

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.

For new User ID requests, the system will validate against existing User IDs with the same Address Book number/Agency number (e.g. S046) to identify the possible duplication of User IDs. This will result in a warning message.

Request New User ID - Role Assignments Lesson

Procedure

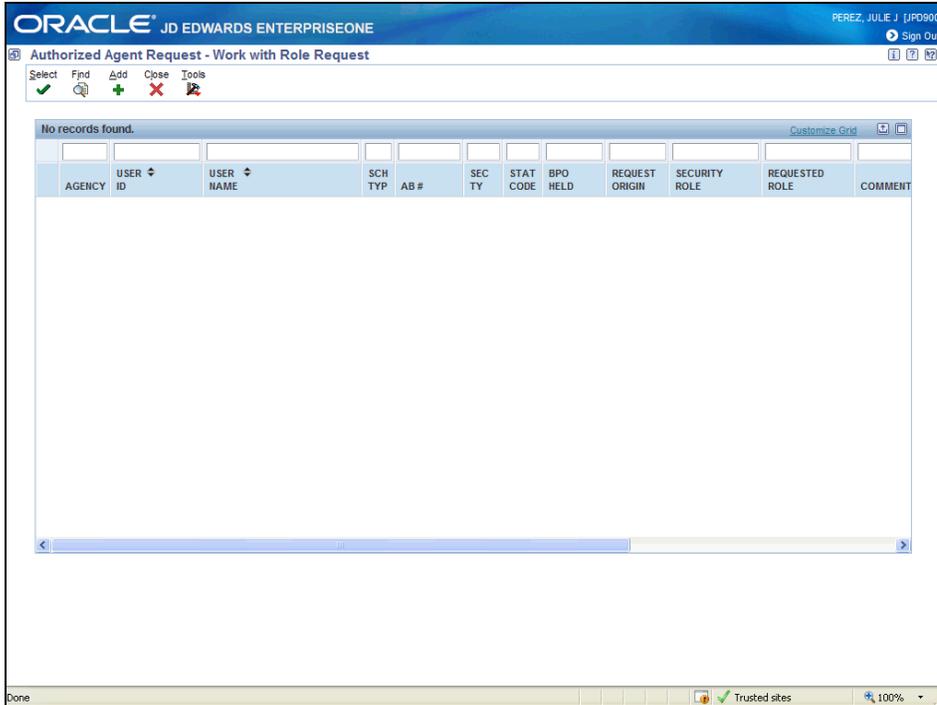
This program is available to Authorized Agents (AA20).

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.

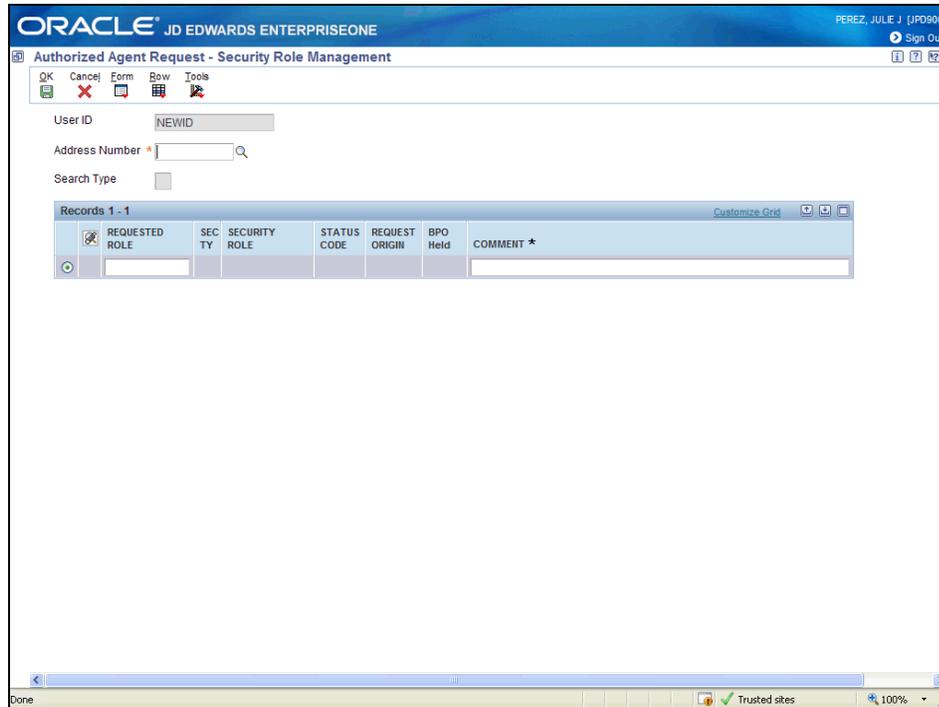
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Authorized Agents link. Authorized Agents
3.	Click the Authorized Agent Request link. Authorized Agent Request

Training Guide

Request New User ID - Role Assignments



Step	Action
4.	Check to see if Address Book Number already has a User ID.
5.	Enter the Employee's Addresss Book number into the AB # field.
6.	<p>Click the Find button.</p> <p>If a User ID appears and belongs to your agency, then go to Request Revisions to Existing User ID 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 Termination of User ID training guide.</p> <p>If User ID does not exist, continue with this training guide.</p> 
7.	<p>Click the Add button.</p> 



Step	Action
8.	User ID - automatically populates with NEWID. System Security will create a new User ID and notify Authorized Agent when it is available.
9.	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 Address Number field.
10.	Press [Tab] .

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Request New User ID - Role Assignments



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

Authorized Agent Request - Security Role Management

OK Cancel Form Row Tools

This form has 0 Errors 1 Warnings Enable Error Pop-ups

Issues (click each label for more information):

Duplicate User [Go to warning.](#)

Cause... User already exist with this address book number.
Resolution... If you want to create another UserID for this Address Book Number, continue with this request. Otherwise, click Cancel and add Role to the existing UserID.

Please look for the highlighted fields, correct the entries, and resubmit your request.

User ID: NEWID

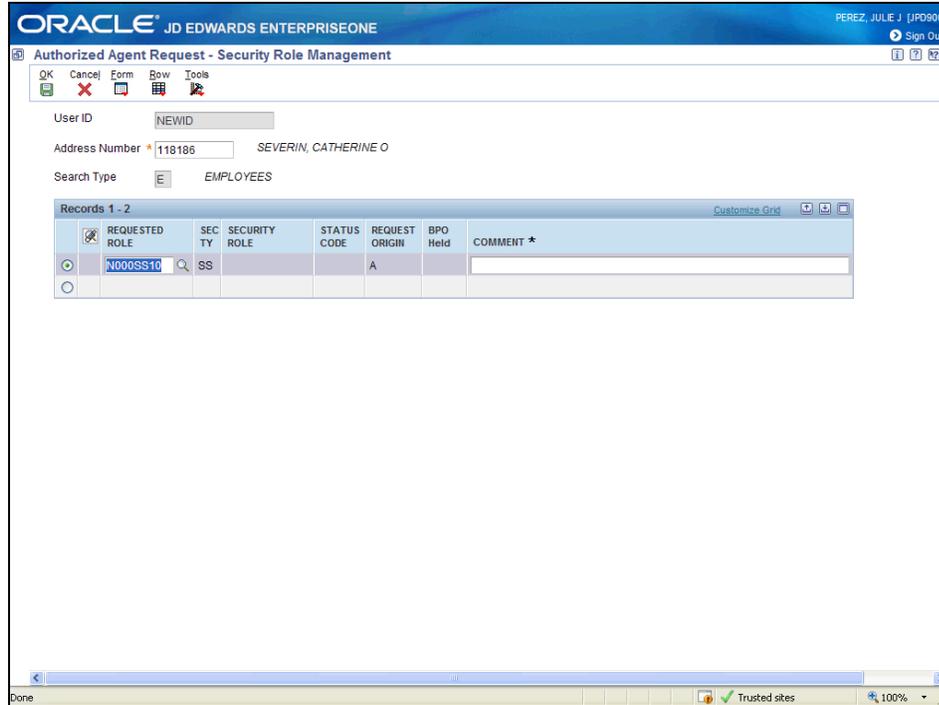
Address Number: 120022 COOKUS, BETTIE R

Search Type: E EMPLOYEES

REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	BPO Held	COMMENT *
U000SS10	SS			A		

Records 1 - 2 [Customize Grid](#)

Step	Action
11.	<p>For new User ID requests, the system will validate against existing User IDs with the same Address Book number and Agency number (e.g. S046) to identify the possible duplication of User IDs.</p> <p>This will result in a warning message. In the event that multiple User IDs are required for the same address book number for your agency, continue NEWID request process or click Cancel and add Role to the existing User ID.</p>

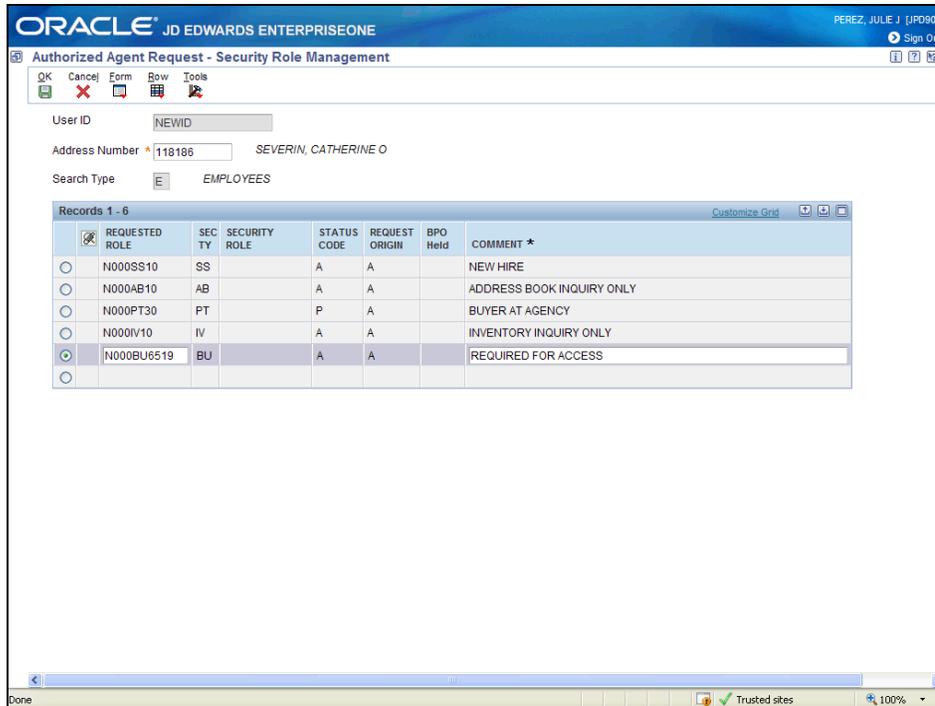


Step	Action
12.	REQUESTED ROLE - Enter requested roles; all roles are prefaced with "N000." You may use the Visual Assist to find a role instead of entering the role manually.
13.	When you "Request a New User ID", the first row will automatically populate with the SS10 Role, Self Service. If the new 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.	SEC TY (SECURITY TYPE) - defaults to the Alpha Digits based on the REQUESTED ROLE .
15.	SECURITY ROLE - automatically populates; this will be blank for a new User ID.
16.	STATUS CODE - automatically populates based on the REQUESTED ROLE . o A = Approved - there is no requirement for approval by a Business Process Owner (BPO) o P = Pending - a BPO must review the request and take action (Approve, Change, Deny)
17.	REQUEST ORIGIN - automatically populates. o A = Authorized Agent Requested
18.	BPO Held - will be blank for new User IDs

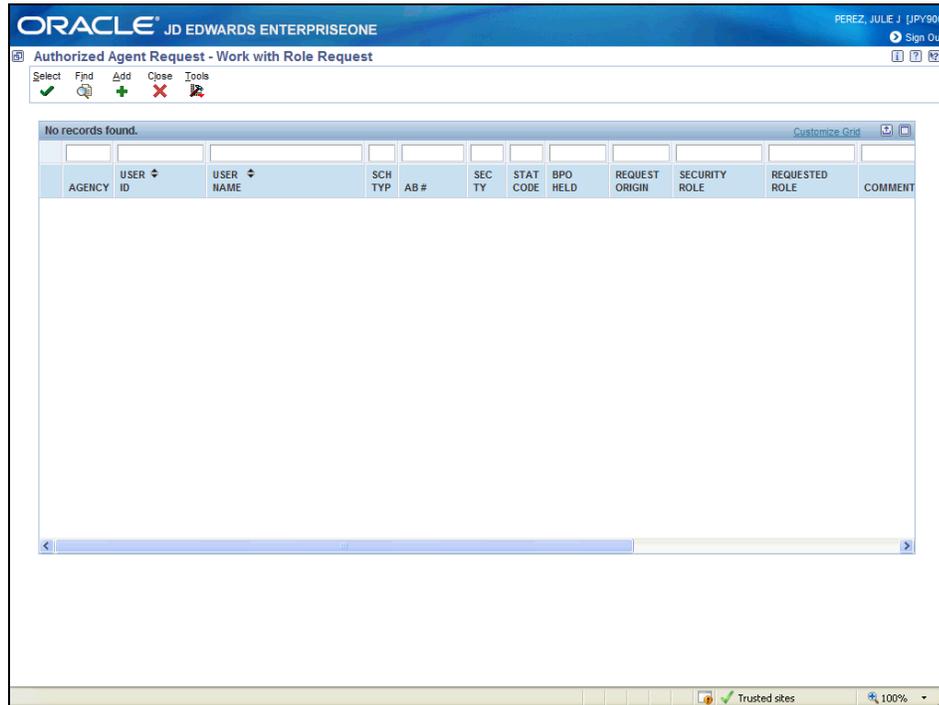
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Step	Action
19.	Click in the COMMENT field.
20.	COMMENT - Required for all Role requests. Enter information based on the REQUESTED ROLE . This can be used to explain to a BPO why a specific role is required for the new User ID.
21.	Continue to enter additional rows to request Roles for the New User ID.



Step	Action
22.	<p>NOTE: 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, N000IV10, N000AB10, and N000BU6519 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 role is in a "P - Pending" status. It requires 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>
23.	<p>To submit the request for a NEW User ID and associated Roles, click the OK button.</p> 



Step	Action
24.	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.
25.	Enter the Address Book number for NEWID request into the AB # field.
26.	Click the Find button. 

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Request New User ID - Role Assignments



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Authorized Agent Request - Work with Role Request

Select Find Add Close Tools

Records 1 - 5 Customize Grid

AGENCY	USER ID	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE	COMMENT
046	NEWID	SEVERIN, CATHERINE O	E	118186	AB	A		A		N000AB10	ADDRESS
046	NEWID	SEVERIN, CATHERINE O	E	118186	BU	A		A		N000BU6519	REQUIRE
046	NEWID	SEVERIN, CATHERINE O	E	118186	IV	A		A		N000IV10	INVENTOR
046	NEWID	SEVERIN, CATHERINE O	E	118186	PT	P		A		N000PT30	BUYER AT
046	NEWID	SEVERIN, CATHERINE O	E	118186	SS	A		A		N000SS10	NEW HIRE

Done Trusted sites 100%

Step	Action
27.	View NEWID and Requested Roles.
28.	Click the Close button. 
29.	End of Procedure.