

Authorized Agent Meeting
Change In Motion
November 2nd, 2010
1:00 PM
NEBASKA
Administrative Services

Agenda

- Authorized Agents**
 - Role Descriptions
 - BU Ranges for BU Roles
- Batch Management**
- Web - Training Guide**
- Reports**

2 NEBASKA
Administrative Services

Authorized Agents

3 NEBASKA
Administrative Services

Authorized Agents

- Agents are appointed by Directors or delegated person.
- Authorized Agent (Password Reset Only)—will have N000AA10 Role
 - ❖ Passwords are email by CIO Helpdesk to password reset Agent
- Authorized Agent for user security and/or password reset will have N000AA20 Role
 - Access to:
 - ❖ Request NEWID
 - ❖ Change User security
 - ❖ Terminate User IDs
 - ❖ Update Batch Management relationships
 - ❖ Work with AA Master (View only)

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Authorized Agents

enterprise data for government efficiency

Sign On to EnterpriseOne

View & Print My Pay Stub

View My Current Benefit Options

Home Page

EnterpriseOne Training Guides

New Employees Online Courses

View To View & Print My Pay Stub

Technical Help

Basic Computer Requirements

Internet Explorer Settings

Submit A Help Desk Ticket

Announcements

EnterpriseOne Training Opportunities July - December

<http://edge.ne.gov>

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Authorized Agents

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Go To: EDGE.NE.GOV

EnterpriseOne Training Guides

EnterpriseOne Available Training

EnterpriseOne Technical Help

Policies & Procedures

Authorized Agents / User Access

EnterpriseOne User Groups

Home Page

Go To: EDGE.NE.GOV

Internet Explorer

Technical Help

EnterpriseOne Training Guides

Policies & Procedures

Authorized Agents / User Access

User Groups

Authorized Agents / User Access

The following documents are periodically updated. Please refer to each document for current status.

Checklist for EnterpriseOne Roles

Roles/Responsibilities

Duties/AA List Ranges for Duties/AA List Roles

Approval Process (on the DAC Material website)

Technical Public Training Guide

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Batch Management

Batch Management Request - Batch Management Requests - Preparers

OK Delete Cancel Form Show Tools

User ID - Preparer: MUCENSM001

Records 1 - 1

Approver * User ID	Preparer * User ID	Terminate Relationship	FWO4 Date	Requestor	Requested Date
	MUCENSM001			APATEL	05/28/2010

Add a new relationship

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Batch Management

Batch Management Request - Batch Management Requests - Preparers

OK Delete Cancel Form Show Tools

Term Relationship Request History

User ID - Preparer: BAYERS

Records 1 - 4

Approver * User ID	Preparer * User ID	Terminate Relationship	FWO4 Date	Requestor	Requested Date
<input type="radio"/>	BSCHECHN	BAYERS	Y	APATEL	05/28/2010
<input type="radio"/>	MTHOM0001	BAYERS	Y	APATEL	05/28/2010
<input type="radio"/>	PCBSRRL	BAYERS	Y	APATEL	05/28/2010
<input type="radio"/>		BAYERS		APATEL	05/28/2010

Terminate relationship individually

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Batch Management

Batch Management Request - Batch Management Requests - Preparers

OK Delete Cancel Form Show Tools

Term Relationship Request History

User ID - Preparer: BAYERS

Records 1 - 4

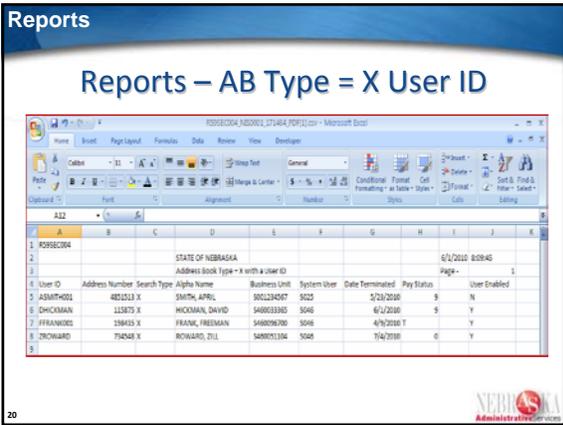
Approver * User ID	Preparer * User ID	Terminate Relationship	FWO4 Date	Requestor	Requested Date
<input checked="" type="radio"/>	BSCHECHN	BAYERS	Y	APATEL	05/28/2010
<input checked="" type="radio"/>	MTHOM0001	BAYERS	Y	APATEL	05/28/2010
<input checked="" type="radio"/>	PCBSRRL	BAYERS	Y	APATEL	05/28/2010
<input type="radio"/>		BAYERS		APATEL	05/28/2010

Terminate all relationship

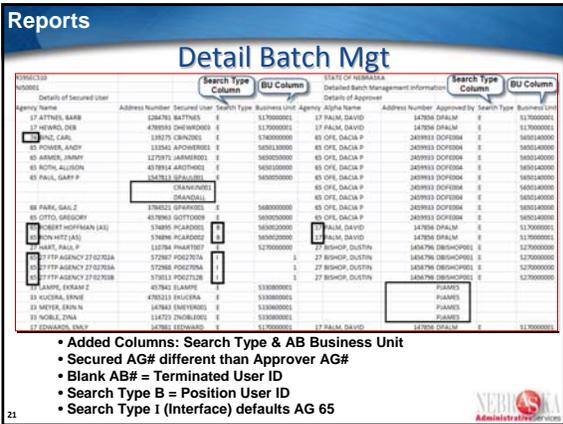
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- Added Columns: Search Type & AB Business Unit
- Secured AG# different than Approver AG#
- Blank AB# = Terminated User ID
- Search Type B = Position User ID
- Search Type I (Interface) defaults AG 65



