



Security Access

This job aid outlines the general steps an administrative user would take to grant basic security access within the GaBreeze Employer Website.

Security access is categorized into two groups of users: basic and administrative. The administrator is provided the primary access to allow others within their agency to have access as basic users. The Administrator is given instructions and password by the GaBreeze Management Team. The Administrator can also deem others to have Administrative access as well. Note: An Agency Administrative User will not be able to grant access to another agency user to forms or reports that they themselves do not have access to.

The Administrator is responsible for terminating user access as well. The system does not auto-terminate access when an employee terminates. The Administrator must delete the user's access by clicking "No Access." If the Administrator is the person terminating employment, please contact the DOAS Team to update the Administrative User(s).

Periodically, the Administrative user should review the registered administrative and basic users for their agency and make any necessary changes or additions for their agency.

Step 1: Choose an Agency

Basic or Administrative User have access to the following:

- View employee HR indicative data and Flex Plan Coverage History
- Process employee HR indicative data updates
- Download or upload reports
- Share files with other users
- View and update agency information, contacts and security
- View and track actions taken on the site by agency users
- The difference between the two user groups is only administrative users can grant access for basic users or other administrative user access.

The screenshot shows the GaBreeze Agency Secure Environment interface. At the top, there is the GaBreeze logo and three diamond-shaped images (lighthouse, city skyline, person on beach). Below this, the title "Agency Secure Environment" is displayed. The interface is divided into two main steps:

Step 1: Choose an Agency

Select Agency/Group ID
12701

Step 2: Choose a Section/Task

- Employee Inquiry--See employee HR indicative data.
- Smart Forms--Process employee HR indicative data updates.
- Your Reports--Download or upload reports.
- File Sharing--Share files with SPA or other agencies.
- Agency Profile--View and update agency information, contacts and security.
- Audit Log--View and track actions take on the site by agency users.

At the bottom, there is a "Continue" button.

After the user is set up, Basic or Administrative, an email is sent to the specified email address. The notification is confirmation of the new account creation. Once this information is received, the user will gain access to the GaBreeze Employer Web Site within 3 business days.

Granting Access

The screenshot shows the 'Agency Profile and Security' page. At the top, there is a navigation bar with links: Home, Employee Inquiry, Smart Forms, Your Reports, File Sharing, and Agency Profile. Below the navigation bar, the page title is 'Agency Profile and Security'. The main content area displays agency information:

Agency Mailing Address: Floyd Memorial Twin Towers Building, Two Martin Luther King, Jr. Drive, West Tower, Atlanta, GA 30334

Agency Shipping Address: Floyd Memorial Twin Towers Building, Two Martin Luther King, Jr. Drive, West Tower, Atlanta, GA 30334

Phone Number: 800-###-####

Below the address information, there is a yellow bar with the text 'Change Agency Information'. Underneath is the 'Agency Contacts' section, which contains a table with columns for Name, Contact Type, and Site Access.

Name	Contact Type	Site Access
<input type="checkbox"/> Robert Anderson	Benefits	Basic User
<input checked="" type="checkbox"/> Jane Simpson	Manager	Administrative User
<input type="checkbox"/> John Benedict	Accounting	No Access
<input type="checkbox"/> William Smith	Technical	Basic User
<input type="checkbox"/> Elizabeth Washington	Commissioner	Basic User

At the bottom of the table, there are two buttons: 'Add Agency Contact' and 'Update Access'.

To terminate access, select "No Access" in the site access column. This will terminate user access. The system does not auto-terminate access when an employee terminates. The administrative user must delete user access.

If the Administrator is the person having their access terminated, and there is not another administrative user to terminate it, please contact the DOAS Team to update the administrative user.

Terminating Access

The screenshot shows the 'Agency Profile and Security' page, similar to the previous one. The 'Agency Contacts' table is visible, but a 'Windows Internet Explorer' dialog box is overlaid on top of it. The dialog box has a question mark icon and the text: 'Are you sure you want to update site access for these contacts?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

Below the dialog box, the 'Agency Contacts' table is partially visible. The 'Jane Simpson' row is highlighted in yellow, and her 'Site Access' is set to 'No Access'.

Name	Contact Type	Site Access
<input type="checkbox"/> Robert Anderson	Benefits	Basic User
<input checked="" type="checkbox"/> Jane Simpson	Manager	No Access
<input type="checkbox"/> John Benedict	Accounting	Basic User
<input type="checkbox"/> William Smith	Technical	Basic User
<input type="checkbox"/> Elizabeth Washington	Commissioner	Basic User

At the bottom of the table, there are two buttons: 'Add Agency Contact' and 'Update Access'.

Troubleshooting Hints for User IDs and Passwords –

- If an email confirmation is not received within a three-day period, check junk and spam email folders.
- If you forget your User ID, Choose "I Forgot My User ID" to retrieve your ID via email. If you forget your password, Call Aon Hewitt Technology Center at 1 800-861-8700 to reset your password.
- Do not copy and paste your password from the email. Type the password in to ensure there are no special characters which could prevent a successful login.
- Enter the GaBreeze Employer Web Site from either Team Georgia Connection or DOAS web sites and do not save in your favorites. Saving the link in your favorites could cause it to open a previous session which is now closed.

Need Help?

If you need help navigating the new GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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