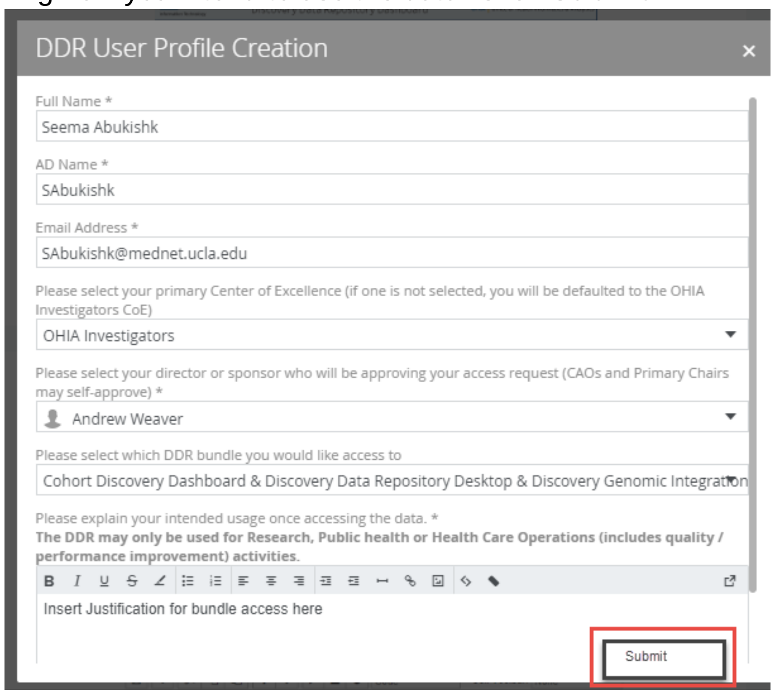


Submitting a User Profile

1. To kick-off the workflow and submit a User Profile, click the *DDR User Profile Creation* button from the CART DDR Dashboard:



2. A *DDR User Profile Creation* dialogue box will appear. Enter Name, AD, E-mail, Center of Excellence, your Director/CAO's name, select the desired DDR bundle(s), and a detailed justification explaining how you intend to use the data. Click **Submit.**



3. Your profile is now under review by the Self-Service Analytics team.

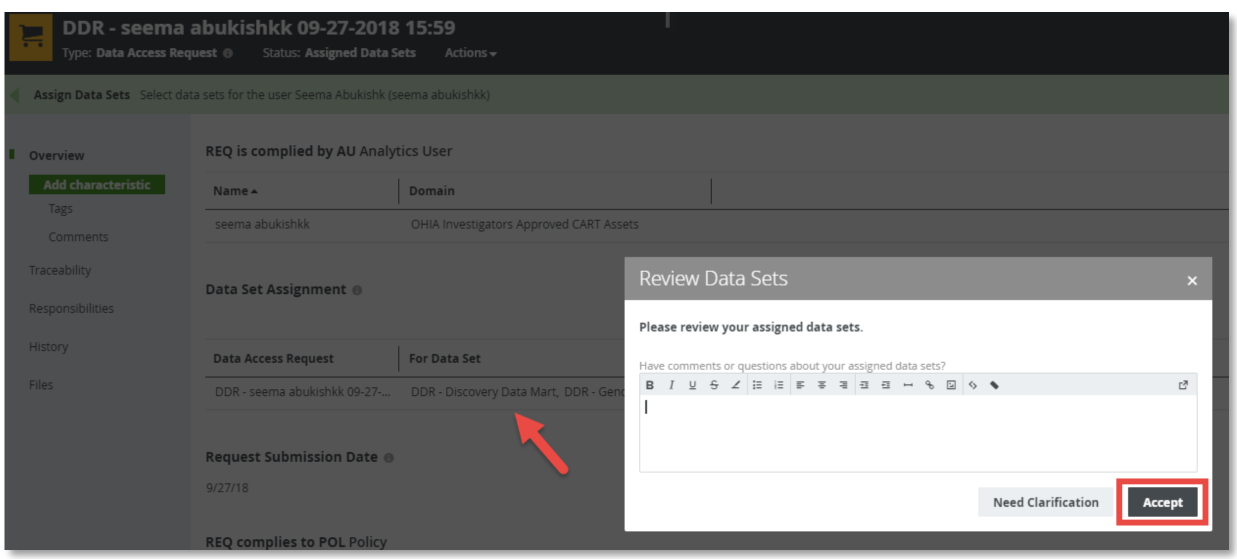
You will receive an e-mail notification from Collibra prompting you to log in and complete your task when your profile has been reviewed and approved + your data sets have been assigned by SSA. See next section

Accepting Data Set Assignment/ Compliance Policy

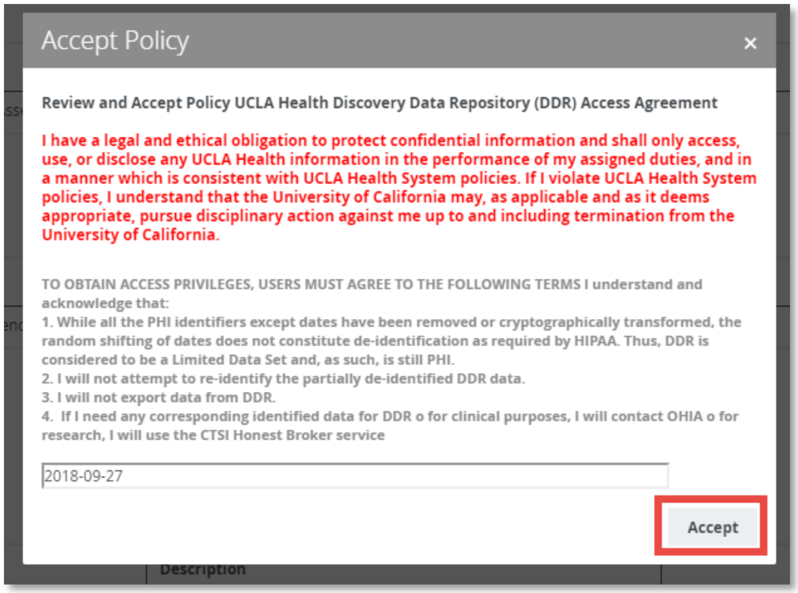
When your profile has been reviewed and approved + data sets have been assigned by SSA, you will receive an e-mail notification prompting you to log in and complete your task(s).

1. Click on **Review Data Sets** hyperlink from the e-mail

2. This will route you to your profile in Collibra. Review your Data Set Assignments configured by SSA/PM team. Click on the **View Task** on the green bar; a *Review Data Sets* window will pop up. Click Accept.
   2a. If you need clarification, type it in the text box and click **Need Clarification**. Your PM can see your concerns documented in the *Comment* section of your profile and get back to you.



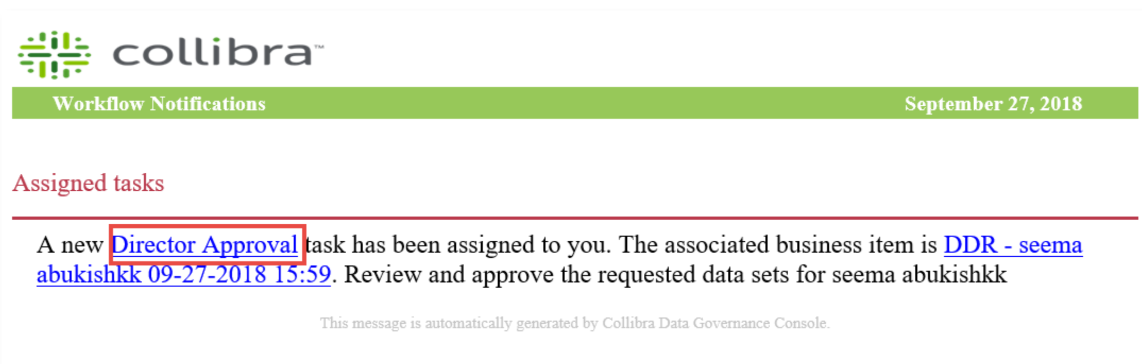
3. An Accept Policy window will appear. Read through the Compliance mandated policy for the DDR and click Accept. Since Collibra is AD integrated, no physical signature is required.



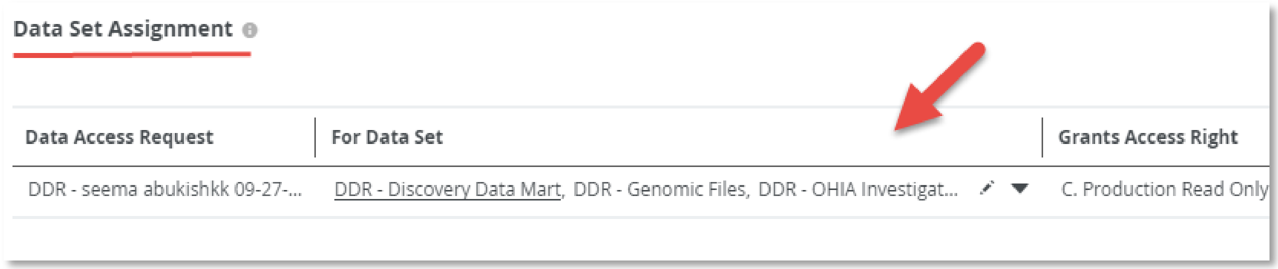
4. Once you have accepted your Data Set Assignment and Policy, your Data Access Request will be reviewed by your specified Direct Approver and OHIA Leadership. Collibra will notify you when your request has been completed.

Direct Approver Responsibilities

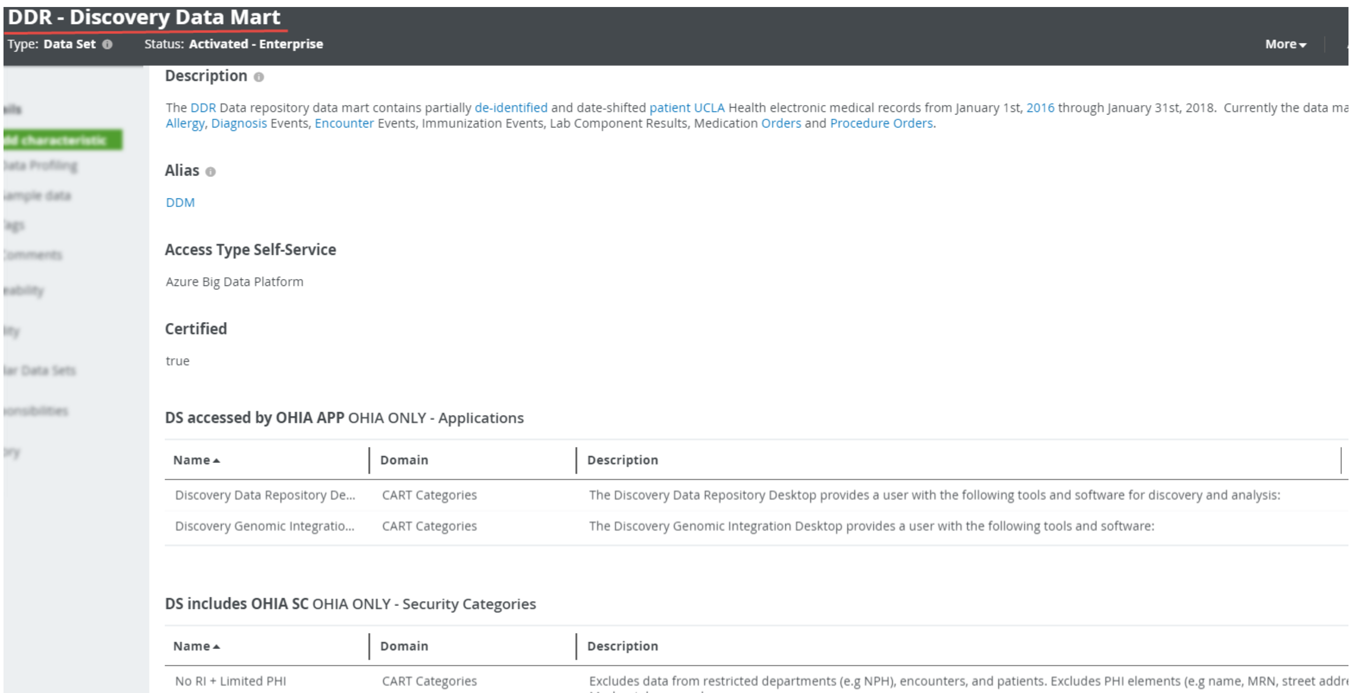
1. Click the **Director Approval** hyperlink in the e-mail. This will route you to the user's profile in Collibra where you can review the data sets assigned to the user by the SSA Team/PMs.



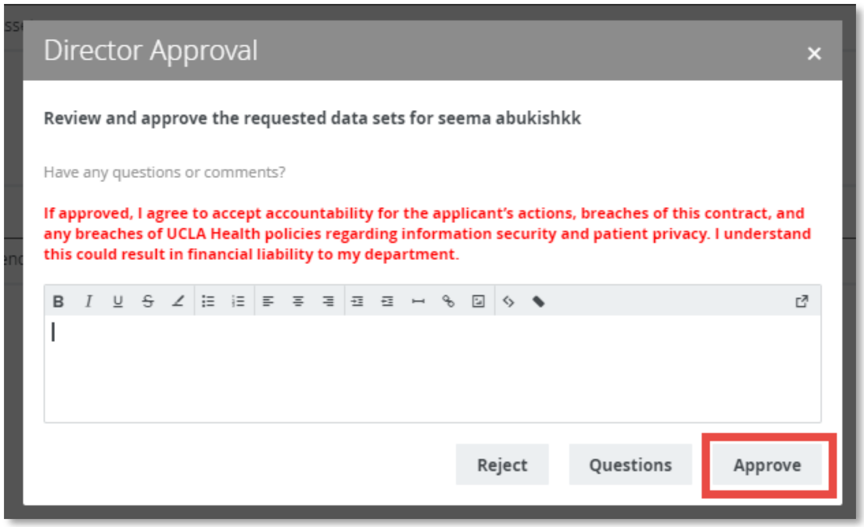
2. Review the Data Set Assignment section of the profile



2a. If you need to know any information on the data sets, hover and click on the Data Set name. This will route you to the specific data set page where you can see information on the **status** of the data set**, description**, **security categories**, **enabled filters**, **asset details**, etc.



3. Once you have reviewed the profile, Click View Task from the green bar across the top of the page and click **Approve** on the Director Approval pop-up window.



3a. If you have any questions or concerns, type them in the text box and click **Questions** button. *All conversations in Collibra are documented in the Comments section of the user's profile.*

3b. If you need to reject this request altogether for your employee, click **Reject.** This will end the workflow.