

## **Looking Up User ID**

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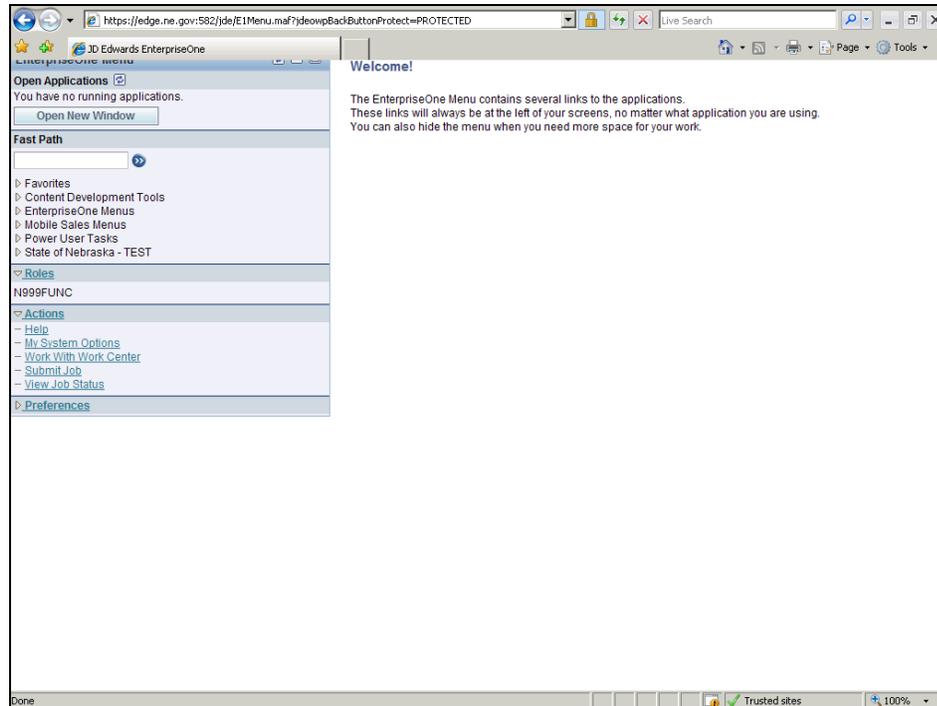
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# Looking Up User ID

## Looking Up A User ID

### Procedure

This lesson will show you how to look up an EnterpriseOne 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>User Authorization Table</b> link. <a href="#">User Authorization Table</a>
4.	You can type the name of the person you are looking for in the <b>Alpha Name</b> field.  Be sure to type it in the correct format: " <b>Last Name, First Name</b> ".  An asterisks (*) is a wild card which is helpful if you do not know the exact spelling of the name. For example, if you are looking for John Smith, but you don't know if his name is entered as "John," "Jon," or "Johnny" you can type "Smith, Jo*" in the <b>Alpha Name</b> field.

# Training Guide

## Looking Up User ID

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

User Authorization Table - View User Master

Select Find Close Tools

Records 1-70 of 100 Customize Grid

Date	AGENCY NUMBER	DIVISION	Alpha Name	Employee Number	Sch Typ	User ID	SS Role	LR	BU Role	AI
06/09/2010	033	080	ABBOTT, ALEXANDRA C.	5860251	X	AABBOTT001	N000SS10	00		00
12/29/2004	025	430	ABELS, ANN M	3186286	E	AABELS	N000SS10	00		00
10/30/2006	025	430	ADAMS, ARRON D	4264848	E	AADAMS	N000SS10	00		00
08/17/2004	025	110	ALBERICO, ANN L	401021	E	AALBERI	N000SS10	00		00
06/07/2004	025	600	ALBERS, ALLAN G	112538	E	AALBERS	N000SS10	00		00
07/15/2004	025	070	ALBERTI, ANGELA M	1350115	E	AALBERT	N000SS10	00		00
08/15/2006	005	001	ALDEN, ANN	4230968	E	AALDEN	N000SS10	00		00
08/01/2004	046	012	ALLEN, ABBY L	114213	E	AALLEN	N000SS10	00		00
08/01/2004	064	001	ALLEN, ANDY H	118428	E	AALLEN001	N000SS10	00		00
02/10/2009	046	002	ALLEN, ANN L	4403908	E	AALLEN002	N000SS10	00	N000BU4627	10
04/28/2010	033	080	ALLINGTON, AMELIA	5083760	E	AALLING001	N000SS10	00		00
08/01/2004	069		ALSTON, ANNE	1158386	E	AALSTON	N000SS10	00		00
03/05/2008	031	002	ALWARD, AARON A	125101	E	AALWARD001	N000SS31D	00		00
08/26/2009	017		AMAN, ANDRE B	107536	E	AAMAN	N000SS10	00	N000BU1701	15
02/28/2008	031	001	ANDERSON, ANDY	111749	E	AANDERS	N000SS31D	00		00
08/17/2004	025	370	ANDERSON, AMANDA B	557211	E	AANDERS009	N000SS10	00		00
03/14/2005	025	110	ANDERSON-TRUMBLE, ANTONINA J	3350550	E	AANDERS013	N000SS10	00		00
07/19/2007	025	160	ANDERSEN, ANGELA M	1386465	E	AANDERS014	N000SS10	00		00
08/24/2010	025	280	ANDERSON, ABIGAIL B	4167017	E	AANDERS016	N000SS10	00	N000BU2501	10
08/01/2004	064	008	ANKERSEN, ADAM C	310713	E	AANKERS	N000SS10	00		00
05/24/2004	027		ANSHASI, ABRAHAM	110192	E	AANSHAS	N000SS10	00		00

Done Trusted sites 100%

Step	Action
5.	Click in the <b>Alpha Name</b> field. <input type="text"/>
6.	Enter the desired information into the <b>Alpha Name</b> field.
7.	Click the <b>Find</b> button. 
8.	All individuals with the last name "Wilson" and a first name which starts with a "T" are listed.  You can narrow the search by entering the individual's agency in the <b>AGENCY NUMBER</b> field.
9.	Click in the <b>AGENCY NUMBER</b> field. <input type="text"/>
10.	Enter the desired information into the <b>AGENCY NUMBER</b> field.
11.	Click the <b>Find</b> button. 

Step	Action
12.	<p>User IDs are associated with Address Book records.</p> <p>The records can be the following Search Types:</p> <ul style="list-style-type: none"> <li>o E = Employee</li> <li>o X = Ex- Employee (User ID termination should be requested)</li> <li>o B = Position IDs</li> <li>o N= Non-Employees</li> </ul>
13.	The employee's User ID is located in the <b>User ID</b> field.
14.	<p>Click the <b>Close</b> button.</p> 
15.	<p>This concludes this lesson on how to look up a User ID.</p> <p><b>End of Procedure.</b></p>