

# Internet Quality Improvement and Evaluation System (iQIES)

## Quick Start Checklist

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**Quick Start Checklist..... 0**

**1. Quick Start Checklist ..... 2**

    1.1 Getting Started..... 2

    1.2 HARP Account..... 2

    1.3 Optional: Multi-Factor Authentication ..... 2

    1.4 iQIES Role Request..... 2

    1.5 Training ..... 2

**Appendix A: Record of Changes ..... 4**

**List of Tables**

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*Table 1 - Record of Changes.....4*

# 1. Quick Start Checklist

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The following quick start checklist offers steps to follow to ensure your time using iQIES is as effective and efficient as possible. For a full onboarding user manual, please view the iQIES Onboarding Guide at [https://qtso.cms.gov/system/files/qtso/iQIESOnboardingGuide-WebVersion\\_0.pdf](https://qtso.cms.gov/system/files/qtso/iQIESOnboardingGuide-WebVersion_0.pdf).

## 1.1 Getting Started

Watch the Getting Started videos on accessing iQIES and selecting your role

Video links can be found in the Video Catalog.

Read the initial documentation on accessing iQIES

**Note:** you will need to be logged into iQIES to view the help page at <https://iqies.cms.gov/help> and navigate to the *Getting Started* section.

## 1.2 HARP Account

Create your HARP account at <https://harp.qualitynet.org/register/profile-info>

Users need to create an account in HARP to gain access to iQIES. HARP is a single sign on system that most CMS applications will be transitioning to. Eventually, all of your CMS sign-ons will be managed here.

Enter your profile and account information, and complete remote proofing to create a HARP account. If you cannot complete remote proofing or do not wish to enter your social security number, you will need to initiate manual proofing.

## 1.3 Optional: Multi-Factor Authentication

All HARP accounts are required to have two-factor authentication for an extra layer of security. HARP provides automatic multi-factor authentication through your email, but if you wish to add additional devices, follow the steps below in HARP. (*This is not required.*)

Log into HARP at <https://harp.qualitynet.org/>

Select Two-Factor Devices on your User Profile

Add one or more devices

## 1.4 iQIES Role Request

After creating your HARP account, you need to use it to log into iQIES and request an iQIES User Role.

Log into iQIES at <https://iqies.cms.gov/> and request a role

Add Federal Surveyor ID or Staff ID (*If applicable*)

## 1.5 Training

Watch additional training videos, depending on your role's needs

Video links can be found in the Video Catalog. Sections include *Getting Started*, *Assessments*, *Reports*, *Survey & Certification*, and *Accrediting Organizations*.

Read additional documentation on common workflows, depending on your role's needs

**Note:** you will need to be logged into iQIES to view the help page at <https://iqies.cms.gov/help>.

## Appendix A: Record of Changes

Table 1 - Record of Changes

Version Number	Date	Author/Owner	Description of Change
1.0	05/08/2020	CMS	Baseline document