

**Request New User ID - Role Assignments**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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## Request New User ID - Role Assignments

### Request New User ID - Role Assignments Overview

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 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 e-mail notification when new User ID request is completed. Use the Security Request Inquiry application to verify the employees' User IDs have the correct functional roles assigned.

### Request New User ID - Role Assignments Lesson

#### Procedure

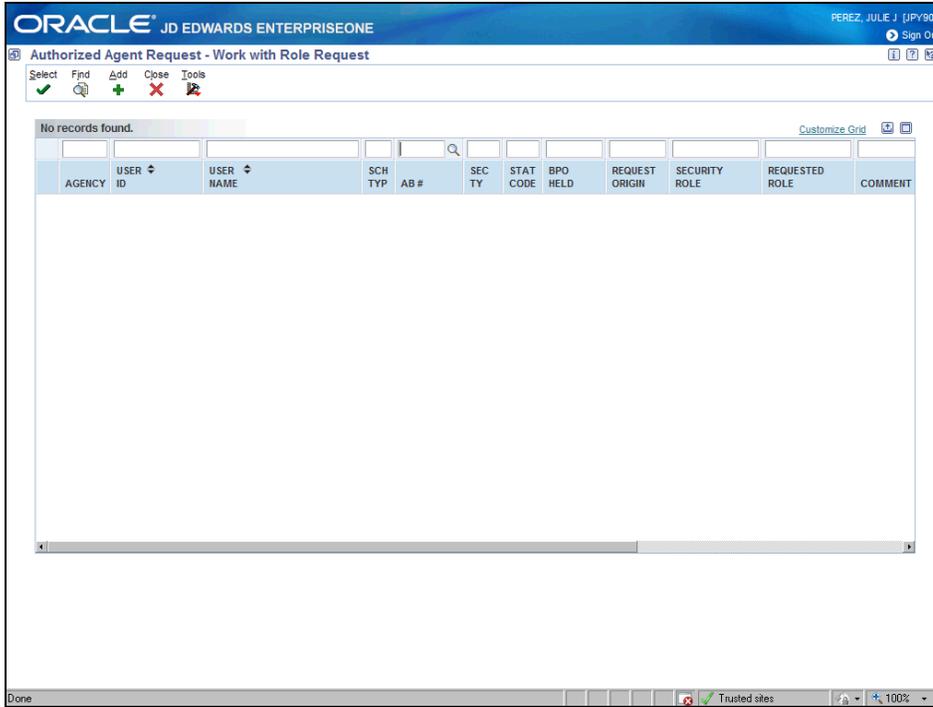
This program is available to Authorized Agents (AA20).

Authorized Agents can initiate Requests for a New User ID and Role assignment at the same time. The only requirement to initiate the request is an Address Book record for the Employee. This address book record will be associated with the New User ID.

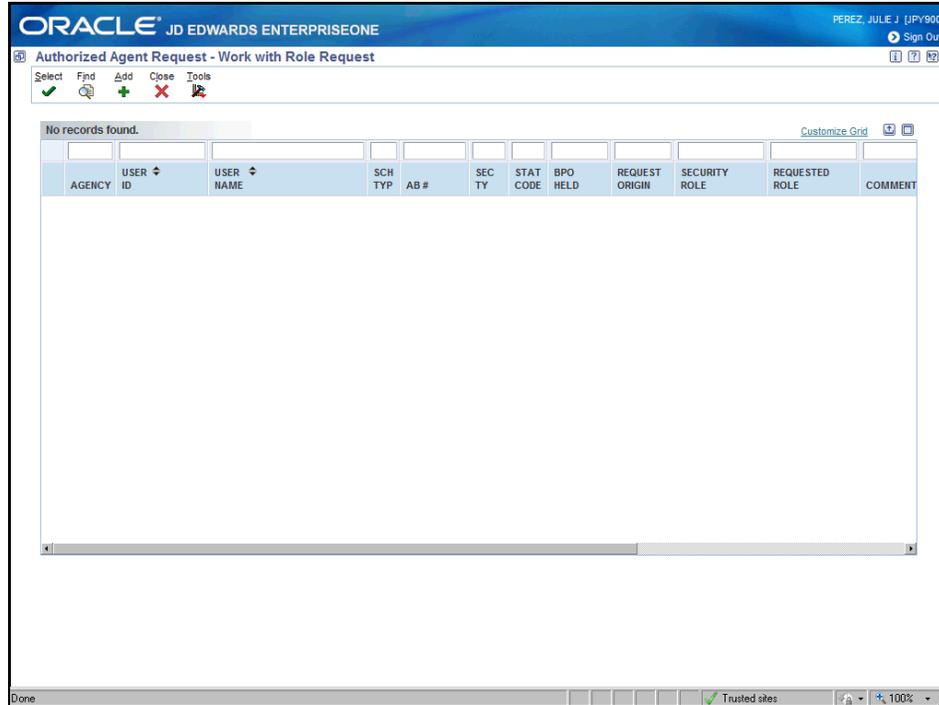
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Authorized Agents</b> link. <a href="#">Authorized Agents</a>
3.	Click the <b>Authorized Agent Request</b> link. <a href="#">Authorized Agent Request</a>
4.	Check to see if Address Book Number already has a User ID.

# Training Guide

## Request New User ID - Role Assignments



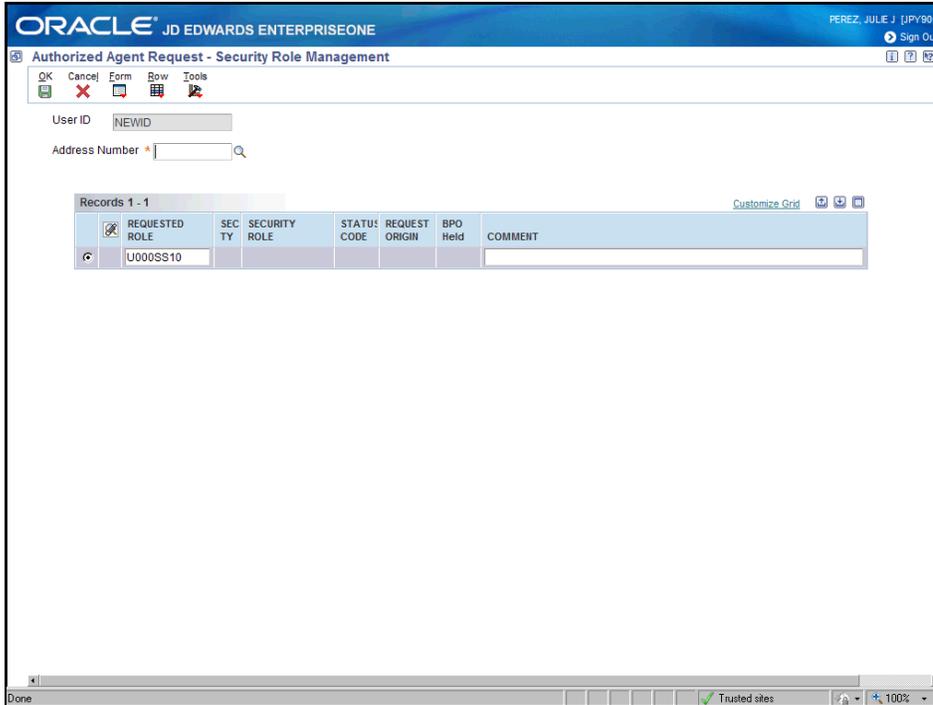
Step	Action
5.	Enter the Employee's Address Book number into the <b>AB #</b> field.
6.	<p>Click the <b>Find</b> button.</p> <p>If a User ID appears and belongs to your agency, then go to <i>Request Revisions to Existing User ID</i> training guide.</p> <p>If a User ID does not belong to your Agency then determine if the User ID needs to be terminated, go to <i>Termination of User ID</i> training guide.</p> <p>If User ID does not exist, continue with this training guide.</p> 
7.	<p>Click the <b>Add</b> button.</p> 
8.	<p>Click the <b>Find</b> button.</p> 



Step	Action
9.	Click the <b>Add</b> button. 
10.	<b>User ID</b> - automatically populates with NEWID. System Security will create a new User ID and notify Authorized Agent when it is available.

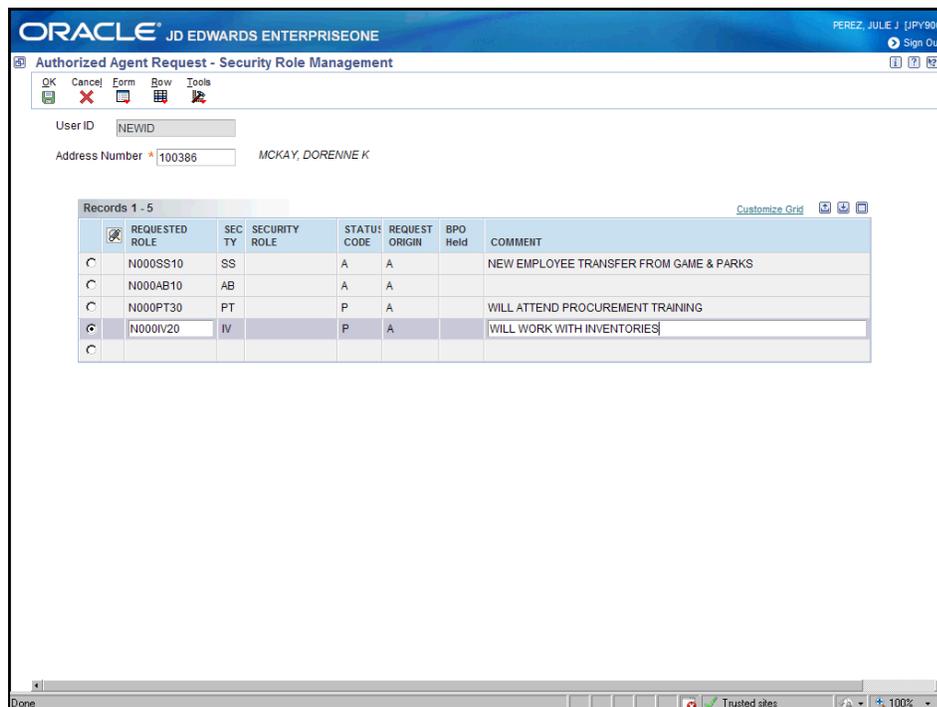
# Training Guide

## Request New User ID - Role Assignments



Step	Action
11.	An Address Book number must exist for the end user in order to proceed with the request for a New User ID.  Enter the desired information into the <b>Address Number</b> field.
12.	<b>REQUESTED ROLE</b> - Enter requested roles; all roles are prefaced with "N000." You may use the Visual Assist to find a role or if you prefer to autopopulate the Requested Role field instead of entering the role manually.
13.	When you "Request a New User ID", the first row will automatically populate with the SS10 Role, Self Service.  If the new User ID requires a Self Service Role other than SS10, you can overwrite "N000SS10" with the desired SS role.  If the User ID does not require a Self Service Role, overwrite "N000SS10" with the desired Requested Role.
14.	<b>SEC TY (SECURITY TYPE)</b> - defaults to the Alpha Digits based on the <b>SECURITY ROLE</b> and the <b>REQUESTED ROLE</b>
15.	<b>SECURITY ROLE</b> - automatically populates; this will be blank for a new User ID.

Step	Action
16.	<p><b>STATUS CODE</b> - automatically populates based on the <b>REQUESTED ROLE</b>.</p> <ul style="list-style-type: none"> <li>o A = Approved - there is no requirement for approval by a Business Process Owner (BPO)</li> <li>o P = Pending - a BPO must review the request and take action (Approve, Change, Deny)</li> </ul>
17.	<p><b>REQUEST ORIGIN</b> - automatically populates.</p> <ul style="list-style-type: none"> <li>o A = Authorized Agent Requested</li> </ul>
18.	<b>BPO HELD</b> - will be blank for new User IDs
19.	<b>COMMENT</b> - Optional field; should be used to communicate information based on the <b>REQUESTED ROLE</b> . This can be used to explain to a BPO why a specific role is required for the new User ID.
20.	It is optional to enter a "Comment" in this field; however, you must click in the comments field to advance to a new row in the grid.

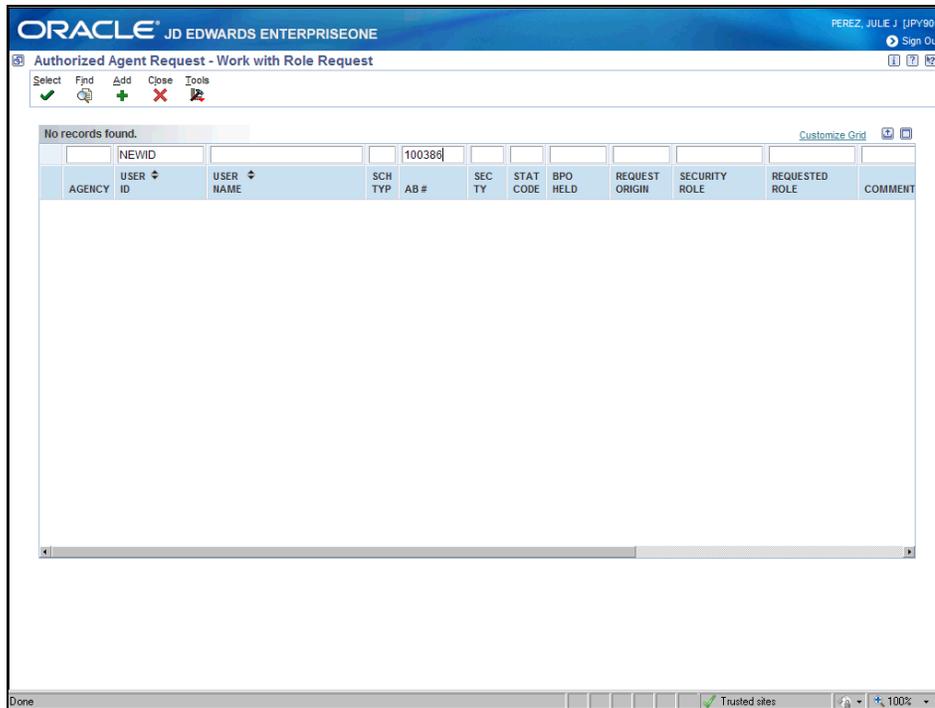


# Training Guide

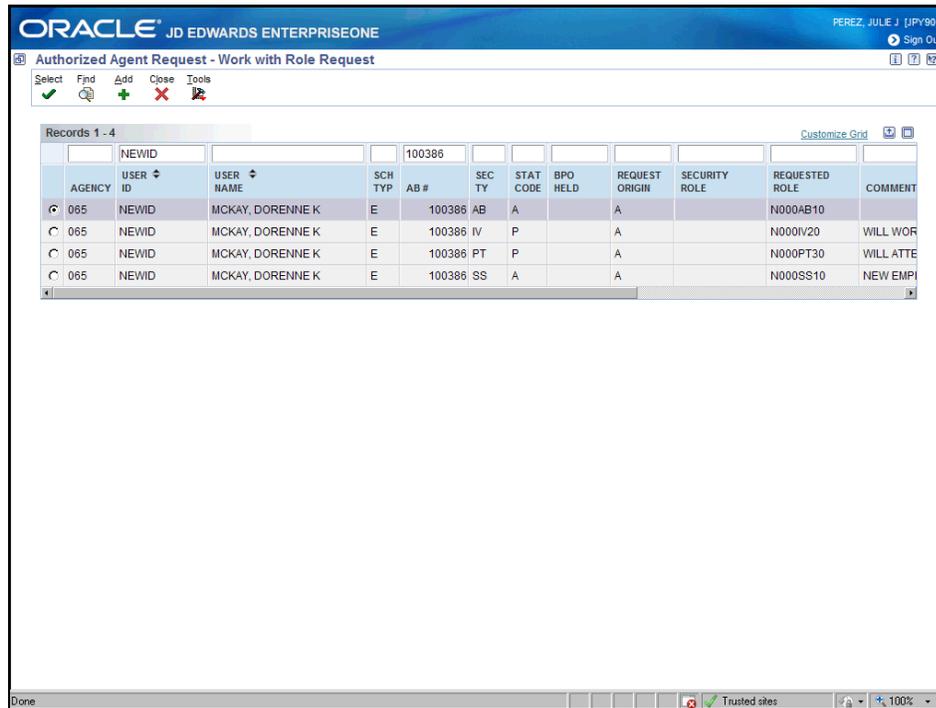
## Request New User ID - Role Assignments



Step	Action
21.	<p><b>NOTE:</b> E-mail messages will be sent to Authorized Agents, Business Process Owners, and System Security as the Status Codes change.</p> <p>In this scenario, the following N000SS10 and N000AB10 are in an "A - Approved" status. System Security will be able to assign these roles to a newly created User ID as soon as it becomes available.</p> <p>The N000PT30 and the N000IV20 roles are in a "P - Pending" status. They require review/approval from a Business Process Owner (BPO). The BPO will receive an automatically generated e-mail from the Authorized Agent with the Address Book and Name of end user, Requested Role, and any information provided in the Comments field. System Security cannot process these requests until they are approved by the BPO.</p>
22.	<p>To submit the request for a NEW User ID and associated Roles, click the <b>OK</b> button.</p> 
23.	<p>To view the NEWID request, use the Query by Example (QBE) line to narrow your search. If the employee has not transferred to your Agency yet, you will not be able to view the NEWID record from this grid due to security. The NEWID record is visible through Security Request Inquiry.</p>



Step	Action
24.	Click the <b>Find</b> button. 



Step	Action
25.	Click the <b>Close</b> button. 
26.	<b>End of Procedure.</b>