

# ONE® ID Access Instructions for DTE Partner

*These instructions provide detailed steps for accessing ONE® ID in the DTE Partner environment (AKA “ONE® ID Partner”). ONE® ID Partner maps to non-Production instances of various eHealth Services (e.g. ConnectingOntario Clinical Viewer PST) and may be used to facilitate access for testing. These instructions only cover the steps necessary to authenticate using ONE® ID Partner credentials, additional steps may be necessary to access the respective service.*

Please ensure that you have sufficient privileges on your local machine to update your hosts file prior to attempting to complete these instructions. Contact your local IT support if you do not have such privileges.

Steps 1-4 in this document are specific to the machine being used and not the user account. These steps must be repeated for each computer you need to authenticate from.

**ONE® ID accounts are not unique across environments and commonly follow the format of FIRSTNAME.LASTNAME@ONEID.ON.CA. This makes it easy to confuse Production and Partner ONE® ID credentials and so it is recommended that test accounts be created with the format FIRSTNAME.LASTNAMETEST@ONEID.ON.CA. Speak to your Local Registration Authority for assistance in differentiating credentials and review section 4 for instructions on verifying the environment you’re pointing to.**

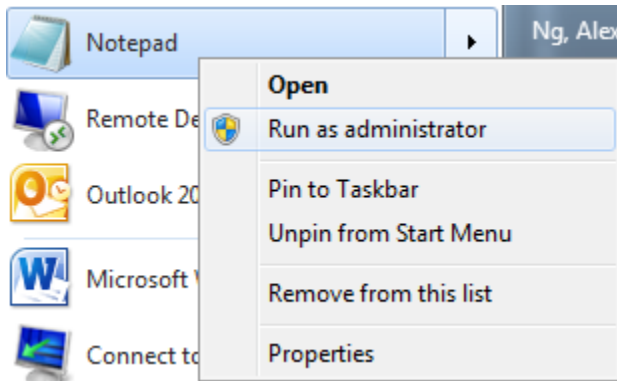
## 1. Updating hosts file

Your hosts file enables you to modify the destination IP of specific URLs. Editing this file will direct your browser to the ONE® ID Partner rather than the ONE® ID Production environment. Steps for editing your hosts file may vary depending on your organization’s security policies.

## Opening your hosts file for editing

If relying on Local Administrator privileges to edit your hosts file, open it in Notepad as follows:

- Right click on Notepad and select “Run as administrator”

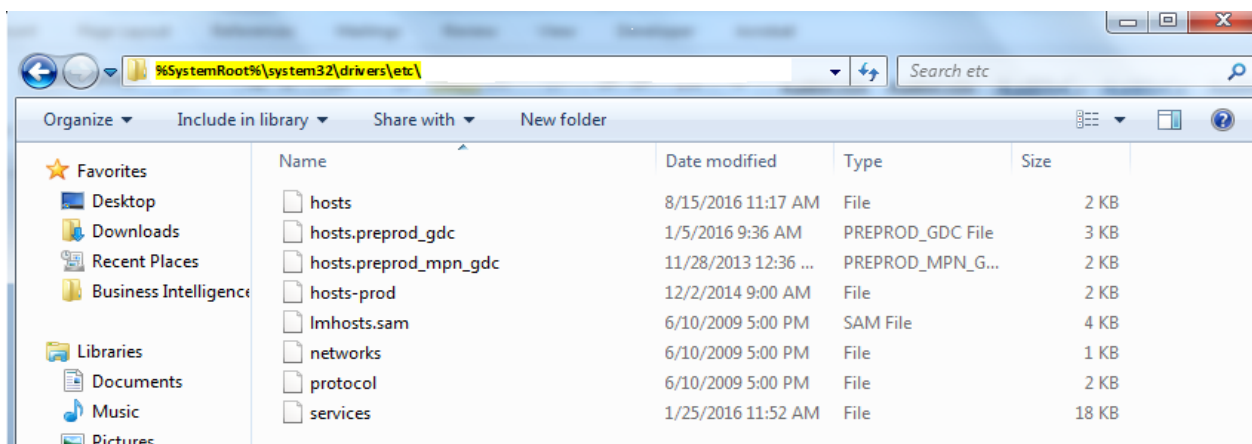


- Click File > Open
- Type **%SystemRoot%\system32\drivers\etc\hosts** in the File name box to open the hosts file

**OR**

If your hosts file is unrestricted:

- Go to the directory **%SystemRoot%\system32\drivers\etc\** in File Explorer



- Double-click on the hosts file and select Notepad as the application to use

## Editing your hosts file

1. Remove entry of following sites if they exist:
  - oneid.ehealthontario.ca
  - eas.ehealthontario.ca
  - federation.ehealthontario.ca
  - federationbroker.ehealthontario.ca
  - crl.ssha.ca
2. Insert the following entries in the hosts file:
  - 76.75.162.27 oneid.ehealthontario.ca
  - 76.75.162.28 eas.ehealthontario.ca
  - 76.75.162.49 federation.ehealthontario.ca
  - 76.75.162.50 federationbroker.ehealthontario.ca
  - 76.75.162.30 crl.ssha.ca
  - 76.75.162.43 ooba.ehealthontario.ca
3. Save changes and close the file

**These changes must be reversed in order to access other environments (e.g. CST or Production). The lines added in step 2 can be removed from the hosts file or “#” may be added to the beginning of each line to ensure it is ignored by your web browser.**

### Hosts File Set Up for DTE Partner Access

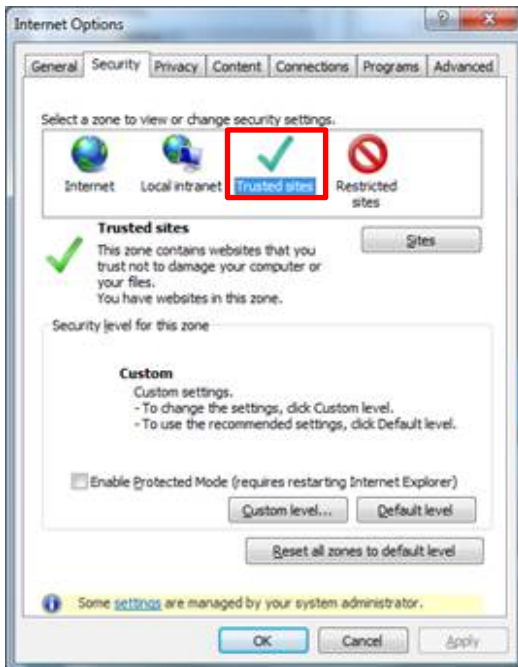
```
76.75.162.27 oneid.ehealthontario.ca
76.75.162.28 eas.ehealthontario.ca
76.75.162.49 federation.ehealthontario.ca
76.75.162.50 federationbroker.ehealthontario.ca
76.75.162.30 crl.ssha.ca
76.75.162.43 ooba.ehealthontario.ca
```

### Hosts File Set Up for Production Access

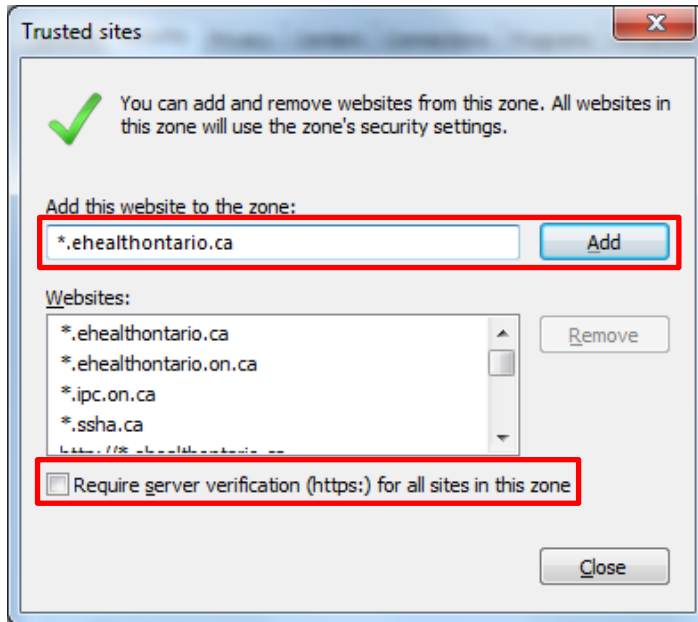
```
#76.75.162.27 oneid.ehealthontario.ca
#76.75.162.28 eas.ehealthontario.ca
#76.75.162.49 federation.ehealthontario.ca
#76.75.162.50 federationbroker.ehealthontario.ca
#76.75.162.30 crl.ssha.ca
# 76.75.162.43 ooba.ehealthontario.ca
```

### 3. Add ehealthontario.ca as a trusted site

1. Open Internet Explorer and click Tools > Internet Options
2. Click on the Security Tab
3. Click Trusted sites and click the button Sites



4. Type \*.ehealthontario.ca in the box "Add this website to the zone and uncheck the checkbox "Require server verification (https:) for all sites in this zone



5. Click Add
6. Click the OK button to exit Internet Options

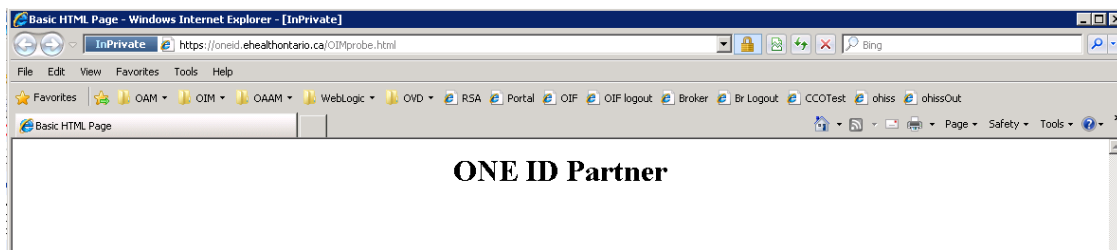
## 4. Verifying Changes

ONE® ID's user interface relies on the same URLs and has a consistent appearance across environments, which can make it difficult to know which environment you are accessing. Unsuccessful hosts file updates will not necessarily present an error message but the user will be unable to authenticate as they're attempting to use their Partner credentials in Production.

### Verify hosts File Changes

To verify that hosts file changes have been saved and that the ONE® ID URL has been entered correctly, please perform the following test:

- In the Internet browser, go to <https://oneid.ehealthontario.ca/OIMprobe.html> and confirm that the page shows the following:

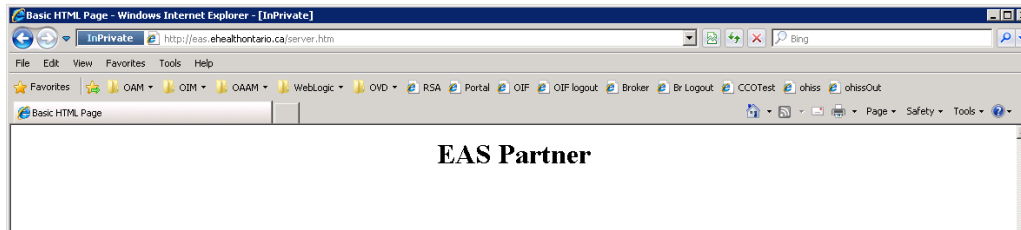


Successful completion of this test indicates that the changes to the hosts file, and the ONE® ID URL in particular, were successfully saved. In the event that "ONE® ID Partner" is not displayed, please:

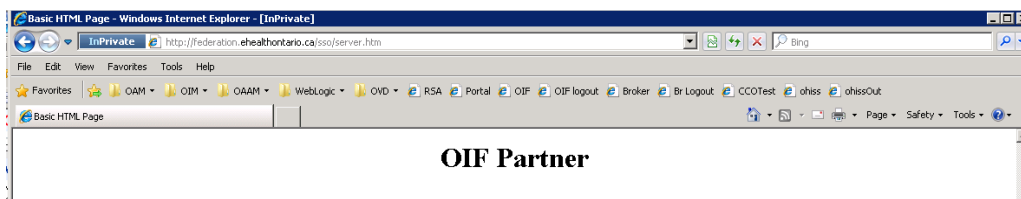
1. Verify that hosts file changes were successfully saved
2. Verify that the new entries align with those indicated above

Other hosts file updates can be verified as follows:

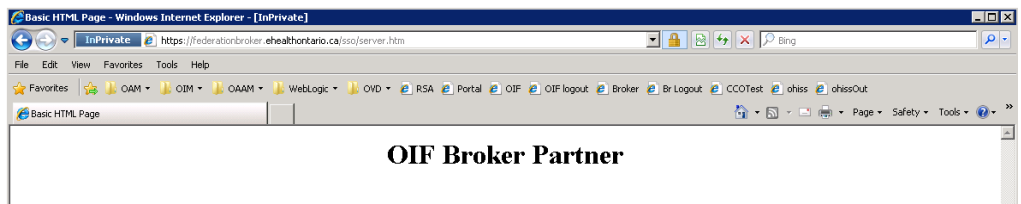
- In the Internet browser, go to <http://eas.ehealthontario.ca/server.htm> and confirm that the page shows the following:



- In the Internet browser, go to <http://federation.ehealthontario.ca/sso/server.htm> and confirm that the page shows the following:



- In the Internet browser, go to <https://federationbroker.ehealthontario.ca/sso/server.htm> and confirm that the page shows the following:



**If hosts updates were correct and saved successfully but you're still pointing to ONE® ID Production, it is possible that your browser configuration does not rely on the local hosts file. In this case, please contact your local IT support for assistance in making configuration changes.**

## 5. Self-Complete Your Account

Prior to accessing the eHealth Service's test environment, it is recommended that you self-complete your ONE® ID account.

1. Navigate to <https://oneid.ehealthontario.ca/>
2. Enter the Login ID and temporary password that you were provided
3. Follow the onscreen instructions to self-complete your account.

**Note:** On the Challenge Phone Number(s) page, select the checkbox next to *Check if you do not have a direct number*. This will allow you to bypass the phone challenge during testing.

**Challenge Phone Number(s)**

Should ONE® ID need to confirm that it is you using your account, we will either text a code (cellphone) or place a call (landline/cellphone) to your challenge phone number below. You must follow the instructions provided to continue. For more details, click [here](#).

Phone 1. ( ) - - - x

[Add a number \(optional\)](#) +

Check if you do not have a direct number, e.g. you have an extension.

Next >> Cancel

1 Policies 2 Challenge Questions 3 Challenge Phone Number(s) 4 Change Password

## 6. Access eHealth Service

The above instructions only ensure that you're able to use ONE® ID Partner credentials to authenticate. The specific eHealth Service you're accessing may have additional instructions to access its test environment. Please contact the respective service owner if necessary.



## **7. Support**

The eHealth Ontario Service Desk does not have the necessary access to support ONE® ID Partner accounts. Please contact your deployment support representative for assistance.

## Individual Access Checklist for DTE Partner

*This checklist is intended as a quick reference for users who must authenticate via ONE® ID in the DTE Partner Environment.*

### First Time Set Up Instructions

These steps must be completed the first time a machine is used to access ONE® ID in DTE Partner. The changes will persist between sessions and will not impact access to other environments.

- Add "\*.ehealthontario.ca" as a trusted site in your browser
- Self-Complete your ONE® ID Account by logging in with your temporary password at <https://oneid.ehealthontario.ca/>. This step cannot be completed unless your browser is currently directed to the DTE Partner environment (see below).

### Redirecting Web Browsers to the DTE Partner Environment

These steps must be completed every time a user must access DTE Partner. These changes impact access to other environments and must be reversed when/if a user requires access to Production.

- Open *hosts* file for editing. Depending on the security configuration of your machine, this may require special access privileges.
- Remove entries for the following URLs (if present):
  - oneid.ehealthontario.ca
  - eas.ehealthontario.ca
  - federation.ehealthontario.ca
  - federationbroker.ehealthontario.ca
  - crl.ssha.ca
- Add the following lines and save changes:
  - 76.75.162.27 oneid.ehealthontario.ca
  - 76.75.162.28 eas.ehealthontario.ca
  - 76.75.162.49 federation.ehealthontario.ca
  - 76.75.162.50 federationbroker.ehealthontario.ca
  - 76.75.162.30 crl.ssha.ca
  - 76.75.162.43 ooba.ehealthontario.ca
- Verify changes by navigating to <https://oneid.ehealthontario.ca/OIMprobe.html> "ONE ID Partner" should be displayed.

## Redirecting Web Browser to the Production or CST Environments

These steps must be completed whenever a test session is complete and the user requires access to the Production or CST environments.

- Open *hosts* file for editing. Depending on the security configuration of your machine, this may require special access privileges.
- Remove entries for the following URLs or add “#” to the beginning of the lines and save:
  - 76.75.162.27 oneid.ehealthontario.ca
  - 76.75.162.28 eas.ehealthontario.ca
  - 76.75.162.49 federation.ehealthontario.ca
  - 76.75.162.50 federationbroker.ehealthontario.ca
  - 76.75.162.30 crl.ssha.ca
  - 76.75.162.43 ooba.ehealthontario.ca
- Verify changes by navigating to <https://oneid.ehealthontario.ca/OIMprobe.html> “ONE ID Production” should be displayed.