



SPECTRIM GUIDE

Login with Texas.gov Digital Identity Solution (TDIS)

SPECTRIM Guide

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Updated August 2023



Texas Department of Information Resources

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Introduction

SPECTRIM

To help tie together the overall state security program, DIR has implemented a governance, risk, and compliance software tool available to all state agencies and institutions of higher education. The SPECTRIM portal provides tools for managing and reporting security incidents, conducting risk assessments, storing, and managing organizational policies, performing assessment and authorization (A&A) on information systems, templates for agency security planning activities, and more.

Eligible Entities

The SPECTRIM portal is free for all Texas state agencies, public institutions of higher education, and public community colleges. There is no limit to the number of users each organization can have.

To request an account, ask your agency's Information Security Officer (ISO) to open a support request in the portal or email GRC@dir.texas.gov for further assistance.

Texas.gov Digital Identify Solution with SPECTRIM

Texas.gov Digital Identity Solution (TDIS) allows authorized Texas government employees to access services and systems. TDIS utilizes multi-factor authentication (MFA), the requirement of more than one authentication factor for successful authentication. Logging in to SPECTRIM, through TDIS, leverages MFA to gain access.

Logging In

Accessing SPECTRIM

Gaining access into SPECTRIM will require users to authenticate through TDIS. Users will either be able to

- a) Start at the SPECTRIM login screen, in which they will then be re-directed to the TDIS login screen to complete authentication, then re-directed back to SPECTRIM
- b) Log into TDIS then launch the SPECTRIM application

Logging into SPECTRIM

1. If starting on the [SPECTRIM](#) login screen, select Single Sign On and click Login

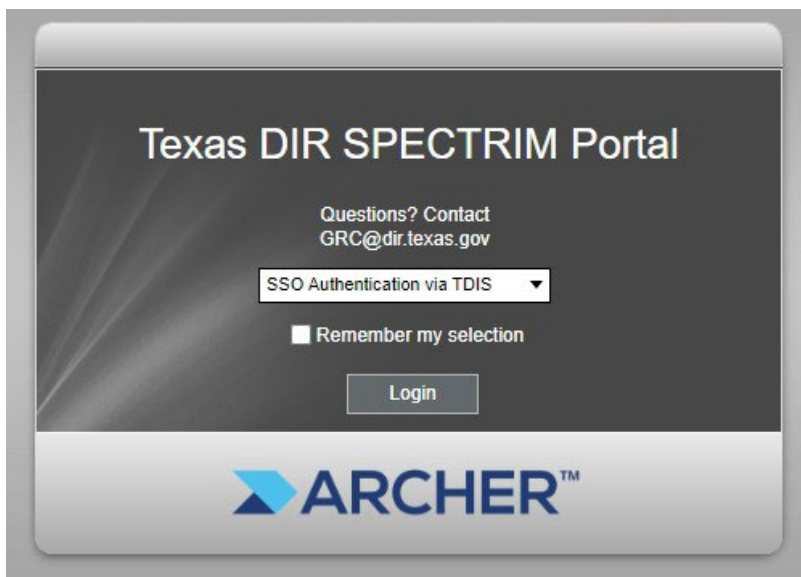


Figure 1. SPECTRIM Login Screen

2. Webpage will then redirect to the TDIS login
3. Complete login to TDIS
4. Webpage will then redirect to the SPECTRIM application upon successful login

Logging into TDIS

1. Navigate to the [TDIS](#) login screen
2. Enter your work email and Texas.gov Digital Identity Solution password. If you forgot your password, click Forgot Password to set a new password.

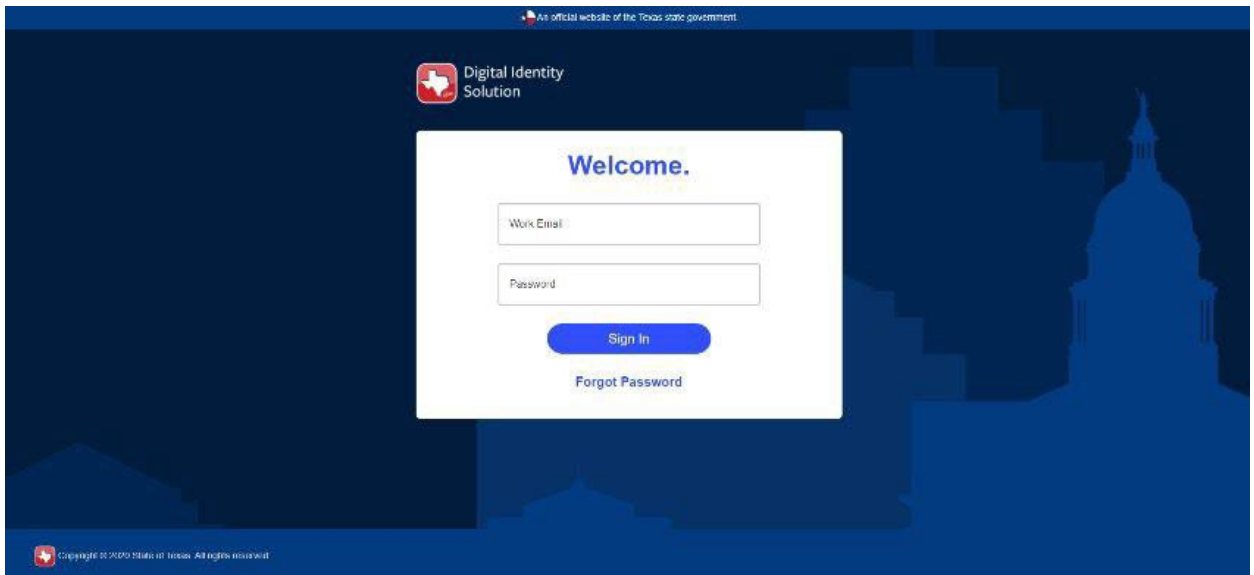


Figure 2. TDIS Login

3. You will then be prompted to verify your identity by providing a numeric, One-Time Passcode via your preferred MFA method. Options will vary depending on which MFA methods you've registered. Once you've made your MFA selection, click Select MFA Method.

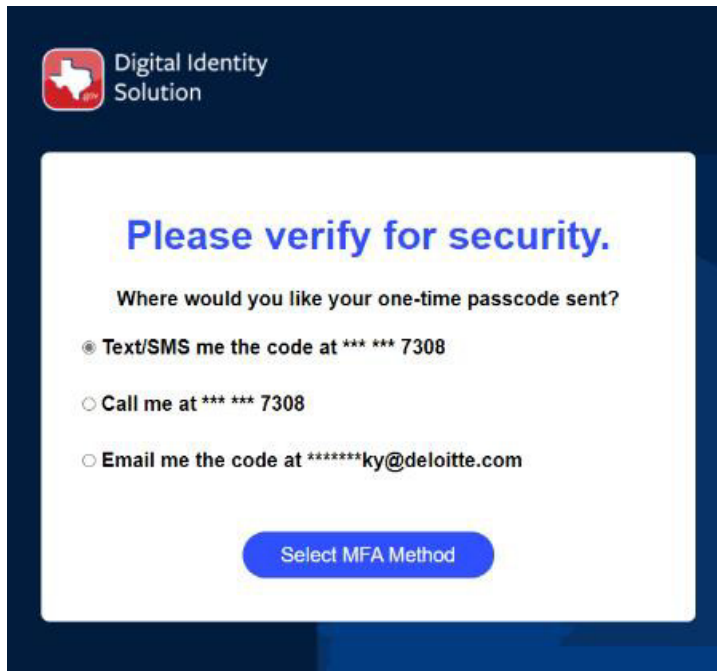


Figure 3. TDIS MFA options

4. Next, enter the OTP into the One-Time Passcode field. Click Submit to proceed. Please note, this passcode expires in five minutes. If you cannot locate the passcode, if doesn't arrive, or expires before it is entered, you may request a new OTP to be sent by clicking Resend Passcode.

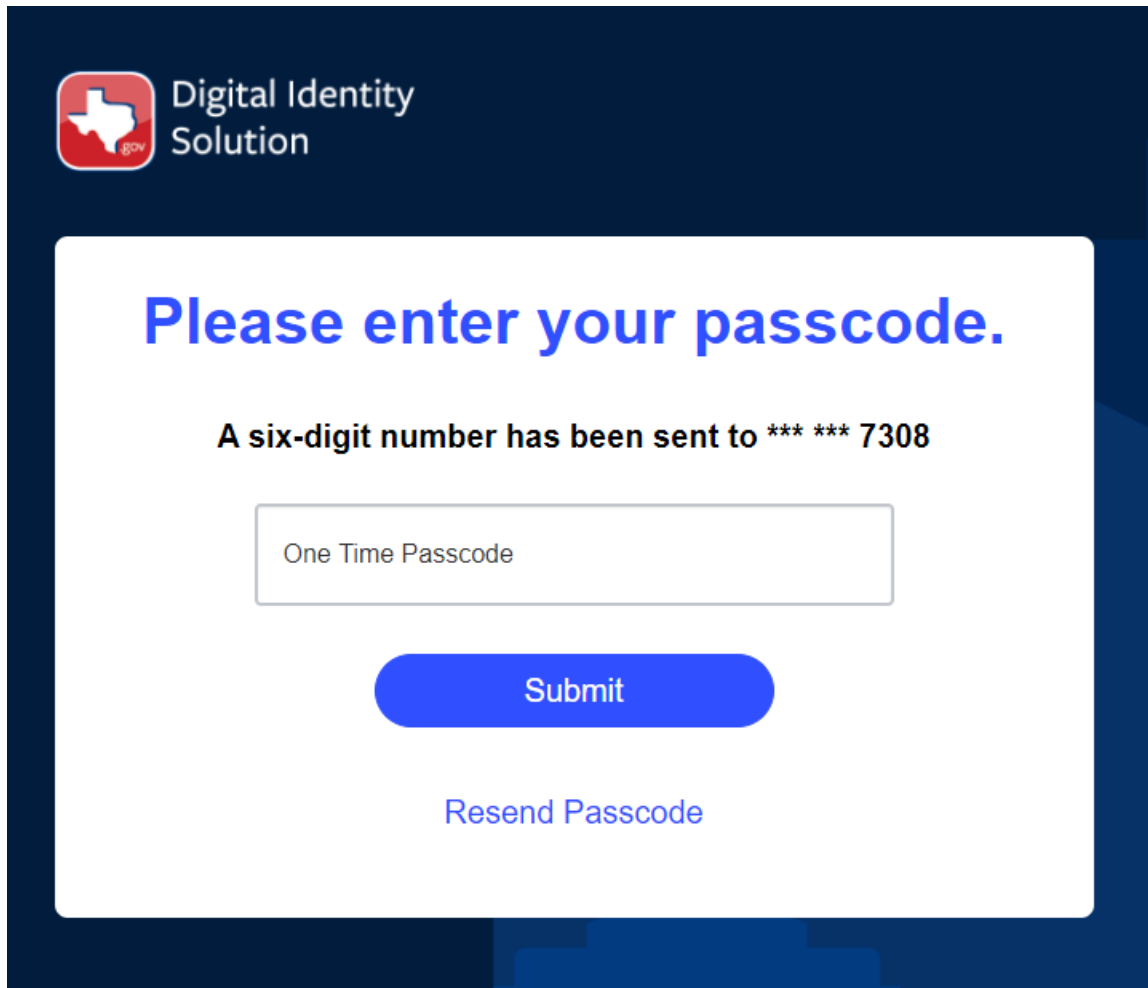


Figure 4. TDIS request to enter passcode

5. After you verify your identity with this passcode, you will gain access to your dashboard.
6. Locate the My Agencies section of the Employee Dashboard. Here you will see a list of organizations for which you have access. Click on your desired organization to navigate to the associated application.

My Agencies



Figure 5. The DIR tile is listed under My Agencies

7. After clicking Launch, you will encounter a pop-up notifying you that you are leaving the TDIS Portal and being redirected to an external state organization site. Please click "Ok, let's go" to proceed. The application will then open in a new tab. From here, you may directly access your application without logging in again.

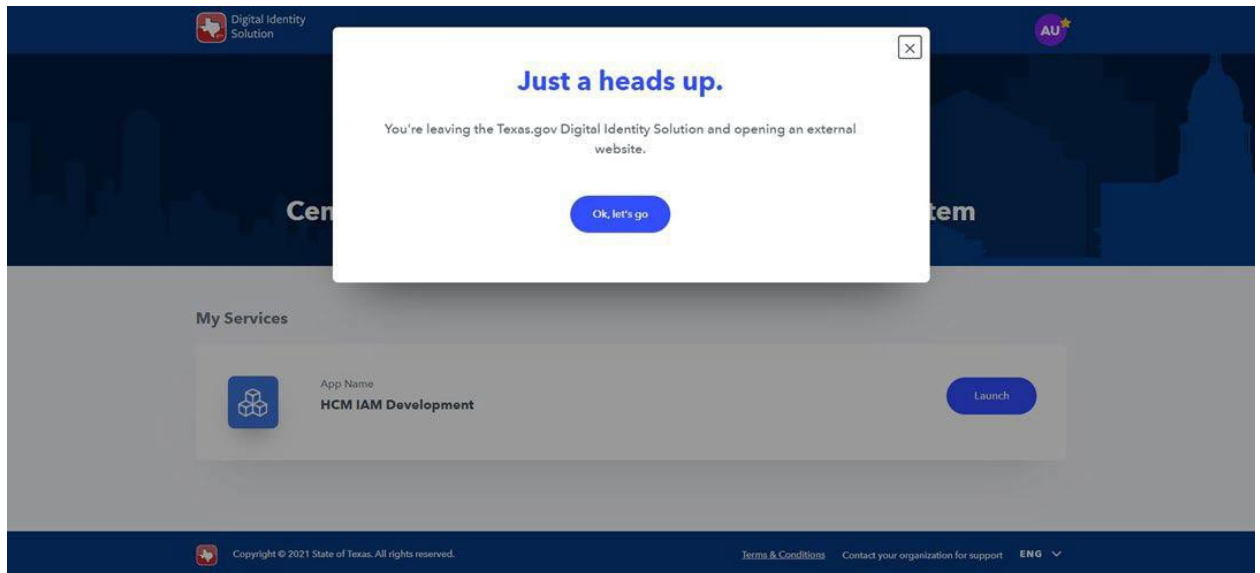


Figure 6. TDIS message when accessing an external website

Password Settings

A user's password will be the same password used through the Single Sign-On process for SPECTRIM. The password expiration timeframe is 60 days. Users will receive a notification via email from no-reply@myaccess.dir.texas.gov to reset their password one week before password expiration and will also be notified on the TDIS Portal login page with an error message when their password has expired.

Secure password requirements:

- a. A minimum of 8 characters.
- b. At least 1 lower-case character.
- c. At least 1 upper-case character.
- d. At least 1 number.
- e. No whitespace/blanks
- f. At least 1 special character from this set: `. [@ ! # $ ^ & + =] (_ -) { }`

Forgot Password

A user's password will be the same password used through the Single Sign-On process for SPECTRIM. Users can make the following User Profile changes for their account:



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- a. Forgot Password on the Texas.gov Digital Identity Solution Portal Login page.
- b. Change Password in Texas.gov Digital Identity Solution Portal Account Settings.
- c. Profile credentials (mobile phone number and security questions) in Texas.gov Digital Identity Solution Portal Account Settings.

Session Timeout

- The session inactivity timeout is set to 4 hours.
- The maximum amount of time for a session is set to timeout at 8 hours.

NOTE: An on-screen notification will appear 2 minutes before TDIS Portal session will expire due to inactivity. The user will receive this notification 3 hours and 58 minutes into their session. Being logged out of the TDIS portal will not log you out of SPECTRIM. However, if your SPECTRIM session is inactive for 4 hours, your SPECTRIM session will then log you out.



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Resources

Texas.gov Digital Identity Solution Portal Login

<https://myaccess.texas.gov/portal/>

SPECTRIM Portal Login

<https://dir.archerirm.us/>

Statewide Portal for Enterprise Cybersecurity Threat, Risk, and Incident Management (SPECTRIM) Webpage

<https://dir.texas.gov/information-security/cybersecurity-incident-management-and-reporting/statewide-portal-enterprise?id=136>

DSTS Portal (ServiceNow) – Report an Incident

https://dirshareservices.servicenow.com/sp?id=sc_category&catalog_id=e0d08b13c3330100c8b837659bba8fb4

TDIS: User Guides (DSTS Portal)

https://dirshareservices.servicenow.com/sp?id=managed_docsv1&path=13539c551be02c90e933cbff1d4bcb25

TDIS: Admin Guides (DSTS Portal)

https://dirshareservices.servicenow.com/sp?id=managed_docsv1&path=13539c551be02c90e933cbff1d4bcb25



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Support

Archer Support Requests

For SPECTRIM technical assistance submit a Support Request within the SPECTRIM portal or contact GRC@dir.texas.gov.

TDIS Support

If you experience a technical issue and are unable to resolve the issue, please contact the Shared Technology Services (STS) Help Desk, who will route the issue to the Level 4 Texas.gov Admin.

If it is a critical or high priority issue (P1 or P2), you should call the STS Help Desk immediately: (1-877-767-0656).

If the issue is non-critical or non-high priority (P3 or P4), you should contact the STS Help Desk via submitting an incident on the STS ServiceNow Portal [Report an Incident](#) page, use the [chat](#) feature on the [STS ServiceNow Portal](#) website, or send an incident report by email.

| STS Helpdesk Contact Methods | Contact Information |
|------------------------------|--|
| Phone | 1-877-767-0656 (for P1 or P2 issues) |
| Chat | Visit the STS ServiceNow Portal website. |

Figure 7. STS Contact Table

Archer Support Requests

For SPECTRIM technical assistance submit a Support Request within the SPECTRIM portal or contact GRC@dir.texas.gov.



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Version History

| Version | Publish Date | Comments |
|---------|--------------|-------------------|
| 1.0 | 2022-04-28 | First publication |
| 1.1 | 2023-08-14 | Update to links |
| | | |

Figure 8. Version History Table