

ONE ID

Delegation Guide

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1.0 ONE ID Delegation

Your ONE ID account is your gateway to all your eHealth enrolments. Before you can use your ONE ID account to assign delegates, you must complete your registration. To do this, you need the ONE ID Login ID provided by your Local Registration Authority, and a temporary password.

ONE ID Delegation is the means by which users can grant others the ability to access select services on their behalf. All users must continue to access services using their own credentials, but delegates will, after log in, need to indicate whether they are acting on their own behalf, or that of a delegation authority.

Delegation Authority: This is a user that is enrolled in a Service and meets the criteria to be a delegator for that Service. The rules to determine a Delegation Authority will vary from service to service (see <u>Appendix A – Delegation Authority Criteria</u>). A user can be a Delegation Authority for multiple Services that they are enrolled in.

Delegate: Any user already enrolled in a Service can be a delegate for that Service. Delegates receive all the access privileges of their delegation authorities within the service. A Delegation Authority can also be a delegate for another Delegation Authority.

Note: Only a Delegation Authority may authorize a Delegate to access a service on their behalf. For this reason, Delegation Authorities are required to manage their own delegates using the ONE ID system.

To access ONE ID Delegation, users must log into their ONE ID account using their login ID (firstname.lastname@oneid.on.ca) at https://oneid.ehealthontario.ca



2.0 Managing Delegates

2.1 Add a Delegate

The following outlines the steps to add a delegate. To add a delegate, you must be a Delegation Authority.

1. From My Profile click **Manage Your Delegates** under the Delegates section of the Enrolments tab. This will take you to the Delegation Summary page



2. From the Delegation Summary page, click on **click here to modify**... beside the Service you wish to add the delegate. This will take you to the Delegation page



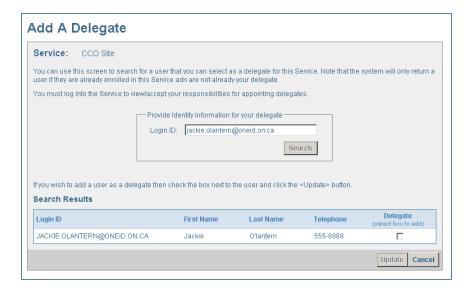
3. From the Delegation page click Add a Delegation. This will take you to the Add A Delegate page



Note: Delegates can only be appointed one at a time.

4. Enter the Login ID (first.last@oneid.on.ca) of the user to be added as a delegate and click Search

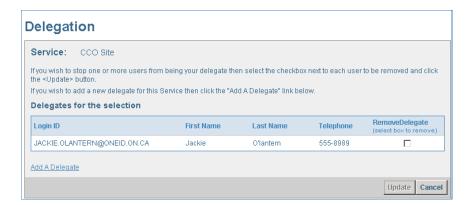
Note: The user searched must be enrolled with an active enrolment status for the service in which they are being delegated access. If they are not enrolled in the service or if the enrolment is suspended, "No users meet your search criteria. Please try again" will be displayed. Contact your LRA for assistance in getting a delegate enrolled.



5. Select the delegate by clicking in the **Delegate** box under Search Results and click **Update**



The system will return to the Delegation page and display the current/updated delegates



The delegate has now been added to the selected Service. Click **Add A Delegate** to add another delegate or return to the My Profile page.

2.2 View Delegations or Delegation Authorities

The following outline the steps to view your delegates for a service or view if you are a delegate to a user of a service

 From My Profile click Manage Your Delegates under the Delegates section of the Enrolments tab. This will take you to the Delegation Summary page.

Note: If you are not a Delegate Authority, the link will read **View Your Delegations**.



The Delegation Summary page will show the users who are your delegates for a service as well as users to whom you are a delegate for a service.



The users login ID, first name, last name, telephone number and enrolment status of your delegate(s) are all displayed by service.

2. Select **click here to modify...** to add or remove a delegate or return to the My Profile page

2.3 Remove a Delegate

The following outline the steps to remove a delegate for a service

1. From My Profile click **Manage Your Delegates** under the Delegates section of the Enrolments tab. This will take you to the Delegation Summary page.



2. From the Delegation Summary page, select **click here to modify...** beside the Service that the delegate is to be removed. This will take you to the Delegation page



3. Select the delegate to be removed by clicking in the Remove Delegate box and click Update



The system will return to the updated Delegation Summary page and the selected delegate will have been removed.



To remove another delegate, select **click here to modify...** or return to the My Profile page.

Appendix A — Delegation Authority Criteria

The table below provides the Service and the criteria required to be a delegator for that Service. If a license from a regulatory health college is required as criteria, the license must be valid and active.

Service	Delegation Authority Criteria	
Cancer Care Ontario	College of Physicians and Surgeons of Ontario	