



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module- Removing a Role

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to Remove a Role as a LDS DUA Requester.
- How to Request additional roles as a LDS DUA Requester.

1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and EPPE Access: <https://www.cms.gov/files/document/eppeidm.pdf>
- Access CMS Portal: <https://portal.cms.gov/>

1.2 Icons Used Throughout the EPPE System



A red asterisk denotes that a field is required to be entered.

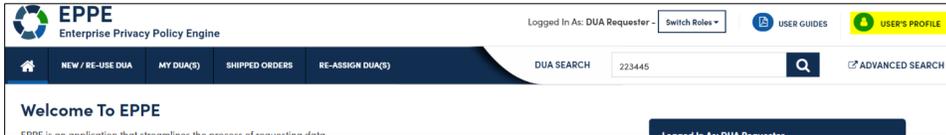


The question mark icon, when selected, will display field specific help.

2. Removing a Role

To remove a role in EPPE, first access the application.

Figure 1: EPPE Welcome Screen



1. Click your **User ID** (in this example “USER’S PROFILE”).

Your **User Profile** screen will be displayed.

Figure 2: Current EPPE Roles: Remove



2. Click the **Remove** action.

Figure 3: Role Deletion Confirmation Message



3. Click the **Submit** action for the role that needs to be removed.

Figure 4: EPPE Role Display



The deleted role will not be displayed in the list.

Notes:

- Other roles can be deleted, but there must be at least one active role at all times.
- To obtain a previously deleted role again, a role request must be submitted and approved by the EPPE Administrator.

2.1 Requesting Additional Roles

Please refer to the Requesting Additional Roles training module for more information on available roles as well as requesting additional roles in EPPE.

3. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
PDF	Portable Document Format

4. EPPE Help Desk Information

EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST

844-EPPE-DUA (844-377-3382)

eppe@cms.hhs.gov

Note: For information on policies, forms, and other LDS DUA related information, please refer to the [Limited Data Set \(LDS\)](#) page.