

Texas.gov Digital Identity Solution

Enrollment Quick Reference Guide

1. Texas.gov Digital Identity Solution

The Texas.gov Digital Identity Solution provides multi-factor authentication (MFA), password synchronization and single sign-on (SSO) access so users can easily and securely access available services and systems.

2. Enrolling Your Texas.gov Digital Identity Solution Account

A Texas.gov Digital Identity Solution account has been created for you.

Your user ID is: [your work email address].

To access your account, please follow the steps below.

1. Access the link sent to your work email from no-reply@myaccess.dir.texas.gov.
2. Click the link and set a secure password to gain access to your account.
3. Enter your new credentials (work email and Texas.gov Digital Identity Solution password).
4. Complete the MFA process by entering the verification code you receive in your work email.
5. Click **Get Started** on the Welcome page to set security questions. Please note: This step is optional. You can set security questions at any time by visiting your **Account Settings** page on your TDIS Employee Dashboard.
6. Next, you have the option to register and verify a phone number via a one-time passcode (OTP). This step is also optional; you can register a phone number at any time by visiting the **Account Settings** page on your TDIS Employee Dashboard. The enrollment process is now complete!

Secure password requirements:

- A minimum of eight characters.
- At least one lower-case character.
- At least one upper-case character.
- At least one number.
- No white space/blanks.
- At least one special character from this set:

. [@ ! # \$ ^ & + =] (_ -) { }

NOTE: Your password must **NOT** contain your username, email address, first name, last name or any other easily identifiable personal information.

- The account enrollment link expires in 72 hours and is only valid for one use.
- If you accidentally deleted the email with the link, try to recover the email by searching your email's **Recently Deleted** folder. If you cannot recover the email with the link, please ask your organization's delegated admin to resend the enrollment link via email.

3. Password Adjustment

- Your password will be the same password used through the single sign-on process for your CAPPs application(s).
- If you forget your password, use the self-service **Forgot Password** feature on the Texas.gov Digital Identity Solution login page or contact your organization's delegated admin for help.

4. Accessing Your CAPPs Application(s)

You can access your CAPPs application(s) directly through the CAPPs login page or through the TDIS Employee Dashboard.

- If you log in directly via your **CAPPs login page**, you will notice a refreshed look and feel to the page. From the application page, you will be redirected to the Texas.gov Digital Identity Solution where you will log in with your work email and Texas.gov Digital Identity Solution password. Complete the MFA request and you're good to go.
- If you use the **TDIS Employee Dashboard** to access your organization's applications and systems, simply log in to your TDIS Employee Dashboard and find the **My Agencies** section to see the list of applications you can access. Click on the CAPPs logo to navigate to the CAPPs application(s). Accept the **Terms & Conditions** page (if applicable), select the application you'd like to access and click **Launch**. You will receive a pop-up saying that you are leaving the TDIS Employee Dashboard and being redirected to an external state organization site. Click **"Ok, let's go"** to proceed. The CAPPs application will then open in a new tab. From here, you may directly access your application(s) without logging in again.

5. Link

Link to the Employee Dashboard:

<https://myaccess.texas.gov/portal/sign-in?welcome=tdis>

ⁱ The user ID will be the work email address for all active employees. For terminated users, it will be their personal email address as listed in the CAPPs system.