

Automated Background Check System (ABCS) Requesting Access Guide



Texas Department of
Family and Protective Services

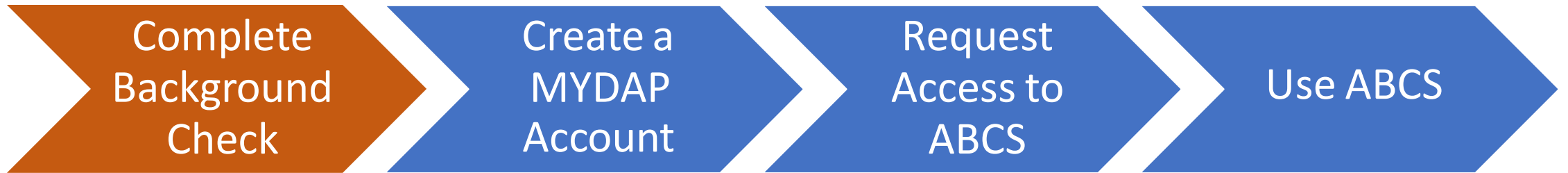
July 2024

How do I Access ABCS?

There are four main steps that must be completed to access ABCS. These steps will be outlined over the course of the presentation.



Complete BackgroundCheck



Complete Background Check

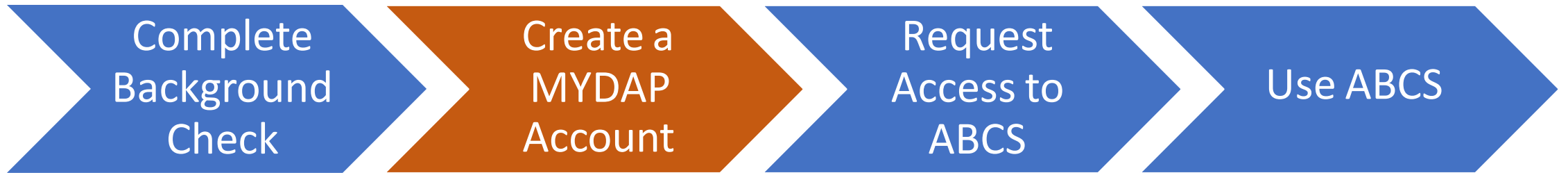
Before a user may access ABCS, a background check should be submitted and completed on the individual by an existing ABCS user on the account.

For new contracts, DFPS will work with the administrator to complete the background check process and set up for the initial user to access ABCS.

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



Create a MYDAP Account





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.

- Access MYDAP:
 - [EXTERNAL MYDAP](#)
 - Select *Sign up now*



Sign in with your username

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

Don't have an account?

[Sign up now](#)



Texas Department of
Family and Protective Services

Select User Type:

- ☐ I work for a DFPS Partner Organization
- ☐ I am registering to submit an eReport



**Select I work for a DFPS Partner
Organization*

When creating your account, you will be asked to complete the following along with entering required profile details.

- Make a username and password
- Enter your email address
- Click Send Verification code



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Family and Protective Services

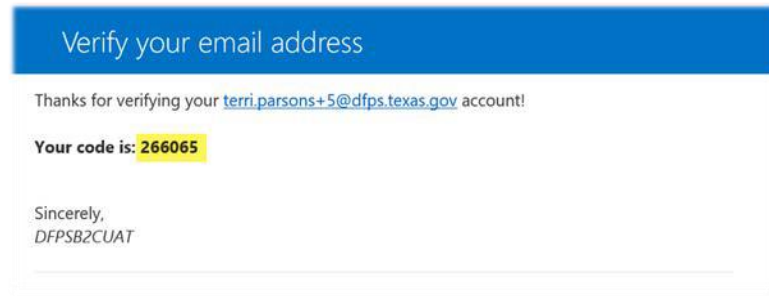
Select User Type:

☒ I work for a DFPS Partner Organization

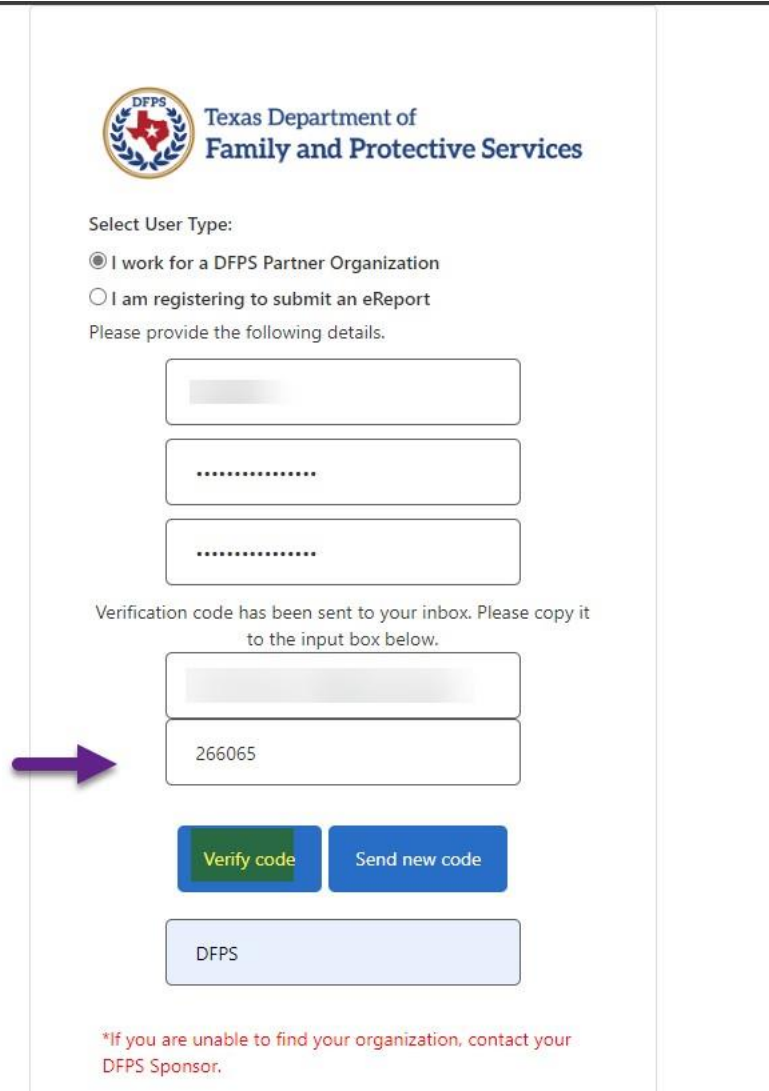
Please provide the following details.

Send verification code

An email like the below will be received with the verification code.



Enter the code into your required profile information and click *Verify Code*.

A screenshot of the Texas Department of Family and Protective Services (DFPS) user registration form. The form is titled "Texas Department of Family and Protective Services" and features the DFPS logo. It asks the user to "Select User Type:" with two options: "I work for a DFPS Partner Organization" (selected) and "I am registering to submit an eReport". Below this, it says "Please provide the following details." and shows three input fields for name, email, and phone number, each with a blurred placeholder. A message states "Verification code has been sent to your inbox. Please copy it to the input box below." followed by an input field containing the code "266065". A purple arrow points from the email verification code to this input field. At the bottom, there are two buttons: "Verify code" (green) and "Send new code" (blue). A light blue box at the bottom contains the text "DFPS". A red asterisk note at the bottom right says "*If you are unable to find your organization, contact your DFPS Sponsor.".

- After verifying your code, you will be prompted to find your organization.
- When entering your organization name, ensure you are spelling it correctly and choosing the correct organization location.

Note: If the incorrect organization is entered, then the user will not be able to request access to ABCS.

☒ I work for a DFPS Partner Organization

☐ I am registering to submit an eReport

Please provide the following details.

Smithtest

.....

.....

E-mail address verified. You can continue now.

Change e-mail

*If you are unable to find your organization, contact your DFPS Sponsor.

Johnstest

Middle Name

Smithtest

Johnstest Smithtest

When typing your org name, you may see partial org names pop up under the box, please ensure you choose the correct organization.

Continue filling
out your
demographic
information.

When all
required
information has
been completed,
click *Create*

*AddressType

Business

*Country/Region

United States

*State/Province

Texas

County

County

Mondays

Create



- Upon creation of your MYDAP account, you will be directed to read and accept the Acceptable Use Agreement (AUA)
- Review the DFPS AUA
- Enter your name in the fields provided as your electronic signature
- Click the Submit button



DFPS ACCEPTABLE USE AGREEMENT

Purpose: This document informs you of your responsibilities concerning the use of and/or access to Department of Family and Protective Services (DFPS) confidential information, agency-sensitive information, and information resources. Information resources include: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge that you understand and accept the provisions of DFPS' information resources Acceptable Use Agreement (AUA) and commit to compliance.

This agreement applies to every person using, housing, disclosing, creating, transmitting, or maintaining any DFPS information resources, whether or not he or she is employed by DFPS.

Directions: Please read the following agreement carefully and completely before signing.

AUTHORIZED USE

- Information resources must be used only for official state-approved business.
- Limited personal use of information resources may be allowed and is described in other DFPS policies and procedures.


After clicking Submit, you will be directed to the home screen.

If ABCS access is needed for more than one ABCS account number, a MYDAP account will need to be created for each ABCS account number with a unique username and password.

My DFPS Application Passport



Texas Department of Family and Protective Services



System Use Notification

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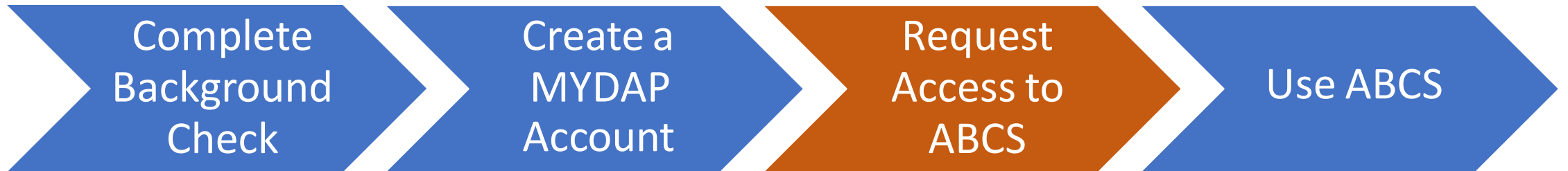
Sign in with your username

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


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



Request Access to ABCS



- Once logged into MYDAP, complete the following steps:
- Select *Manage Access* on the left
- Select radio button for ABCS
- Click the Next button

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My DFPS Application Passport

Smithtest, Johnstest ▾

[Home](#) [My Profile](#) [My Requests](#)

Access Management

Notifications

Manage Access ←

View Agreements

Applications

E-Reports

Help

Help

Existing Access


Access Name	Description	Status
No records exist.		

New Access

	Access Name	Description
<input type="radio"/>	ABCS	Automated Background Check System
<input type="radio"/>	Case Connection	Case Connection

[Clear](#) [Next](#)

- Complete the Required Information
- Add the Agency Account ID you are requesting access to in the Comments section
- Click the Submit button

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My DFPS Application Passport

Smithtest, Johnstest ▾

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Provide Information: ABCS

To complete your request for ABCS, please provide additional information:

First Name:

Johntest

Middle Name:

Last Name:

Smithtest

Date of Birth:

Do you have Social Security Number (SSN)?

☒ Yes ☐ No

Identification Type:

SSN ▾

Identification No: ⓘ

Comments (Maximum character length is 250):

Back

Submit

Access Management[Notifications](#)[Manage Access](#)[View Agreements](#)**Applications**[E-Reports](#)**Help**[Help](#)

Confirmation

Thank you!

Your request has been successfully submitted. A confirmation email will be sent to you shortly.

We'll keep you updated via email alerts regarding your request.

Request Number ↑↓	Application Name ↑↓	Request Type ↑↓	Submitted For ↑↓	Status ↑↓
6267544292966117261	ABCS	New Access	John test Smith test	In Progress

- Upon submission of the Request for Access to ABCS, a confirmation will appear as seen above.

You will also receive an email confirming a request for ABCS access is waiting for approval.

UAT- Request Submitted: ABCS



Hi,

You have received this notification because your request or a request submitted on your behalf has been updated.

Please review the details below:

Request for: Smithtest, Johnstest

Requested by: Smithtest, Johnstest

Application: ABCS

Status: Waiting for Approval

Request Type: NEW

<https://mydapexternaluat.apps.dfps.texas.gov/>

You will receive a new status within **ten** calendar days. If you believe you have received this email in error, notify the Help Desk at 877-642-4777.

Thank you,
DFPS MyDAP Portal Administrator

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.

Access Management

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My Requests

Show 10 rows


Request Number	Application Name ↑↓	Request Type ↑↓	Submitted Date ↑↓	Requested For ↑↓	Status ↑↓
4750793015072508390	ABCS	New Access	07-03-2024	Johnstest Smithtest	Technical Failure on LogicApps
0419313148265991592	ABCS	New Access	07-03-2024	Johnstest Smithtest	In Progress

Showing 1 to 2 of 2 rows

To see if the submission was completed successfully, navigate to *My Requests* as pictured above. Successful submissions will appear as In Progress (highlighted green above) while unsuccessful ones will appear as Technical Failure on LogicApps (highlighted red above).

Please note: Choosing the incorrect organization name during account creation can cause a failure when requesting access to ABCS as mentioned on slide 8 of this presentation.

Once ABCS
access has been
approved, ABCS
will be seen
under
Applications

Texas Department of
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Existing Access

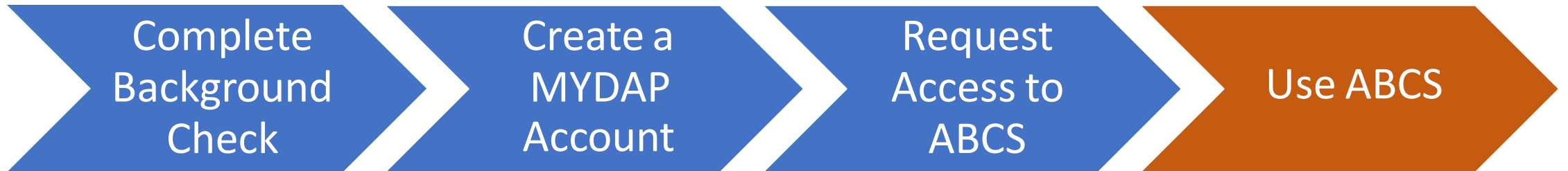
Access Name	Description	Status
<input checked="" type="radio"/> ABCS	Automated Background Check System	Active

New Access

Access Name	Description
<input type="radio"/> Statewide Intake	State Wide Intake

ClearNext

Use ABCS



Step 4: Use ABCS

You are now ready to use ABCS!

View ABCS resource document “Using ABCS” and the “ABCS User Guide” for additional instructions on ABCS functions.



ABCS Resources

DFPS Background Checks website	<ul style="list-style-type: none">• DFPS Background Checks (texas.gov)• Resource documents:<ul style="list-style-type: none">➤ Approving Access to ABCS➤ Using ABCS Training• ABCS User Guide
BC Mailbox	<ul style="list-style-type: none">• ASKBC@dfps.texas.gov
BC Handbook	<ul style="list-style-type: none">• DFPS Background Checks Handbook (texas.gov)
DFPS Helpdesk	<ul style="list-style-type: none">• (877) 642-4777