



Security Role Maintenance

For

Business Process Owners

And

Authorized Agents

NOVEMBER 6, 2008

TABLE OF CONTENTS

AUTHORIZED AGENT SETUP AND MAINTENANCE	3
TABLES ASSOCIATED WITH THE AUTHORIZED AGENT PROGRAM	3
PROGRAMS (INTERACTIVE VERSIONS) ASSOCIATED WITH THE AUTHORIZED AGENT PROGRAM	3
BATCH VERSIONS ASSOCIATED WITH THE AUTHORIZED AGENT PROGRAM	3
POPULATE ROLE CONTROL TABLE (R591074R).....	4
WORK WITH AA MASTER (P591080A)	5
View Authorized Agents and Business Process Owners.....	5
Add Authorized Agent to the AA Master.....	6
Add Business Process Owner to the AA Master	8
Revise Authorized Agents or Business Process Owners	10
AUTHORIZED AGENT (AA) REQUESTS (P591074G).....	12
REQUEST NEW USER ID - ROLE ASSIGNMENTS	12
REQUEST REVISIONS TO EXISTING USER ID – ROLE ASSIGNMENTS	16
Add/Revise a Role to an Existing User ID.....	16
Remove a Role From an Existing User ID.....	19
REQUESTS TO TERMINATE USER IDS.....	22
BUSINESS PROCESS OWNER (BPO) APPROVAL (P591074O).....	24
REVIEW/APPROVE/DENY/REVISE REQUESTS FOR USER ID ROLE ASSIGNMENTS	24
BPO Approves requested level	26
BPO Changes requested level.....	27
BPO Denies requested level	28
INQUIRIES	29
AUDIT CHANGE TO USER ROLES (P591074D).....	29
SECURITY REQUEST INQUIRY (P591074)	30
NIS SECURITY FUNCTIONS	31
PROCESS APPROVED REQUESTS (P591074).....	31
UPDATE AA REQUEST TABLE (R591074S)	34

AUTHORIZED AGENT SETUP AND MAINTENANCE

TABLES ASSOCIATED WITH THE AUTHORIZED AGENT PROGRAM

- F591074C Security Role Management
- F591074D Security Role Management_Audit
- F591074R Security Roles Control Table
- F591080B Authorized Agents and BPOs
- F591094 User Master

PROGRAMS (INTERACTIVE VERSIONS) ASSOCIATED WITH THE AUTHORIZED AGENT PROGRAM

- P591074 Security Role Management
 - NIS0001 Role Security Request
 - NIS0002 Role Security BPO Authorization
 - NIS0003 NIS Security Access
 - NIS0004 Security Request Inquiry
- P591074D Audit Change to User Roles
- P591074G Authorized Agent Request
- P591074O Business Process Owner (BPO) Approval
- P591074R Update Roles with Required Class
- P591074S Role Search Select
- P591080 Business Process Owner View
- P591080A Work with Authorized Agent (AA) Master

BATCH VERSIONS ASSOCIATED WITH THE AUTHORIZED AGENT PROGRAM

- R591074D Archive Security Audit Detail
 - NIS0001 Archive Security Request Audit File
- R591074R Populate Role Control Table from F00926
 - NIS0001 Populate Role Control Table
- R591074S Update Security Management with Current Access
 - NIS0001 Update AA Request Table

POPULATE ROLE CONTROL TABLE (R591074R)

NIS Security updates the Role Control Table. This ensures that current roles are available for assignment to User IDs. Upon running this UBE, a report will print the status of population actions from the Anonymous User Access Table (F00926). Data Selection is set to pull in only PRODUCTION roles. These roles will be now be available within the Authorized Agent program, enabling the Authorized Agent, Business Process Owner, and the NIS Security User to select an appropriate role. Updates table and creates a CSV report with Action, Role, and Role Description Information.

Menu Navigation: Authorized Agents > Security Role Maintenance > AA Setup & Maintenance > Populate Role Control Table

It is necessary to run this report only when roles available in NIS have changed; that is, when a Role has been added, deleted, or the name of an existing Role has changed.

The report defaults to update only Production (N-type) Roles. Data Selection options must be used to move Development-type Roles into the Role Control Table.

1. Click the Populate Role Control icon.
2. Hit the **Submit** button.
3. Open the View Job Status application (P5598610). View the R591074R as a CSV file and save it in Excel format to a network directory which has been designated for Role Control Table history information.

WORK WITH AA MASTER (P591080A)

NIS Security updates the Authorized Agents (AAs) and Business Process Owners (BPOs) table through this application. This table includes both AAs and BPOs. BPOs (AA30) and Authorized Agents (AA20) can inquire on this application.

View Authorized Agents and Business Process Owners

Menu Navigation: Authorized Agents > Security Role Maintenance > AA Setup & Maintenance > Work with AA Master

Work with Authorized Agents and Owners screen appears

	AAROLE	USER ID	USER NAME	ROLE APPROVAL	EMAIL	AGENCY NUMBER	AGENCY NAME	SEC TY
<input checked="" type="radio"/>	N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	018	DEPT OF AGRICULTURE	AA
<input type="radio"/>	N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	056	NEBR WHEAT BOARD	AA
<input type="radio"/>	N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	061	NE DAIRY IND DEV BOARD	AA
<input type="radio"/>	N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	086	DRY BEAN COMMISSION	AA
<input type="radio"/>	N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	088	CORN DEV MKTG BD	AA
<input type="radio"/>	N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	092	GRAIN SORGHUM BOARD	AA
<input type="radio"/>	N000AA30	BPAPE	PAPE, BRENDA	N000FA15	Y		.	FA
<input type="radio"/>	N000AA30	BPAPE	PAPE, BRENDA	N000FA20	Y		.	FA
<input type="radio"/>	N000AA30	BPAPE	PAPE, BRENDA	N000FA30	Y		.	FA
<input type="radio"/>	N000AA30	BPAPE	PAPE, BRENDA	N000FA50	Y		.	FA
<input type="radio"/>	N000AA30	BPAPE	PAPE, BRENDA	N000FA52	Y		.	FA

Note: You can use the Query by Example (QBE) line to narrow your search for the AA/BPO.

Add Authorized Agent to the AA Master

Menu Navigation: Authorized Agents > Security Role Maintenance > AA Setup & Maintenance > Work with AA Master

Work with Authorized Agents and Owners screen appears

AAROLE	USER ID	USER NAME	ROLE APPROVAL	EMAIL	AGENCY NUMBER	AGENCY NAME	SEC TY
<input checked="" type="radio"/> N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	018	DEPT OF AGRICULTURE	AA
<input type="radio"/> N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	056	NEBR WHEAT BOARD	AA

Click ADD - Maintain Authorized Agents and Owners screen appears

USER ID	ROLE TO APPROVE	AGENCY NUMBER	EMAIL	USER NAME	SEC TY

Enter data into the first blank row:

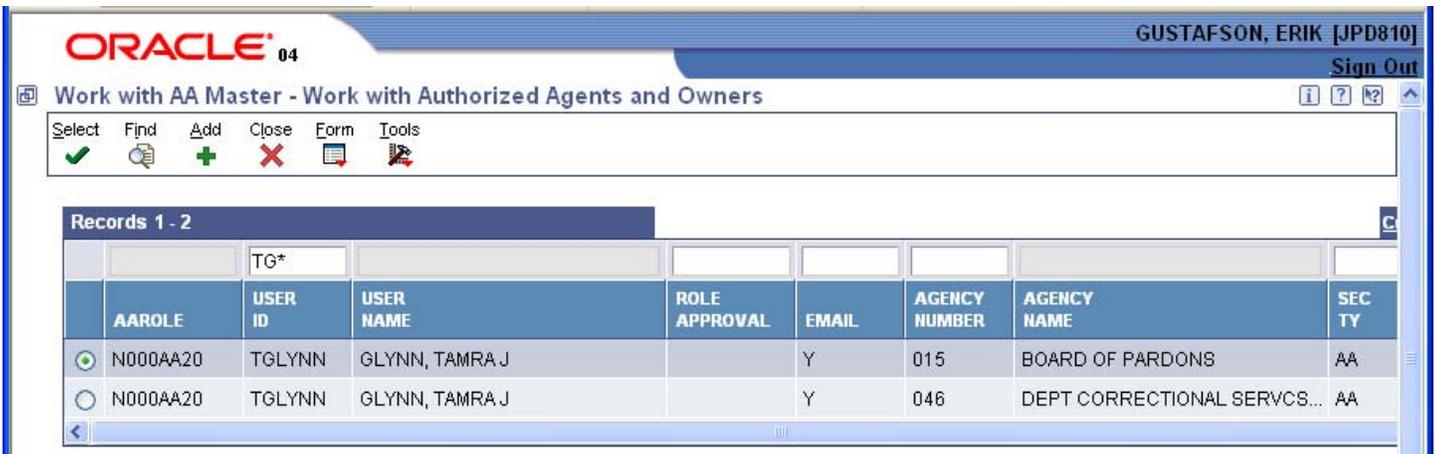
- **USER ID** – User ID of the AA/BPO
- **ROLE TO APPROVE** – Not used for AAs
- **AGENCY NUMBER** – filters the information that the Authorized Agent can view based on the Agency Number. An Authorized Agent can be assigned multiple AGENCY NUMBERS as required.
- **EMAIL** – default to “Y – yes”; e-mail to which status of request is mailed – triggered by action(s) taken by Business Process Owners
- **USER NAME** – defaults based on USER ID
- **SEC TY** – defaults to “AA” based on population of AGENCY NUMBER

Enter additional rows as needed. Authorized Agents can be responsible for multiple Agencies.



Click **OK**

Work with Authorized Agents and Owners screen appears. This screen is automatically updated with new data.



AA Role and Email Address will populate automatically.

Note: A User ID must have an assigned N000AA20 Role in order to be added as an AA.

Add Business Process Owner to the AA Master

Menu Navigation: Authorized Agents > Security Role Maintenance > AA Setup & Maintenance > Work with AA Master

Work with Authorized Agents and Owners screen appears

AAROLE	USER ID	USER NAME	ROLE APPROVAL	EMAIL	AGENCY NUMBER	AGENCY NAME	SEC TY
<input checked="" type="radio"/> N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	018	DEPT OF AGRICULTURE	AA
<input type="radio"/> N000AA20	BKOKRDA	KOKRDA, BARBARA A		Y	056	NEBR WHEAT BOARD	AA

Click **ADD**

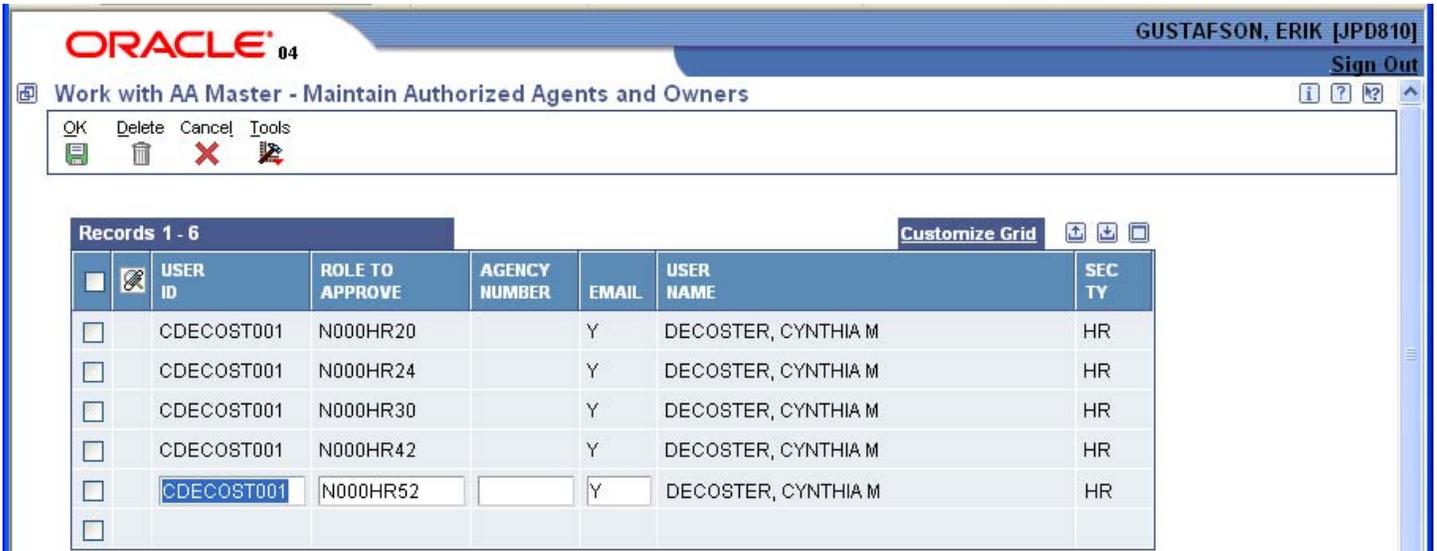
Maintain Authorized Agents and Owners screen appears

USER ID	ROLE TO APPROVE	AGENCY NUMBER	EMAIL	USER NAME	SEC TY
<input type="text"/>					

Enter data into the first blank row:

- **USER ID** – User ID of the BPO
- **ROLE TO APPROVE** – The Role which the BPO will be responsible for reviewing. This role must be approved for assignment by a BPO prior to assignment to a User ID. Any Role with an entry in this table under “Role to Approve” will place requests to assign the role to an end user in a “Pending” status until a BPO has reviewed the request. There is a many-to-many relationship for BPO to Role Approval. This allows the BPO to have “back-up” approvers.
- **AGENCY NUMBER** – Not used for BPOs
- **EMAIL** – Automatically Populates with Y (Yes); can be overridden with N (No); this determines whether the BPO will receive a message indicating that a role requiring approval has been requested for an end user

- **USER NAME** – defaults based on USER ID
- **SEC TY** – Security Type – defaults to the Alpha Digits based on the ROLE TO APPROVE; Security Type – for Business Process Owners, these are the Alpha Digits for specific applications – PT = Procurement, IV = Inventory, FA = Fixed Assets, etc.



Enter additional rows as needed. BPOs can be responsible for multiple Roles. Additionally, there can be multiple BPOs responsible for a single Role.

Note: A User ID must have an assigned N000AA30 Role in order to be added as a BPO.

Select **OK**

Work with Authorized Agents and Owners screen appears



Select **Close**

Revise Authorized Agents or Business Process Owners

Menu Navigation: Authorized Agents > Security Role Maintenance > AA Setup & Maintenance > Work with AA Master

Work with Authorized Agents and Owners screen appears

ORACLE 04 GUSTAFSON, ERIK [JPD810] Sign Out

Work with AA Master - Work with Authorized Agents and Owners

Select Find Add Close Form Tools

Records 1 - 2

AAROLE	USER ID	USER NAME	ROLE APPROVAL	EMAIL	AGENCY NUMBER	AGENCY NAME	SEC TY	
<input checked="" type="radio"/>	N000AA20	FGARTNE	GARTNER, FREDERICK	...	Y	033	GAME & PARKS COMMISSION	AA
<input type="radio"/>	N000AA20	JALDERM	ALDERMAN, JUDY		Y	033	GAME & PARKS COMMISSION	AA

Highlight Row to revise

Note: You can use the Query by Example (QBE) line to narrow your search for the BPO

Select **Select**

Maintain Authorized Agents and Owners screen appears

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Work with AA Master - Maintain Authorized Agents and Owners

OK Delete Cancel Tools

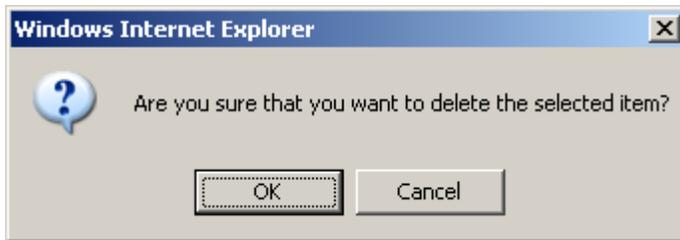
Records 1 - 2 Customize Grid

USER ID	ROLE TO APPROVE	AGENCY NUMBER	EMAIL	USER NAME	SEC TY
<input type="checkbox"/>	FGARTNE	033	Y	GARTNER, FREDERICK	AA
<input type="checkbox"/>					

All records for the USER ID appear in grid

Revise data as necessary:

- Change data in fields as desired
- To delete a record, highlight row and click **Delete**
 - **Windows Internet Explorer** screen appears.

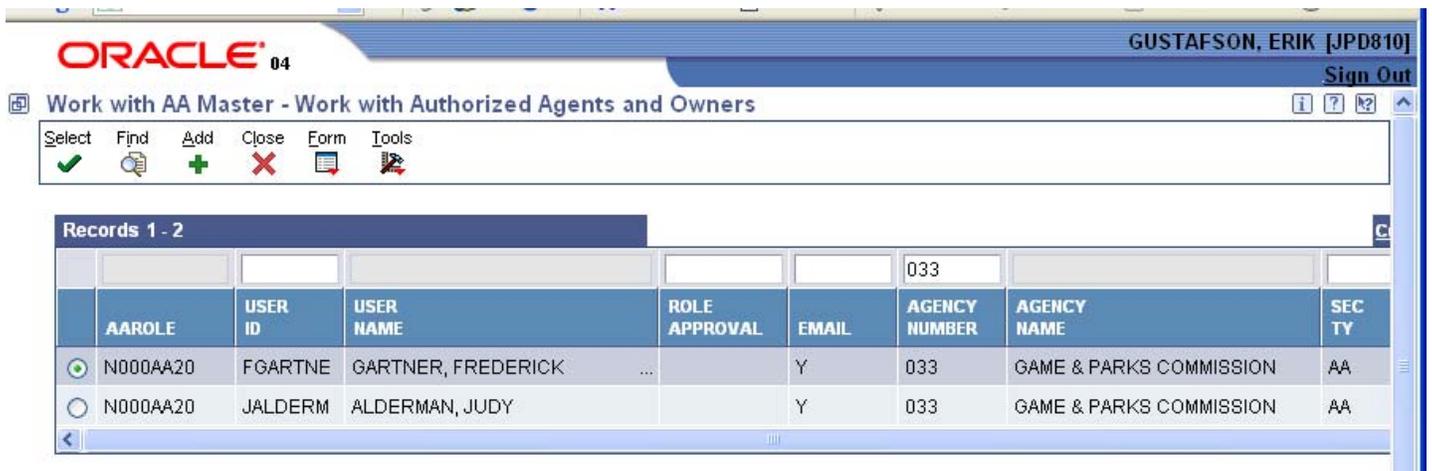


- Click **OK**
- To add new records, populate row at the bottom of the grid.

Continue data entry for multiple records.

Select **OK**

Work with Authorized Agents and Owners screen appears



Click **Close**

AUTHORIZED AGENT (AA) REQUESTS (P591074G)

Authorized Agents (AA20) use this program to:

- Request new User IDs and roles for the new User IDs
- Request additions, revisions, and removal of roles for existing User IDs
- Request terminations of User IDs

Authorized Agents will ONLY have access to User IDs in Agencies for which they are assigned as Authorized Agents. This access is driven by the Address Book Number of the User and the Agency with which the Address Book Number and Security Business Unit are associated.

Authorized Agents will receive notification when requests are completed and should use the Security Request Inquiry application to check that their employees' User IDs have the correct functional roles assigned.

REQUEST NEW USER ID - ROLE ASSIGNMENTS

This program is available to Authorized Agents (AA20)

Menu Navigation: Authorized Agents > Security Role Maintenance > Role Functions > Authorized Agent Request

Work with Role Request screen appears:



*Note: This screen always comes up in with "No records found." To view your current User IDs you must click the **Find** item on the Menu Bar.*

Select **Add**

Security Role Management screen appears:

REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT

User ID field populates with “NEWID.”

Note: The USER ID will appear as “NEWID” until NIS Security assigns a USER ID. Once the USER ID is updated, “NEWID” will be replaced with the newly created USER ID.

Enter **ADDRESS NUMBER** to be assigned to the new User ID. The name of the individual associated with the Address Number will appear to the right of the address number field.

To find an unknown Address Number, you may click in the Address Number field. A magnifying glass will appear to the right of the field. Click the magnifying glass to bring up the Address Book Master Search:

Address Number	Sch Typ	Tax ID	Business Unit	Alpha Name	Mailing Name
116182	E	NOT AUTH. TO VIEW	S650170000	RAUSCHER, DWANE A	DWANE A RAUSCHE

After you have found the Address Number, select the row and press the “Select” button on the top left. The Address Number found will populate the Address Number field on the Security Role Management screen.

Records 1 - 2

	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
	N000SS10	SS		A	A	NEW USER REQUEST FOR AA DOCUMENTATION

Enter data into the first blank row:

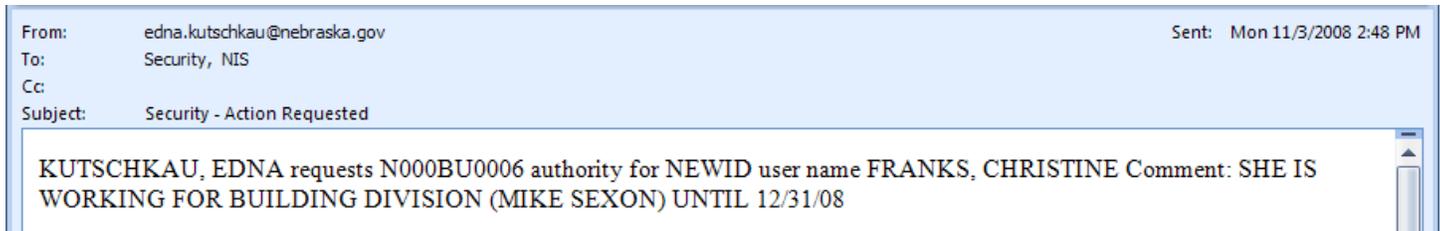
- **REQUESTED ROLE** – Enter requested roles; all roles are prefaced with “N000.” You may use the lookup button if you need to find a role or you would prefer to autopopulate the Requested Role field instead of entering the role manually.
- **SEC TY** – Security Type – defaults to the Alpha Digits based on the SECURITY ROLE and the REQUESTED ROLE
- **SECURITY ROLE** – Locked Field - Automatically populates; this will be blank for a new user
- **STATUS CODE** – Automatically populates based on transaction:
 - A = Approved – if there is no requirement for approval by a Business Process Owner, then this request will automatically advance to an Approved Status
 - P = Pending – A BPO must review the request and take action (Approve, Change, Deny)
- **REQUEST ORIGIN** – Automatically populates:
 - A = Authorized Agent Requested
- **COMMENT** – Free text for sharing information throughout the Authorized Agent/BPO process.

Repeat as necessary until all “Requested Roles” are entered.

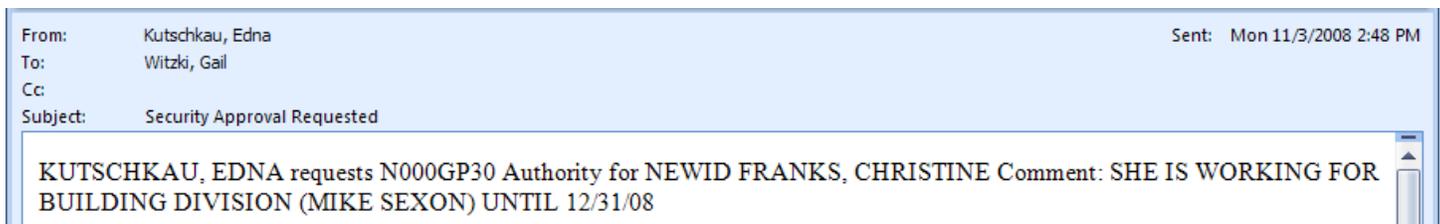
Select **OK**

Requested changes to User ID role assignments automatically generate e-mails to appropriate personnel:

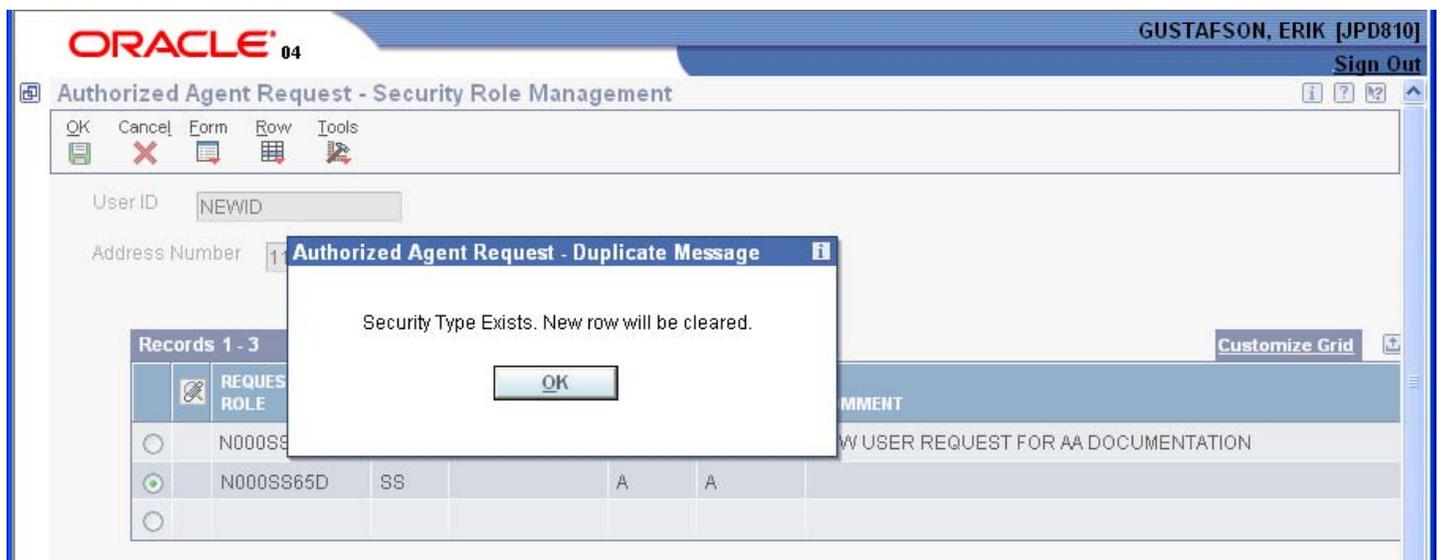
- **Status Code A** – Approved – sends e-mail to NIS Security for NIS Security Change



- **Status Code P** – Pending – sends e-mail to Business Process Owner(s) for review & action



Note: If you enter more than one role for a given Security Type during the previous process, you will see the following error message:



Click OK. The extra row will be removed and you can continue to enter new requested Roles.

NIS Security will create the New USER ID and associate it with the address book number you submit.

REQUEST REVISIONS TO EXISTING USER ID – ROLE ASSIGNMENTS

This program is available to Authorized Agents (AA20)

Menu Navigation: Authorized Agents > Security Role Maintenance > Role Functions > Authorized Agent Request

Add/Revise a Role to an Existing User ID

Work with Role Request screen appears:

Records 1 - 9

AGENCY NUMBER	USER ID	USER NAME	SCH TYP	ADDRESS NUMBER	SEC TY	STAT CODE	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE
065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AA	C	S	N000AA10	
065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AB	C	S	N000AB52	
065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AP	C	S	N000AP50	
065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AR	C	S	N000AR50	

Highlight Row to revise

Note: You can use the Query by Example (QBE) line to narrow your search for the User

Select **Select**

Security Role Management screen appears:

User ID: SLUHRIN001
Address Number: 4216608 LUHRING, SYLVAN L

Records 1 - 10

REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
N000AA20	AA	N000AA10	C	S	ORIGINAL POPULATION FROM ROLE RELATIONSHIPS TABLE
	AB	N000AB52	C	S	ORIGINAL POPULATION FROM ROLE RELATIONSHIPS TABLE

All records for the selected User ID appear in the grid.

Fields:

- **REQUESTED ROLE** – Enter requested changes to the User ID; System allows only one Role per Security Type (SEC TY); All roles are prefaced with “N000.”
 - Changes to levels within a Security Type must be initiated within the ROW currently assigned to the Security Type
- Requests for a Role in a new Security Type should be created in the first Blank ROW within the Grid
- **SEC TY** – Security Type – defaults to the Alpha Digits based on the SECURITY ROLE and the REQUESTED ROLE
- **SECURITY ROLE** - Current Roles assigned to the User ID
- **STATUS CODE** – Automatically populates based on transaction:
 - A = Approved – if there is no requirement for approval by a Business Process Owner, then this request will automatically advance to an Approved Status
 - C = Completed – Completed represents the current status of the Role assignment to the User ID
 - D = Denied – A BPO has denied the request
 - P = Pending – A BPO must review the request and take action regarding the request (Approve, Deny)
- **REQUEST ORIGIN** – Automatically populates
 - S = System Generated
 - A = Authorized Agent Requested
 - B = Business Process Owner initiated Role (revision to the Authorized Agent requested role)
- **COMMENT** – Free text for sharing information throughout the Authorized Agent/BPO process

Note: Take advantage of the Comments section. This information will be available through an Audit Table.

Remember: Changes to a Role within a currently assigned Security Type MUST be entered on the same Row as the existing Role for the currently assigned Security Type.

Select **OK**

Requested changes to User ID role assignments automatically generate e-mails to appropriate personnel:

Status Code A – Approved – sends e-mail to NIS Security for NIS Security Change



Status Code P – Pending – sends Email to Business Process Owner(s) for review & action

Work with Role Request screen appears. Requested changes will appear in this grid.

ORACLE 04 GUSTAFSON, ERIK [JPD810] Sign Out

Authorized Agent Request - Work with Role Request

Select Find Add Close Tools

Records 1 - 9 Customize Grid

	AGENCY NUMBER	USER ID	USER NAME	SCH TYP	ADDRESS NUMBER	SEC TY	STAT CODE	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE
<input checked="" type="radio"/>	065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AA	C	S	N000AA10	
<input type="radio"/>	065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AB	C	S	N000AB52	
<input type="radio"/>	065	SLUHRIN001	LUHRING, SYLVAN L	E	4216608	AP	C	S	N000AP50	

Click **Close** to exit.

Remove a Role From an Existing User ID

Work with Role Request screen appears:

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Authorized Agent Request - Work with Role Request

Select Find Add Close Tools

No records found. Customize Grid

AGENCY NUMBER	USER ID	USER NAME	SCH TYP	ADDRESS NUMBER	SEC TY	STAT CODE	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE
---------------	---------	-----------	---------	----------------	--------	-----------	----------------	---------------	----------------

Click **Find** to view User IDs for your Agency. Select the row for the User ID.

Note: You can use the Query by Example (QBE) line to narrow your search for the User

Click **Select** menu item.

Security Role Management screen appears

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Authorized Agent Request - Security Role Management

OK Cancel Form Row Tools

User ID SLUHRIN001

Address Number 4216608 LUHRING, SYLVAN L

Records 1 - 10 Customize Grid

REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
	AA	N000AA10	C	S	ORIGINAL POPULATION FROM ROLE RELATIONSHIPS TABLE
	AB	N000AB52	C	S	ORIGINAL POPULATION FROM ROLE RELATIONSHIPS TABLE
	AP	N000AP50	C	S	ORIGINAL POPULATION FROM ROLE RELATIONSHIPS TABLE

All records for the selected User ID appear in grid.

Fields:

- **SECURITY ROLE** - Current Roles assigned to the User ID.
 - Select the Row for the Security Type for which you wish to remove access, go to the **Row** menu item, and select **Remove Access**.
 - A pop-up will appear asking you to either confirm your choice or cancel the removal process:



- **REQUESTED ROLE** – If you select **OK** in the previous step, the Requested role will change to “REMOVE.”
- **STATUS CODE** – Automatically populates with A = Approved – Requests to remove Access are automatically placed into Approved status.
- **REQUEST ORIGIN** – Automatically populates with A = Authorized Agent Requested
- **COMMENT** – Free text for sharing information throughout the Authorized Agent/BPO process

Note: Take advantage of the Comments section. This information will be available through an Audit Table. In this case, you can use it to track why you requested removal of a Role.

Select **OK**

Work with Role Request screen appears. The Requested Role will appear with "REMOVE" in this grid.

ORACLE 04 GUSTAFSON, ERIK [JPD810] Sign Out

NIS Security Access - Work With Security Management Requests

Select Find Add Close Tools

Records 1 - 3 Customize Grid

AGENCY NUMBER	USER ID	ADDRESS NUMBER	USER NAME	SECURITY ROLE	REQUESTED ROLE	STATUS CODE	R O
065	MBODE	107712	BODE, MICHAEL W	N000AB10	REMOVE	A	A
065	MBODE	107712	BODE, MICHAEL W	N000BU0008	REMOVE	A	A
065	MBODE	107712	BODE, MICHAEL W	N000FT65	REMOVE	A	A

Click **Close** to exit.

Requested changes to User ID role assignments automatically generate e-mails to appropriate personnel:

Status Code A – Approved – sends Email to NIS Security for role removal.

From: edna.kutschkau@nebraska.gov Sent: Mon 10/20/2008 11:02 AM
To: Security, NIS
Cc:
Subject: Security - Action Requested

KUTSCHKAU, EDNA requests removal of N000BU0008 authority for MBODE user name BODE, MICHAEL W Comment:
REQUEST MADE BY DAVE HATTAN CIO

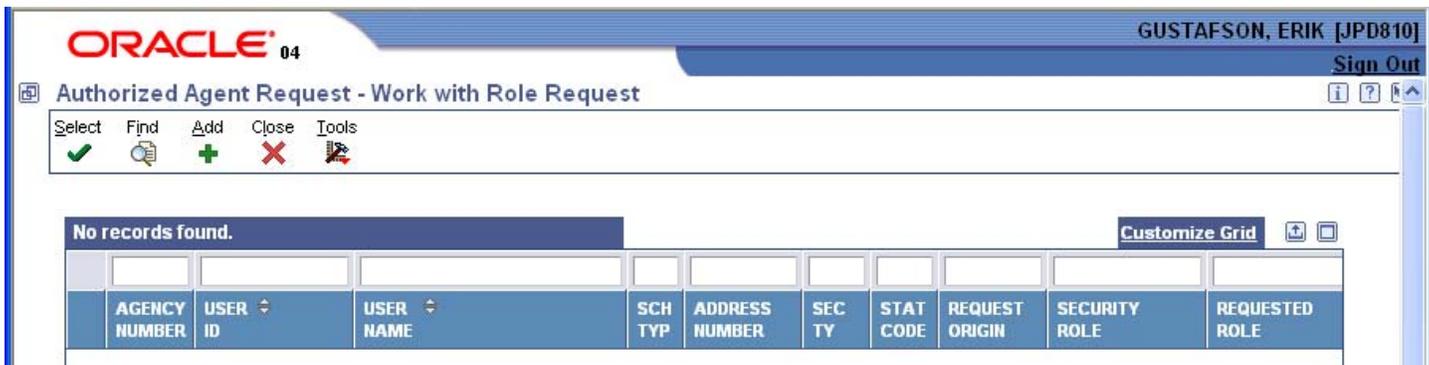
REQUESTS TO TERMINATE USER IDS

This program is available to Authorized Agents (AA20)

Menu Navigation: Authorized Agents > Security Role Maintenance > Role Functions > Authorized Agent Request

Note: Terminating a User ID deletes the relationship between the User ID and any assigned roles.

Work with Role Request screen appears



Click **Find** to view User IDs for your Agency. Highlight a Row for the User ID you wish to terminate.

Note: You can use the Query by Example (QBE) line to narrow your search for the User

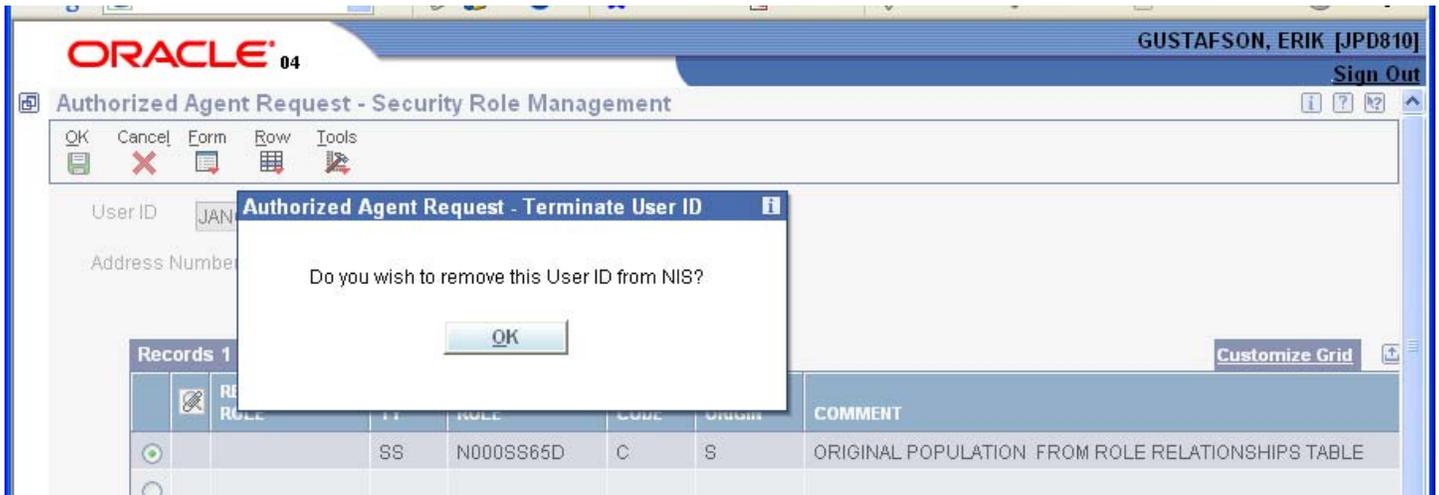
Select **Select**

Security Role Management screen appears



Click **Form > Terminate ID**

Authorized Agent Request – Terminate User ID appears

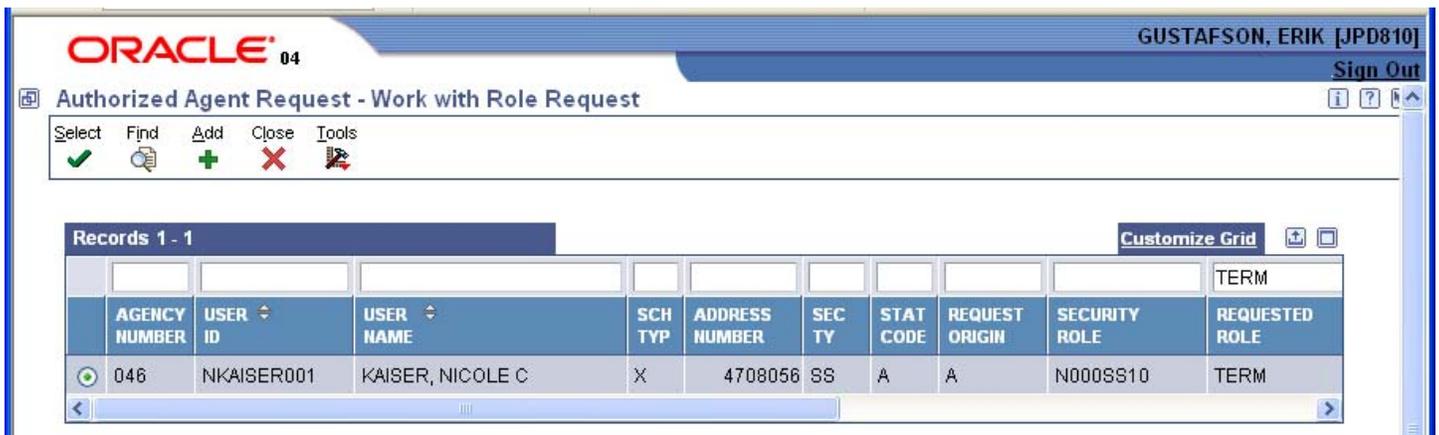


Click **OK**

Requested Role Populates with "TERM" in all rows for the User ID

Click **OK**

Work with Role Request screen appears (note "TERM" in Requested Role).



Click **Close** to exit program

BUSINESS PROCESS OWNER (BPO) APPROVAL (P5910740)

Business Process Owners (AA30) use this program to manage requests from Authorized Agents to assign Roles that fall within the BPO's area of responsibility. The BPO determines which Roles they must review and approve. In some cases, the Role is inquiry only and does not need review. The Role request is automatically approved and available to NIS Security for processing. In other cases, the Roles require review. In such cases, the BPO can approve, revise, or deny the request to assign a Role to a User ID.

BPOs will ONLY have access review to the User IDs based on the Roles for which they are BPOs. This access is driven by the Authorized Agent Master which is maintained by NIS Security.

REVIEW/APPROVE/DENY/REVISE REQUESTS FOR USER ID ROLE ASSIGNMENTS

This program is available to Business Process Owners (AA30)

Menu Navigation: Authorized Agents > Security Role Maintenance > Role Functions > BPO Approval

Find/Browse screen appears:

Records 1 - 2

USER ID	USER NAME	SCH TYP	ADDRESS NUMBER	SEC TY	STAT CODE	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE	COMI
NEWID	FRANKS, CHRISTINE	E	4780038	CM	P	A		N000CM30	SHE
NEWID	GAVER, HEATHER	E	4780168	CM	P	A		N000CM30	SHE

Grid will populate with all records in a Pending Status for the Business Process Owner

Note: User ID will appear as "NEWID" if the role requiring BPO approval was requested for a new User ID

Highlight Row to review

Select **Select**

Security Role Management screen appears

BPO Approval - Security Role Management Sign Out

OK Cancel Form Row Tools

User ID

Address Number *FRANKS, CHRISTINE*

Records 1 - 2 Customize Grid

	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
<input checked="" type="radio"/>	N000CM30	CM		P	A	SHE IS WORKING FOR BUILDING DIVISION (MIKE SEXON) UNTIL 1
<input type="radio"/>						

Only the selected record for the User ID appears in grid

BPO Approves requested level

Fields:

- **STATUS CODE** – Change “P – Pending” to “A – Approved”
- **REQUEST ORIGIN** – Remains at “A – Authorized Agent Requested”
- **COMMENT** – Free text for sharing information throughout the Authorized Agent/BPO process
- **SEC TY** – Security Type –Alpha Digits based on the SECURITY ROLE and the REQUESTED ROLE

Records 1 - 2

	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
<input checked="" type="radio"/>	N000CM30	CM		A	A	SHE IS WORKING FOR BUILDING DIVISION (MIKE SEXON) UNTIL 1
<input type="radio"/>						

Select **OK**

Requested changes to User ID role assignments automatically generate e-mails to appropriate personnel:

- Status Code A – Approved
 - sends Email to NIS Security for NIS Security Change from the BPO’s Email address

You forwarded this message on 11/5/2008 4:14 PM.

From: brenda.pape@nebraska.gov Sent: Wed 11/5/2008 1:51 PM
 To: Security, NIS
 Cc:
 Subject: Security Approval - Action

PAPE, BRENDA approved N000PT41 authority for DCSB101 DCSB101 MICHELLE KEMPER Comment: DCS CENTRAL WAREHOUSE APPROVAL ROUTES

- sends Email to Authorized Agent notifying that the BPO has approved the original request from the BPO’s Email address

BPO Changes requested level

Fields:

- **REQUESTED ROLE** – BPO can change the role to another role within the same Security Type
- **STATUS CODE** – Automatically populates from “P – Pending” to “A – Approved” because the Business Process Owner has the authority to make the change and approve it.
- **REQUEST ORIGIN** – Changes from “A – Authorized Agent Requested” to “B- Business Process Owner”
- **COMMENT** – Free text for sharing information throughout the Authorized Agent/BPO process

Note: the BPO must enter a comment if changing or denying a Requested Role.

- **SEC TY** – Security Type – defaults to the Alpha Digits based on the SECURITY ROLE and the REQUESTED ROLE

Approval - Security Role Management

cancel Form Row Tools

ID

Access Number SCHLITT, LAURIE J

Records 1 - 2	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
<input checked="" type="radio"/>	N000CM30	CM		A	B	CM35 NOT AUTHORIZED FOR AGENCY
<input type="radio"/>						

Select **OK**

Requested changes to User ID role assignments automatically generate e-mails to appropriate personnel:

- Status Code A – Changed to a different level within BPO’s authority.
 - sends e-mail to Authorized Agent notifying that the BPO has approved at a different level than requested from the BPO’s e-mail address

BPO Denies requested level

Fields:

- **STATUS CODE** – Change “P – Pending” to “D – Denied”
- **REQUEST ORIGIN** – Remains at “A – Authorized Agent Requested”
- **COMMENT** – When the Requested Role is denied, this is a MANDATORY field
- **SEC TY** – Security Type – defaults to the Alpha Digits based on the SECURITY ROLE and the REQUESTED ROLE

Sign Out

BPO Approval - Security Role Management

OK Cancel Form Row Tools

User ID

Address Number SCHLITT, LAURIE J

Records 1 - 2		REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
<input checked="" type="radio"/>		N000PT30	PT		D	A	NEED TO ATTEND TR
<input type="radio"/>							

Select **OK**

Requested changes to User ID role assignments automatically generate e-mails to appropriate personnel:

- Status Code D – Denied
 - sends e-mail to Authorized Agent notifying that the BPO has denied the request from the BPO’s e-mail address

INQUIRIES

AUDIT CHANGE TO USER ROLES (P591074D)

Authorized Agents > Security Role Maintenance > Inquiries and Reports > Audit Change to User Roles

This application displays all the role changes which have been applied to User IDs. This is designed as a “Read Only” application, displaying information but not allowing any changes to User IDs. All User IDs are available for viewing, regardless of the Agency of the employee who uses the ID.

Authorized Agents may use this application to see what types of roles were assigned to a User ID for an employee who has since left their Agency.

Audit Change to User Roles screen appears

Records 1 - 10

User ID	Address Number	Sec Ty	User Role	Orig/Revised Request	Stat Code	Trans Origin	Requester	Date Requested	Updated By	Approval Date
<input checked="" type="radio"/> NEWID	4780168	PT		N000PT30	A	A	EKUTSCH	11/03/2008	BPAPE	
<input type="radio"/> NEWID	4780168	AB		N000AB10	A	A	EKUTSCH	11/03/2008		
<input type="radio"/> NEWID	4780168	GP		N000GP30	P	A	EKUTSCH	11/03/2008		
<input type="radio"/> NEWID	4780168	PT		N000PT30	P	A	EKUTSCH	11/03/2008		
<input type="radio"/> NEWID	4780168	CM		N000CM30	P	A	EKUTSCH	11/03/2008		
<input type="radio"/> NEWID	4780168	BU		N000BU0006	A	A	EKUTSCH	11/03/2008		
<input type="radio"/> NEWID	4780168	GP		N000GP30	A	A	EKUTSCH	11/03/2008	RCARLSO	
<input type="radio"/> HGAVER...	4780168	AB	N000AB10		C	A	EKUTSCH			
<input type="radio"/> HGAVER...	4780168	BU	N000BU0006		C	A	EKUTSCH			
<input type="radio"/> HGAVER...	4780168	GP	N000GP30		C	A	EKUTSCH	11/03/2008	RCARLSO	

Use the filter fields to search for a particular User ID and Role combination. Click the **Close** icon when done.

SECURITY REQUEST INQUIRY (P591074)

Authorized Agents > Security Role Maintenance > Inquiries and Reports > Security Request Inquiry

Authorized Agents can use this application to view Role access for User IDs. It is read only. While the Audit Change to User Roles application (above) may be used to view history and changes for User IDs, the Security Request Inquiry application shows the current state of User IDs.

Security Request Inquiry screen appears

Records 1 - 5

	AGENCY NUMBER	USER ID	ADDRESS NUMBER	USER NAME	SECURITY ROLE	REQUESTED ROLE	STATUS CODE	R/O
<input checked="" type="radio"/>	065	HGAVER001	4780168	GAVER, HEATHER	N000AB10		C	A
<input type="radio"/>	065	HGAVER001	4780168	GAVER, HEATHER	N000BU0006		C	A
<input type="radio"/>	065	HGAVER001	4780168	GAVER, HEATHER	N000GP30		C	A
<input type="radio"/>	065	HGAVER001	4780168	GAVER, HEATHER	N000PT30		C	A
<input type="radio"/>	065	NEWID	4780168	GAVER, HEATHER		N000CM30	P	A

Use the QBE fields to search for a particular User ID. Click the **Close** icon when done.

NIS SECURITY FUNCTIONS

PROCESS APPROVED REQUESTS (P591074)

Menu Path: Authorized Agents > Security Role Maintenance > Role Functions > NIS Security Access

This application displays all requests in an approved status. NIS Security uses the information displayed in order to assign approved role requests to new and existing User IDs.

Work with Security Management Requests screen appears

ORACLE 05 GUSTAFSON, ERIK [JPD810] Sign Out

NIS Security Access - Work With Security Management Requests

Select Find Add Close Tools

Records 1 - 7 Customize Grid

	AGENCY NUMBER	USER ID	ADDRESS NUMBER	USER NAME	SECURITY ROLE	REQUESTED ROLE	STATUS CODE	RO
<input checked="" type="radio"/>	025	JTRAUSC	121750	TRAUSCH, JOEL P		N000AA10	A	A
<input type="radio"/>	025	JTRAUSC	121750	TRAUSCH, JOEL P		N000HR40	A	A
<input type="radio"/>	065	MBODE	107712	BODE, MICHAEL W	N000AB10	REMOVE	A	A
<input type="radio"/>	065	MBODE	107712	BODE, MICHAEL W	N000BU0008	REMOVE	A	A
<input type="radio"/>	065	MBODE	107712	BODE, MICHAEL W	N000FT65	REMOVE	A	A
<input type="radio"/>	065	NEWID	107188	ROGGE, SARAH		N000SS65D	A	A
<input type="radio"/>	046	NKAISER001	4708056	KAISER, NICOLE C	N000SS10	TERM	A	A

Grid will populate with all records in an Approved Status (Status Code = A).

Export data to a working spreadsheet. This spreadsheet will be used to associate newly created User IDs with their initial passwords. The new IDs and Passwords will be returned to the requesting Authorized Agent via Email.

If the User ID = NEWID, NIS Security will use the User Profiles (P0092) application to create a new User ID. They will then assign the new User ID to the Address Book Number associated with the NEWID requests.

Highlight a row with the User ID = NEWID.

Select **Select**

Security Role Management screen appears

ORACLE 05 GUSTAFSON, ERIK [JPD810] Sign Out

NIS Security Access - Security Role Management

OK Cancel Form Row Tools

User ID

Address Number ROGGE, SARAH

Records 1 - 2							
	<input type="checkbox"/>	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
<input checked="" type="radio"/>		N0008865D	SS		A	A	NEW EMPLOYEE FOR CIO
<input type="radio"/>							

Enter newly created User ID in **User ID** field

ORACLE 05 GUSTAFSON, ERIK [JPD810] Sign Out

NIS Security Access - Security Role Management

OK Cancel Form Row Tools

User ID

Address Number ROGGE, SARAH

Records 1 - 2							
	<input type="checkbox"/>	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	COMMENT
<input checked="" type="radio"/>		N0008865D	SS		A	A	NEW EMPLOYEE FOR CIO
<input type="radio"/>							

Select **OK**

Work with Security Management Requests screen appears.

ORACLE 05 GUSTAFSON, ERIK

NIS Security Access - Work With Security Management Requests

Select Find Add Close Tools

Records 1 - 7 Customize Grid

	AGENCY NUMBER	USER ID	ADDRESS NUMBER	USER NAME	SECURITY ROLE	REQUESTED ROLE	STATUS CODE	R O
<input checked="" type="radio"/>	025	JTRAUSC	121750	TRAUSCH, JOEL P		N000AA10	A	A
<input type="radio"/>	025	JTRAUSC	121750	TRAUSCH, JOEL P		N000HR40	A	A
<input type="radio"/>	065	MBODE	107712	BODE, MICHAEL W	N000AB10	REMOVE	A	A
<input type="radio"/>	065	MBODE	107712	BODE, MICHAEL W	N000BU0008	REMOVE	A	A
<input type="radio"/>	065	MBODE	107712	BODE, MICHAEL W	N000FT65	REMOVE	A	A
<input type="radio"/>	046	NKAISER001	4708056	KAISER, NICOLE C	N000SS10	TERM	A	A
<input type="radio"/>	065	SROGGE002	107188	ROGGE, SARAH		N000SS65D	A	A

If the User ID was a NEWID, NIS Security must define the initial security settings for the ID using the User Profiles application (P0092) and the User Security application (P98OWSEC). NIS Security will record the initial password in the User ID Information spreadsheet.

NIS Security will use the User Roles program (P95921) to assign or remove approved roles from new and existing User IDs. This DOES NOT UPDATE the Work with Security Management Requests table. See "Update AA Request Table" section.

NIS Security will send User ID information containing the new User ID and Password to the appropriate Authorized Agents.

UPDATE AA REQUEST TABLE (R591074S)

NIS Security updates the Authorized Agent (AA) Request Table. This populates from the Role Relationships Table (F95921) and associates the User IDs with their assigned Roles. This report will be run nightly. It can also be run from the menu to update the Authorized Agent Request table as needed. This partially fills the following fields on the Security Role Management table (F591074C) and the Security Role Management – Audit (F591074D) tables:

- USERID User
- AN8 Address Book Number
- UGRP Security Role(s) associated with the USERID
- FUROLE22 Requested Role
- HST (Status)
- COMMENTS Comment

This removes processed requests from the AA Request Table and adds entries to the Security Role Management – Audit Table. It creates a CSV report with User ID, Address Book Number, Security Type, Role, Effective Date of Role change, and Comments to provide information about what happened when processing the original Role requests from Authorized Agents.

Menu Navigation: Authorized Agents > Security Role Maintenance > AA Setup & Maintenance > Update AA Request Table

Note: If a Business Process Owner denies a requested role, the Denial will remain on the AA Request Table for a pre-set number of days. The Processing Options in the report allow NIS Security to manage the number of days.

The report defaults to update only requests for Production (N-type) Roles. Data Selection options must be used to move requests for Development Roles from the AA Request Table.

1. Click the Update AA Requests Item.
2. Hit the **Submit** button.

Open the View Job Status application (P5598610). View the R591074S as a CSV file and save it in Excel format to a network directory which has been designated for AA Request history information.

1. Review requests in the report where the Comments Field contains either “Actual did not match request” or “New Security Type not requested.”
2. Make corrections if these roles were assigned in error.