

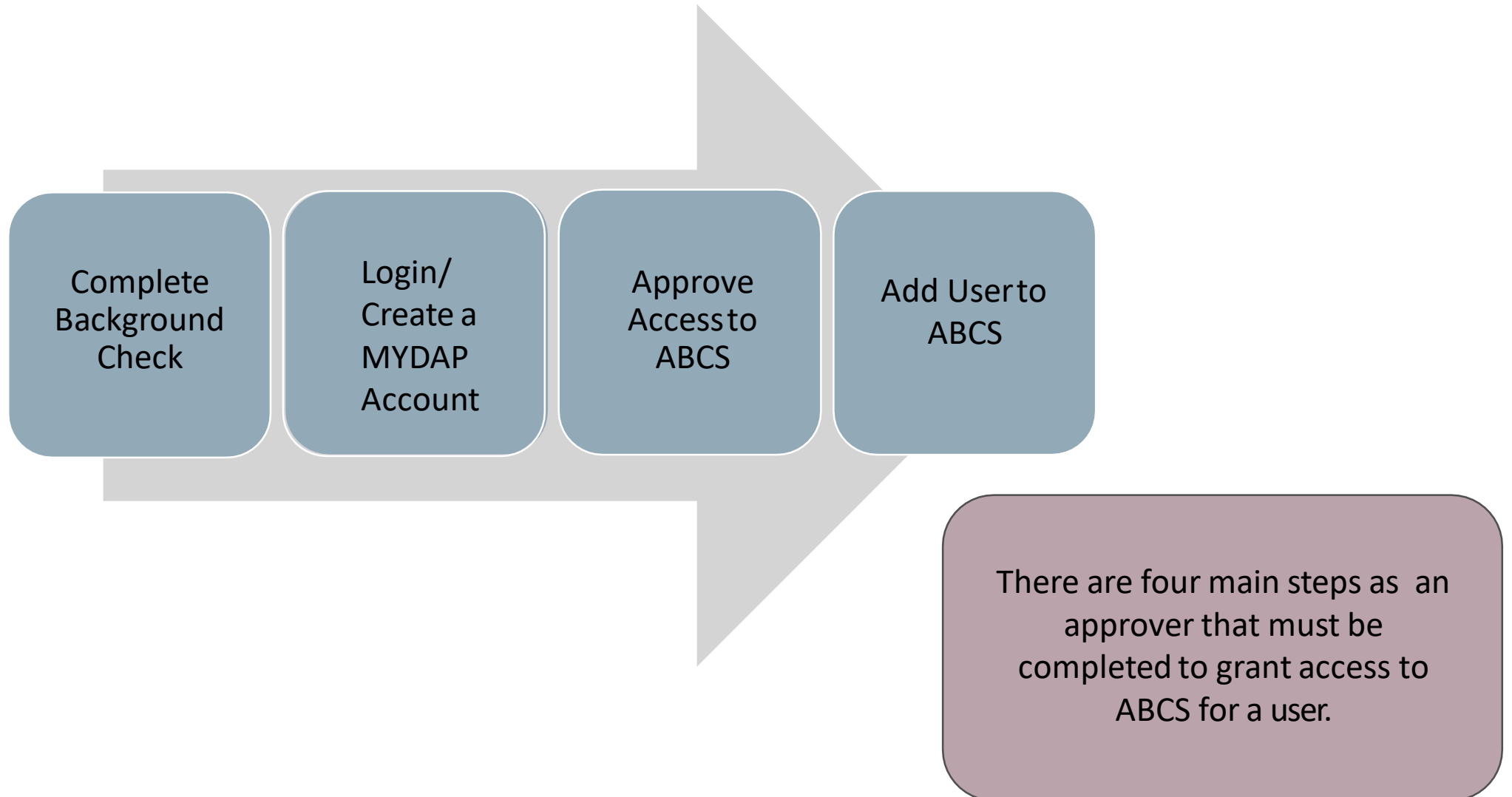
# Automated Background Check System (ABCS)- Approving Access Guide



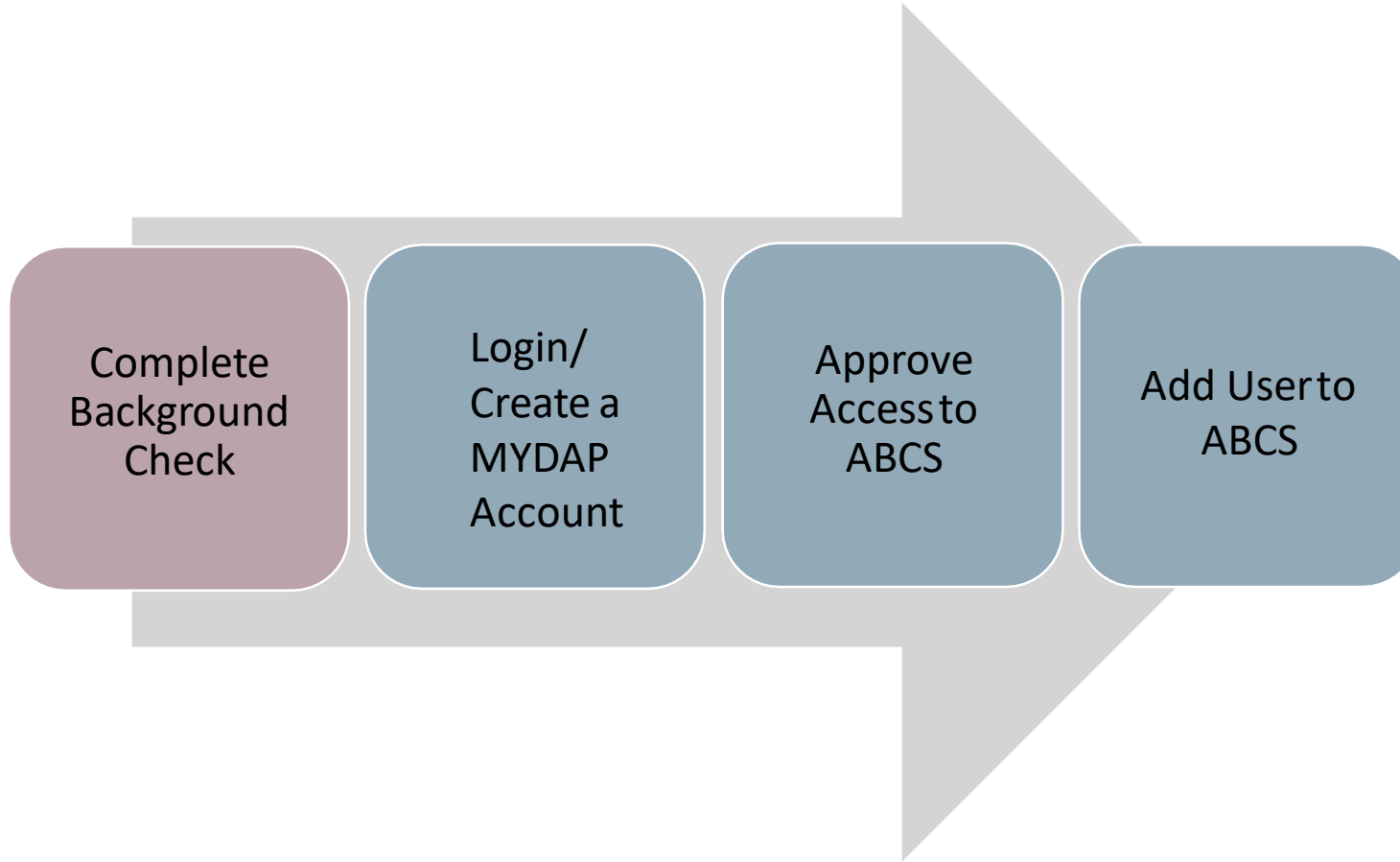
Texas Department of  
**Family and Protective Services**

July 2024

# How do I approve access to ABCS?



# Complete Background Check



Before a user may access ABCS, a background check should be submitted and completed on the individual by an existing ABCS user or administrator on the account.

For new accounts, DFPS staff must initiate the background check for the initial user before completing the approval steps.

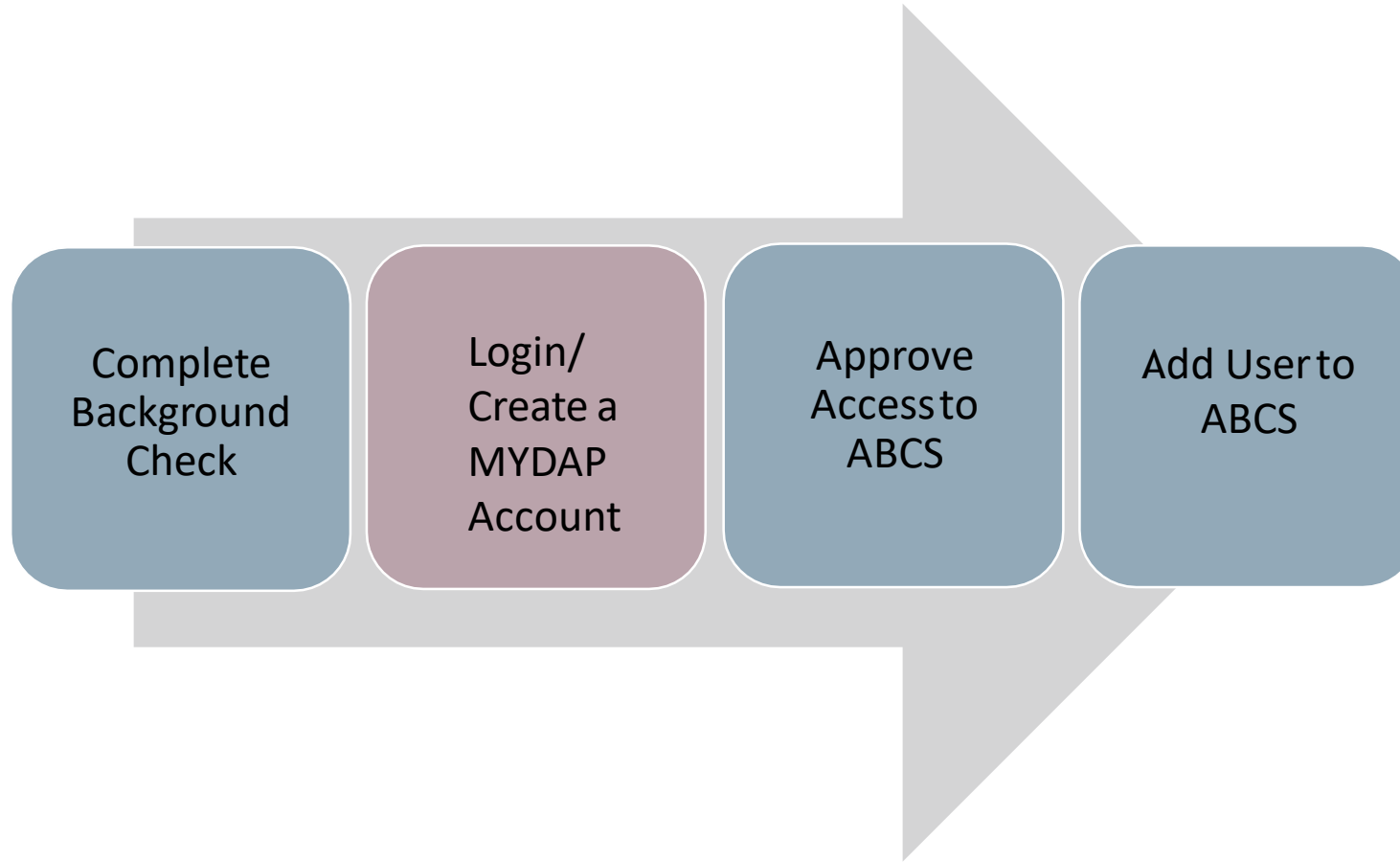
For additional instructions on submitting background checks in ABCS, see:

- *Using ABCS resource document* or
- *ABCS User Guide*

**\*\*The background check must indicate the individual is cleared to work in the capacity requested in order to be approved for access to ABCS\*\***



# Login/ Create an Account in MYDAP



# Login/ Create an Account in MYDAP

Beginning July 2024, ABCS can only be accessed by creating an account and/or logging into MYDAP (My DFPS Application Passport) at <https://dfpsportal.dfps.texas.gov>

\*Please note: If a MYDAP account has not yet been created, see *Requesting Access to ABCS* resource document or view *ABCS User Guide* for further instructions.

My DFPS Application Passport



## Texas Department of Family and Protective Services

**System Use Notification**

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

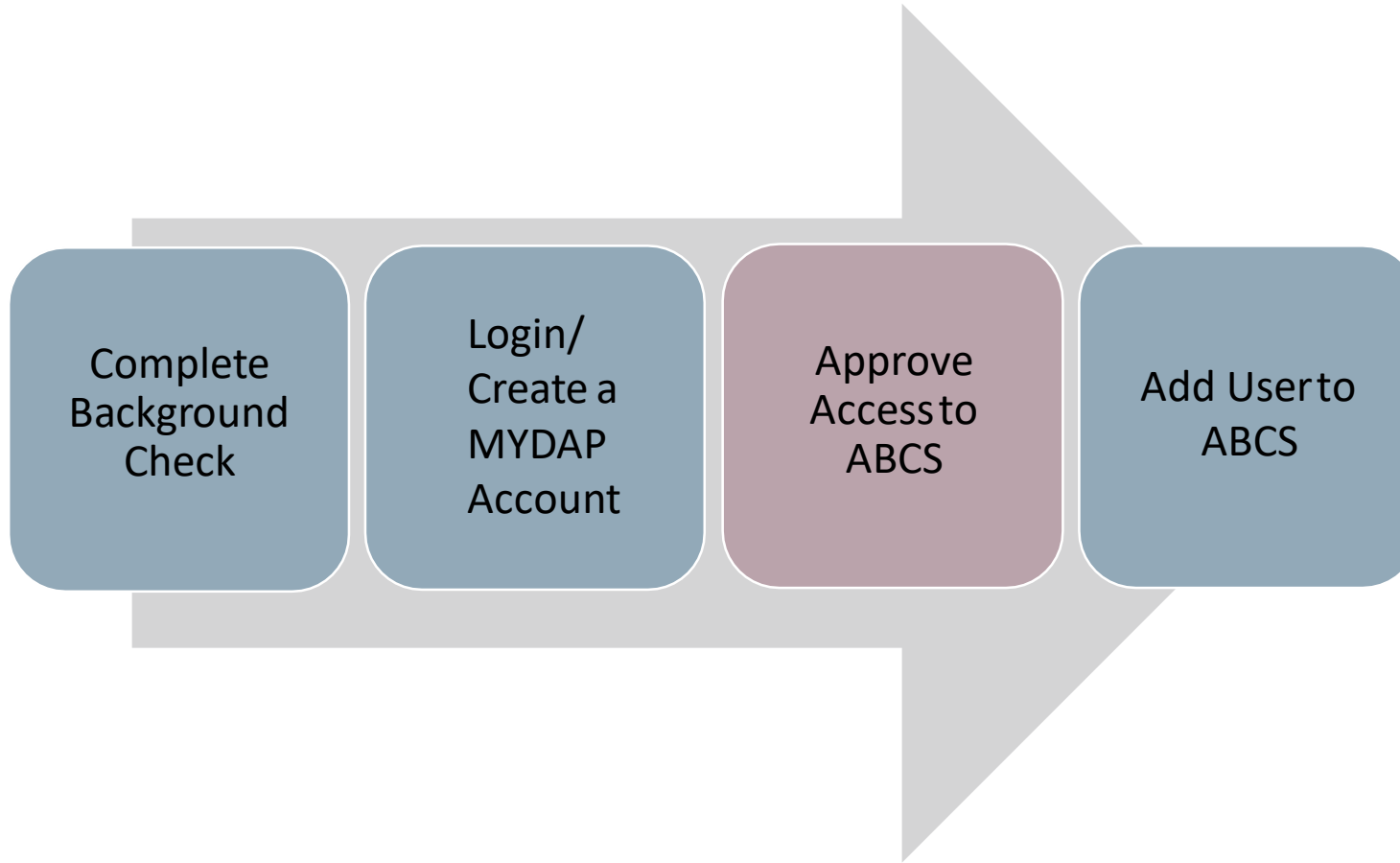
### Sign in with your username

[Forgot your password?](#) [Forgot Username?](#)

[Don't have an account? Sign up now](#)

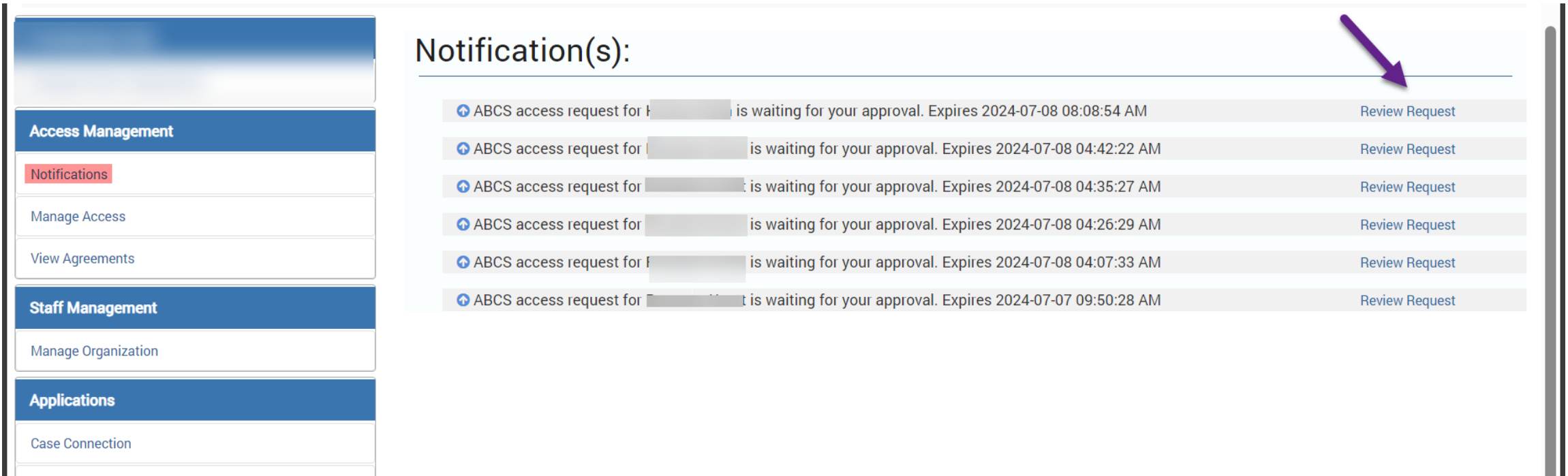


# Approve Access to ABCS



# Approve Access to ABCS

After signing into MYDAP, go to the Notifications tab from the left-hand side of the MYDAP home page under Access Management. Locate the notification requesting ABCS Access. Select **Review Request**



The screenshot shows the MYDAP interface. On the left-hand side, there is a navigation menu with the following sections:

- Access Management**
  - Notifications (highlighted in red)
  - Manage Access
  - View Agreements
- Staff Management**
  - Manage Organization
- Applications**
  - Case Connection

The main content area is titled "Notification(s):" and displays a list of notifications. Each notification row includes a blue upward arrow icon, the text "ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-08 08:08:54 AM", and a "Review Request" link. A purple arrow points to the "Review Request" link in the first row.

Notification(s):	
ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-08 08:08:54 AM	<a href="#">Review Request</a>
ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-08 04:42:22 AM	<a href="#">Review Request</a>
ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-08 04:35:27 AM	<a href="#">Review Request</a>
ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-08 04:26:29 AM	<a href="#">Review Request</a>
ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-08 04:07:33 AM	<a href="#">Review Request</a>
ABCS access request for [redacted] is waiting for your approval. Expires 2024-07-07 09:50:28 AM	<a href="#">Review Request</a>



# Approve Access to ABCS

Review request to ensure user information submitted is accurate and identified user is associated with organization. Complete additional required fields, as applicable, based on request type. Choose Deny/ Approve.

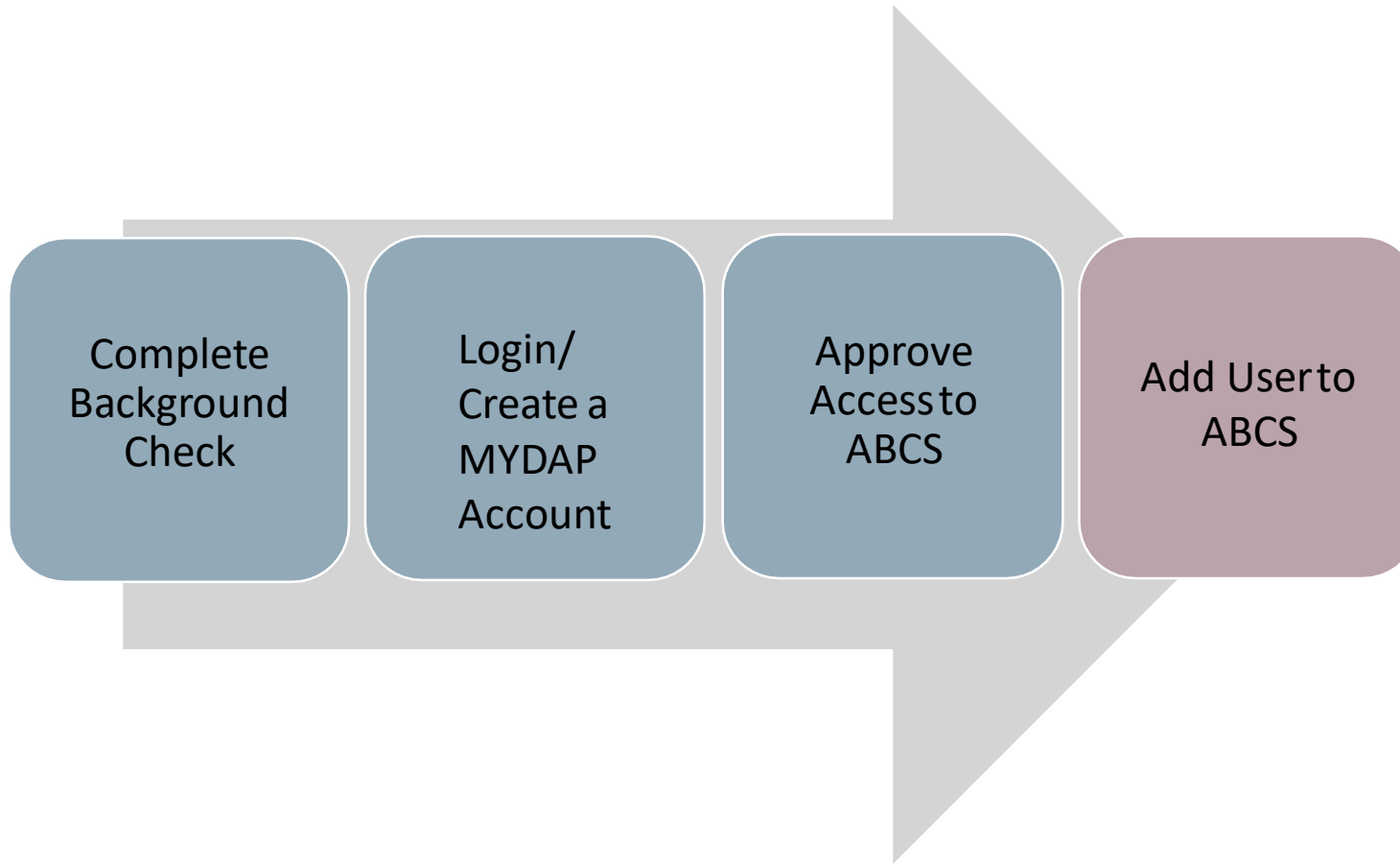
\*Please note: For all users outside of DFPS, a specific ABCS account ID (formerly the contract number) the user is being given access to must be entered.

The screenshot displays the 'Review Request' interface. On the left is a sidebar with navigation links: Tools, Partner Organization, Access Management, Notifications, Access, and a partially visible 'Screen'. The main content area is titled 'Review Request' and contains the following fields:

Field	Value
Request#	5299093069342427583
System:	ABCS
Requested By:	[Redacted]
Requested For:	[Redacted]
Request Date:	06-28-2024
Request Type:	New Access
First Name:	[Redacted]
Middle Name:	[Redacted]
Last Name:	[Redacted]
Date of Birth:	XX/XX/XXXX
Identification Type:	SSN
Identification No:	XXXXXXXXXX

At the bottom of the interface are three blue buttons: 'Back', 'Deny', and 'Approve'. Two large purple arrows point downwards towards the 'Deny' and 'Approve' buttons.

# Add User to ABCS



For ABCS users **outside of DFPS** only, an additional step of adding the approved user to ABCS must be completed by the account administrator or DFPS staff before the individual can access and submit background check for the account.

- 1. From the ABCS tab bar, select **Account Details**



# Add User to ABCS

Select User role of **User** or **Administrator**

**Note:** Available functionality within ABCS is based on user role. A summary of these is below.

## User

- Submit background checks including subject-submitted
- Can view check submittal history including processing status
- Can view check results and upload documents

## Admin

- All above user functions plus:
  - Add/delete user or admin
  - Edit a user's role and ability to view/receive check results

Select User from the **Name** drop-down box

## Account Details

### Current User List

\* Name :

\* User Role :

\* Receive Background Check Results :

Add

Name	User Role	Email	Receive Background Check Results	
Doe, John	User	abcs@yahoo.com	Yes	<button>Edit</button> <button>Delete</button>

Upon completion of all fields, click **Add**. User will display in user list and now be able to access the account when logged into ABCS

Select **Yes** or **No** to indicate whether the individual is approved to receive result notifications for background checks they submit

Once approved, the requester will log into MYDAP and click the ABCS link under Applications to begin using ABCS.

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Add User to ABCS

Access Management
Notifications
Manage Access
View Agreements
Applications
ABCS
E-Reports
Help
Help

# ABCS Resources

DFPS Background Checks (BC) website <ul style="list-style-type: none"><li>• Resource documents:<ul style="list-style-type: none"><li>➤ Requesting Access to ABCS</li><li>➤ Using ABCS Training</li></ul></li><li>• ABCS User Guide</li></ul>	<a href="https://www.texas.gov/dfps/abcs">DFPS - Automated Background Check System (ABCS) (texas.gov)</a>
BC Mailbox	<a href="mailto:ASKBC@dfps.texas.gov">ASKBC@dfps.texas.gov</a>
BC Handbook	<a href="https://www.texas.gov/dfps/handbook">DFPS Background Checks Handbook (texas.gov)</a>
DFPS Help Desk	(877) 642-4777