

Request Revisions to Existing User ID - Role Assignments
Created on 3/18/2010 3:45:00 PM

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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.



Training Guide

Request Revisions to Existing User ID - Role Assignments

Table of Contents

Request Revisions to Existing User ID - Role Assignments	1
Request Revisions to Existing User ID - Role Assignments Overview	1
Request Revisions to Existing User ID - Role Assignments Lesson.....	1

Request Revisions to Existing User ID - Role Assignments

Request Revisions to Existing User ID - Role Assignments Overview

Authorized Agents (AA20) manage requests for revisions to User IDs and their roles through this application. Revision requests include: additions, revisions, and removal of roles for existing 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.

Business Process Owners will review role assignment requests as appropriate.

Authorized Agents will receive e-mail 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.

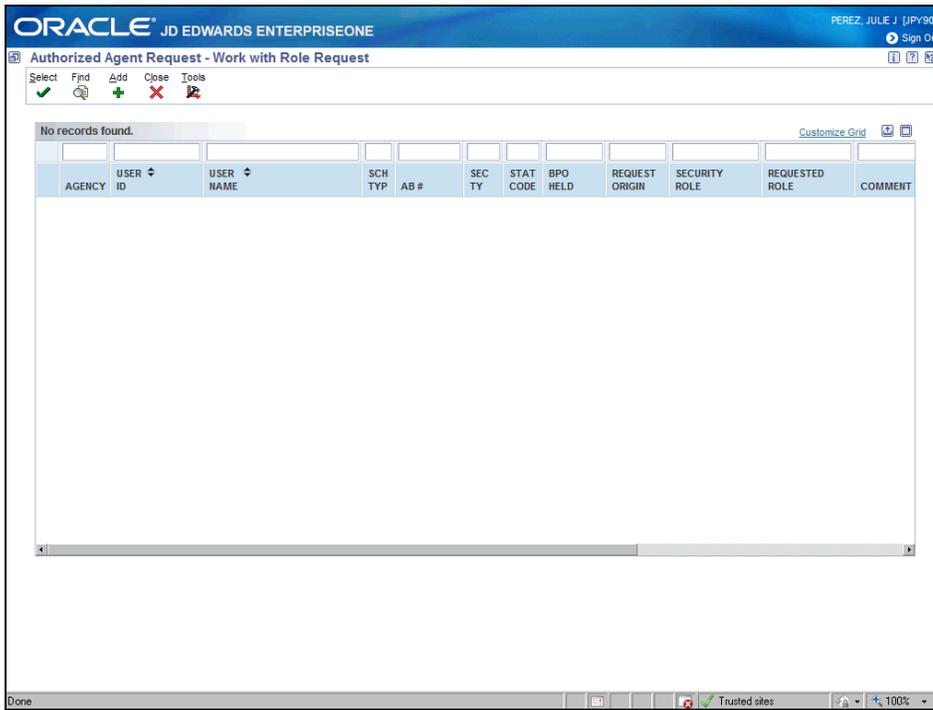
Request Revisions to Existing User ID - Role Assignments Lesson

Procedure

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 Revisions to Existing User ID - Role Assignments



Step	Action
4.	Use the Query by Example (QBE) line to narrow search for an existing User ID.
5.	<p>To populate grid, click the Find button.</p> <p>Authorized Agent will only be able to view User IDs associated with Employees in their Agency of responsibility.</p> 

Training Guide

Request Revisions to Existing User ID - Role Assignments

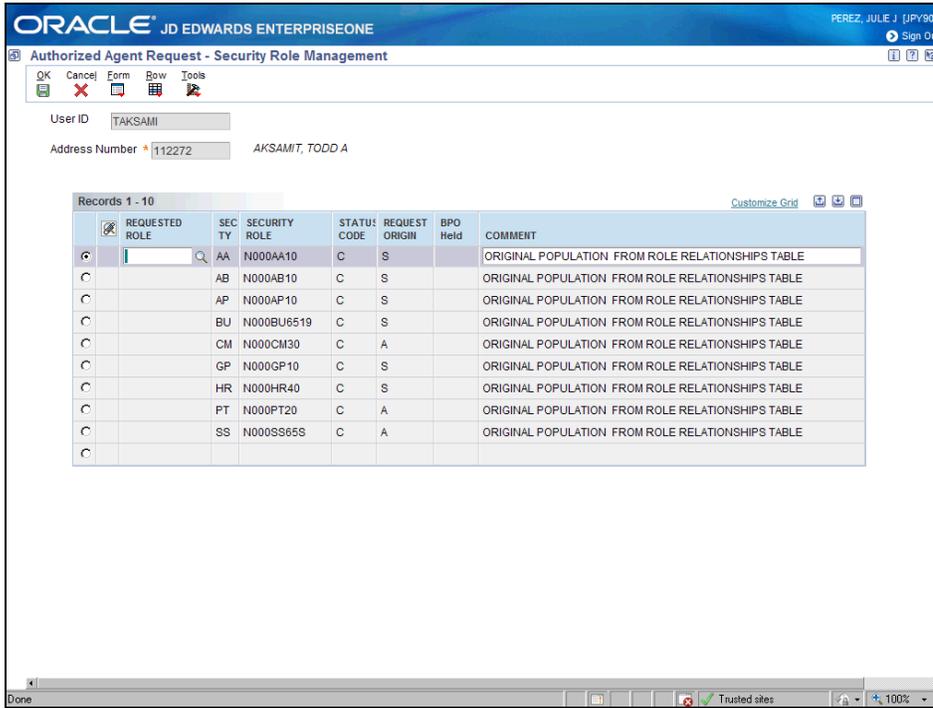
The screenshot shows the Oracle JD Edwards EnterpriseOne interface. The title bar indicates the user is PEREZ, JULIE J (JPY900) and is signed out. The main window title is 'Authorized Agent Request - Work with Role Request'. Below the title bar is a toolbar with buttons for 'Select', 'Find', 'Add', 'Close', and 'Tools'. The main area contains a table with columns: AGENCY, USER ID, USER NAME, SCH TYP, AB #, SEC TY, STAT CODE, BPO HELD, REQUEST ORIGIN, SECURITY ROLE, REQUESTED ROLE, and COMMENT. The table lists 20 records for various users and roles.

AGENCY	USER ID	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE	COMMENT
065	LADEN	ADEN, LAVERN H	E	111642	AB	C		S	N000AB10		ORIGINAL F
065	LADEN	ADEN, LAVERN H	E	111642	BU	C		S	N000BU6519		ORIGINAL F
065	LADEN	ADEN, LAVERN H	E	111642	CM	C		S	N000CM10		ORIGINAL F
065	LADEN	ADEN, LAVERN H	E	111642	SS	C		S	N000SS65D		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AA	C		S	N000AA10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AB	C		S	N000AB10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AP	C		S	N000AP10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	BU	C		S	N000BU6519		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	GP	C		S	N000GP10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	HR	C		S	N000HR40		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	PT	C		A	N000PT20		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	SS	C		A	N000SS65S		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	CM	C		A	N000CM30		ORIGINAL F
065	BALLEN001	ALLEN, BARBARA G	E	5173202	AB	C		S	N000AB10		ORIGINAL F
065	BALLEN001	ALLEN, BARBARA G	E	5173202	BU	C		S	N000BU0000		ORIGINAL F
065	BALLEN001	ALLEN, BARBARA G	E	5173202	SS	C		S	N000SS65D		ORIGINAL F
065	JALLEN004	ALLEN, JERRY F	E	123712	SS	C		S	N000SS65D		ORIGINAL F
065	DAMUNDS001	AMUNDSON, DAWN E	E	4960547	SS	C		S	N000SS65D		ORIGINAL F
065	CANDERS014	ANDERSON, CASEY J	E	4737578	AB	C		S	N000AB14		ORIGINAL F
065	CANDERS014	ANDERSON, CASEY J	E	4737578	BU	C		S	N000BU0008		ORIGINAL F

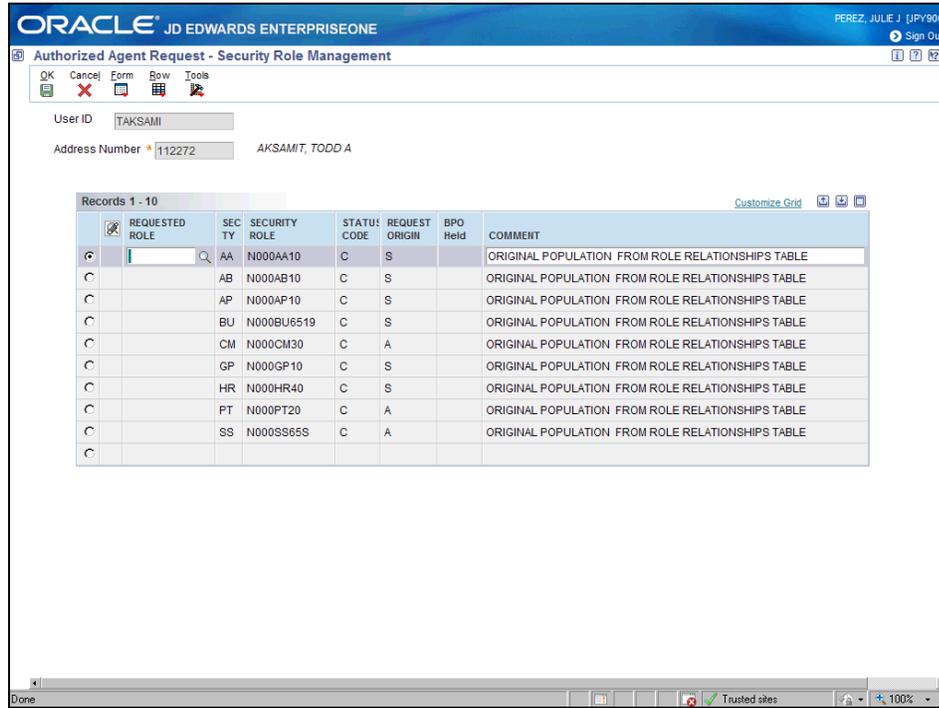
Step	Action
6.	Indicate the User ID to revise by clicking the radio button in one of the rows containing the User ID. 
7.	Click the Select button. 

Training Guide

Request Revisions to Existing User ID - Role Assignments



Step	Action
8.	<p>User ID and Address Number populate with User information. Grid populates with ALL roles associated with the User ID.</p> <p>Authorized Agent can request the following revisions from this screen:</p> <ul style="list-style-type: none"> o Change an existing Security Role for a Security Type to a different Role; e.g. change an PT20 to a PT30 o Remove an existing Security Role for a Security Type o Request a new Security Role for which an end user does not currently have the Security Type
9.	<p>Note: A User ID can only be assigned one Role within a Security Type. For example, a User ID cannot have both a PT10 role and a PT30 role assigned.</p>
10.	<p>Decision: Revise Roles assigned to a User ID - Change Existing Role, Remove Existing Role, Add a new Role to a User ID</p> <ul style="list-style-type: none"> • Change Existing Role Go to step 11 on page 5 • Remove Existing Role Go to step 23 on page 8 • Add new Role/Security Type Go to step 32 on page 11



Step	Action
11.	Request to Change an existing Security Role for a Security Type to a Different Role
12.	<p>REQUESTED ROLE</p> <ul style="list-style-type: none"> o Enter requested changes to the User ID; System allows only one Role per Security Type (SEC TY) o All roles are prefaced with “N000.” o Changes to levels within a Security Type must be initiated within the ROW currently assigned to the Security Type <p>Enter the desired information into the REQUESTED ROLE field.</p>
13.	Press [Tab].

Training Guide

Request Revisions to Existing User ID - Role Assignments



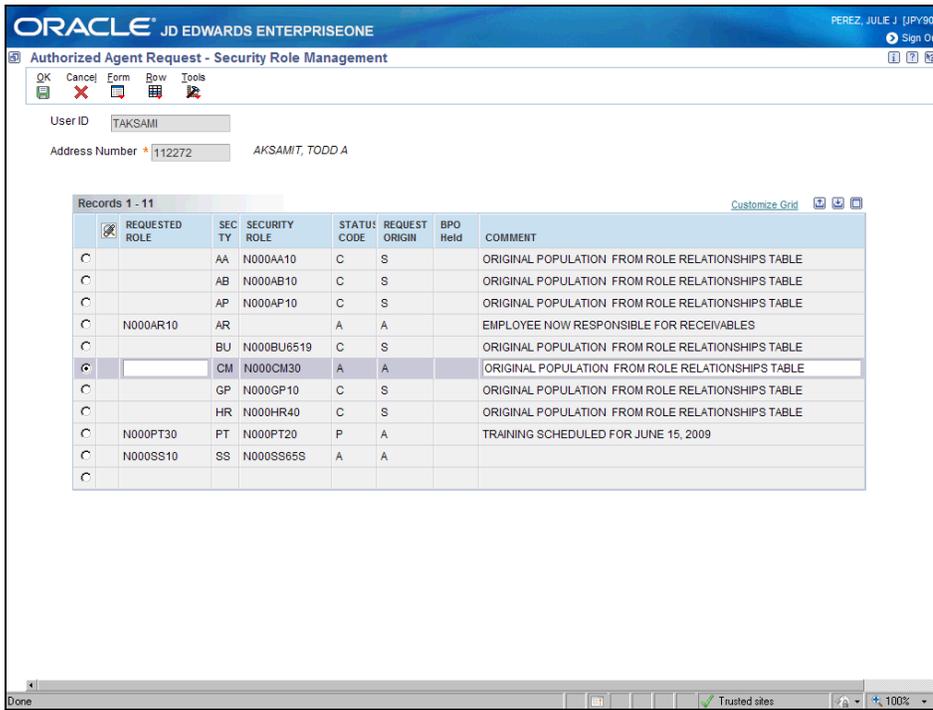
Step	Action
14.	<p>STATUS CODE</p> <p>Automatically populates based on transaction:</p> <ul style="list-style-type: none"> o A = Approved – if there is no requirement for approval by a Business Process Owner, then this request will automatically advance to an Approved Status; sends e-mail to NIS Security for NIS Security Change o P = Pending – A BPO must review the request and take action regarding the request (Approve, Deny); sends e-mail to Business Process Owner(s) for review & action
15.	<p>REQUEST ORIGIN</p> <ul style="list-style-type: none"> o Automatically populates with A = Authorized Agent Requested
16.	<p>COMMENTS</p> <ul style="list-style-type: none"> o Free text for sharing information throughout the Authorized Agent/BPO process <p><i>Note:</i> Take advantage of the Comments section. This information will be available through an Audit Table.</p>
17.	<p>Submit requested revisions to User ID and User Roles, click the OK button.</p> 
18.	<p>Decision: Select the appropriate option:</p> <ul style="list-style-type: none"> • Revisions Complete Go to step 19 on page 7 • Continue with Revisions Go to step 10 on page 4

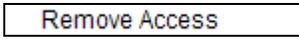
AGENCY	USER ID	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	SECURITY ROLE	REQUESTED ROLE	COMMENT
065	LADEN	ADEN, LAVERN H	E	111642	AB	C		S	N000AB10		ORIGINAL F
065	LADEN	ADEN, LAVERN H	E	111642	BU	C		S	N000BU6519		ORIGINAL F
065	LADEN	ADEN, LAVERN H	E	111642	CM	C		S	N000CM10		ORIGINAL F
065	LADEN	ADEN, LAVERN H	E	111642	SS	C		S	N000SS65D		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AA	C		S	N000AA10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AB	C		S	N000AB10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AP	C		S	N000AP10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	BU	C		S	N000BU6519		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	GP	C		S	N000GP10		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	HR	C		S	N000HR40		ORIGINAL F
065	TAKSAMI	AKSAMIT, TODD A	E	112272	PT	P		A	N000PT20	N000PT30	TRAINING S
065	TAKSAMI	AKSAMIT, TODD A	E	112272	SS	A		A	N000SS65S	N000SS10	
065	TAKSAMI	AKSAMIT, TODD A	E	112272	AR	A		A		N000AR10	EMPLOYEE
065	TAKSAMI	AKSAMIT, TODD A	E	112272	CM	A		A	N000CM30	REMOVE	ORIGINAL F
065	BALLEN001	ALLEN, BARBARA G	E	5173202	AB	C		S	N000AB10		ORIGINAL F
065	BALLEN001	ALLEN, BARBARA G	E	5173202	BU	C		S	N000BU0000		ORIGINAL F
065	BALLEN001	ALLEN, BARBARA G	E	5173202	SS	C		S	N000SS65D		ORIGINAL F
065	JALLEN004	ALLEN, JERRY F	E	123712	SS	C		S	N000SS65D		ORIGINAL F
065	DAMUNDS001	AMUNDSON, DAWN E	E	4960547	SS	C		S	N000SS65D		ORIGINAL F
065	CANDERS014	ANDERSON, CASEY J	E	4737578	AB	C		S	N000AB14		ORIGINAL F

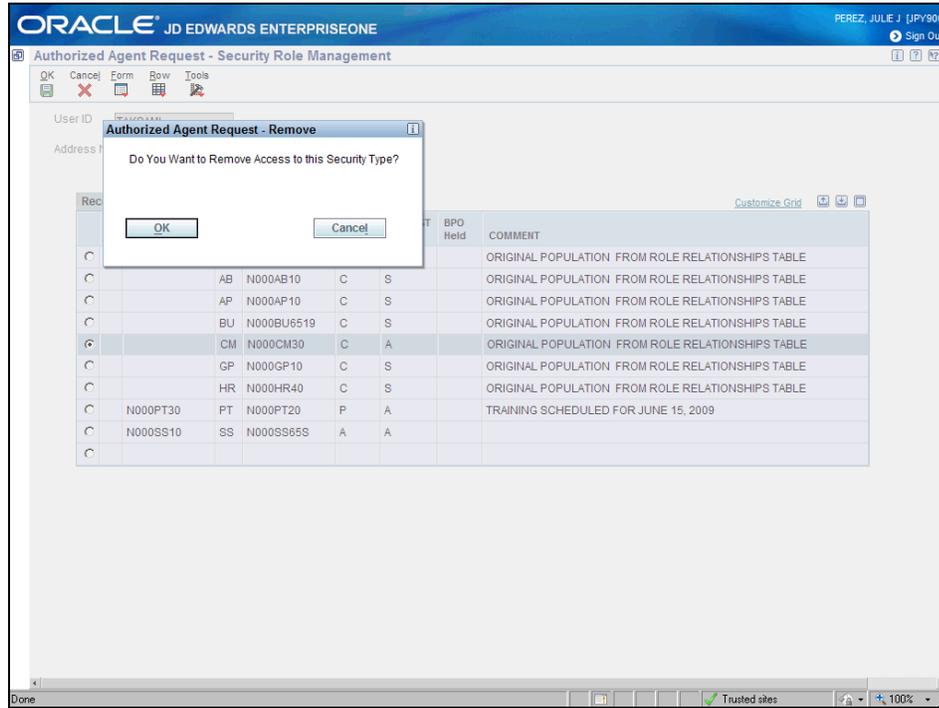
Step	Action
19.	To review requested changes for specific User IDs, search the Work with Role Request grid by using the QBE. <input type="text"/>
20.	Click the Find button.
21.	Click the Close button.
22.	End of Procedure. Remaining steps apply to other paths.

Training Guide

Request Revisions to Existing User ID - Role Assignments



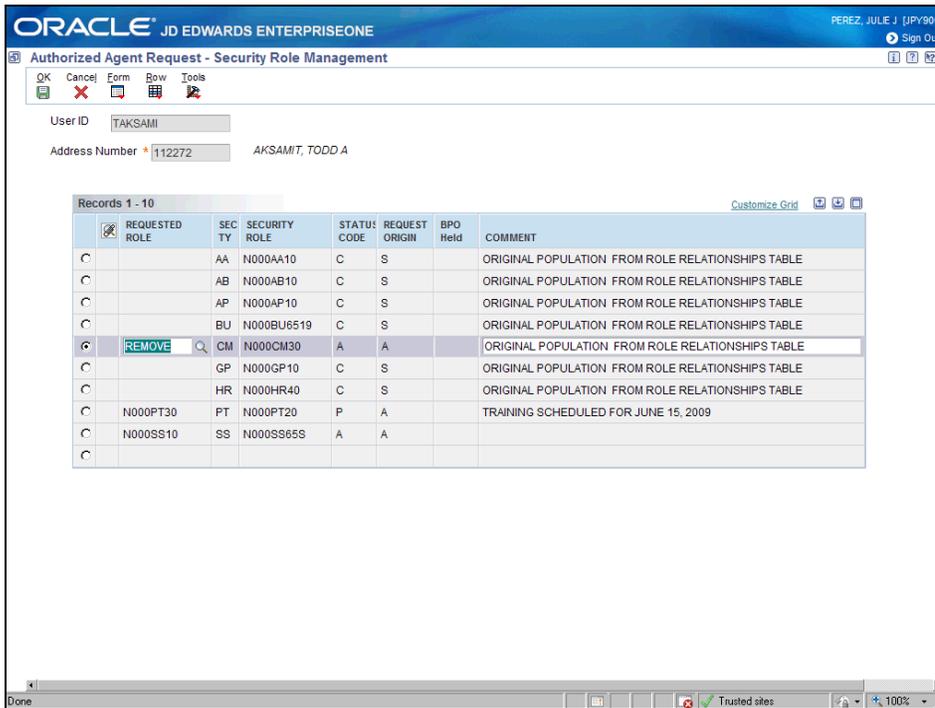
Step	Action
23.	Request to Remove an Existing Security Role for a Security Type
24.	Click the radio button on the Grid Row containing the Security Role to be removed from the User ID. Click the option. 
25.	Click the Row button. 
26.	Click the Remove Access menu. 



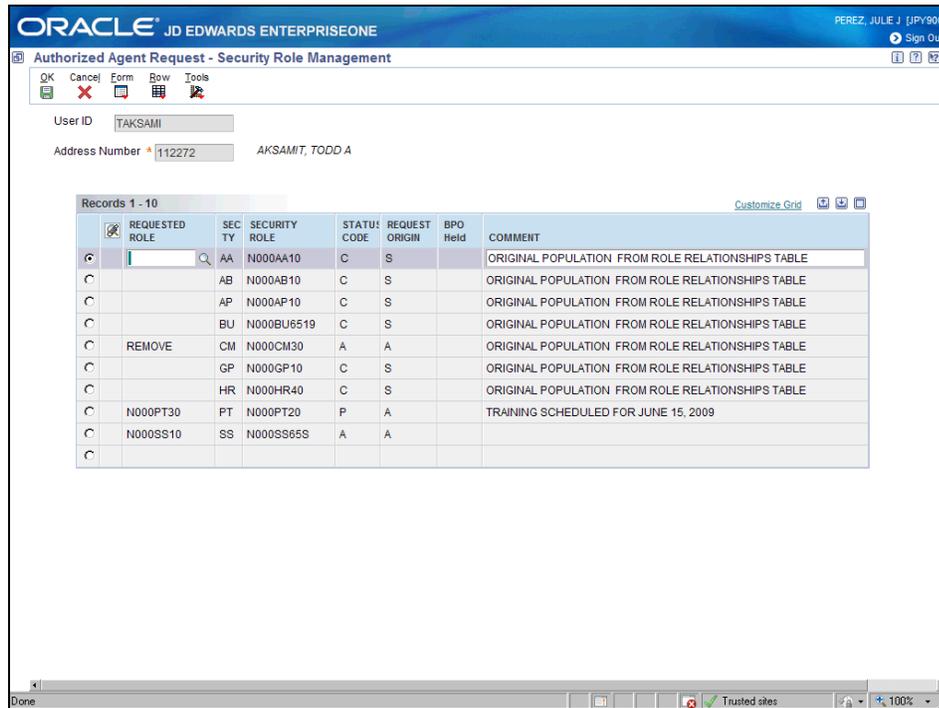
Step	Action
27.	<p>Authorized Agent Request - Remove window appears.</p> <p>Click the OK button.</p> 

Training Guide

Request Revisions to Existing User ID - Role Assignments



Step	Action
28.	REQUESTED ROLE field on the Grid Row populates with the word "REMOVE". If the request to remove a specified Security Role is incorrect, delete the word "REMOVE" from the populated field.
29.	STATUS CODE o Automatically populates: as A = Approved o There is no requirement for approval by a Business Process Owner o Sends e-mail to NIS Security for NIS Security Change
30.	REQUEST ORIGIN o Automatically populates with A = Authorized Agent Requested
31.	COMMENTS Free text for sharing information throughout the Authorized Agent/BPO process Go to step 17 on page 6



Step	Action
32.	Request a New Security Role/Security Type
33.	As end user responsibilities change, they may require additional Security Types. If the end user does not already have a Security Role for a Specific Security Type, add a Requested Role to the grid.
34.	New requests are added to the first available blank Row in the grid.
35.	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.
36.	Click the REQUESTED ROLE object. <input type="text"/>
37.	Enter the desired information into the REQUESTED ROLE field.
38.	Press [Tab] .
39.	SEC TY – Security Type Defaults to the Alpha Digits based on the REQUESTED ROLE

Training Guide

Request Revisions to Existing User ID - Role Assignments



Step	Action
40.	<p>STATUS CODE</p> <p>Automatically populates based on transaction:</p> <ul style="list-style-type: none"> o A = Approved – if there is no requirement for approval by a Business Process Owner, then this request will automatically advance to an Approved Status; sends e-mail to NIS Security for NIS Security Change o P = Pending – A BPO must review the request and take action regarding the request (Approve, Deny); sends e-mail to Business Process Owner(s) for review & action
41.	<p>REQUEST ORIGIN</p> <ul style="list-style-type: none"> o Automatically populates with A = Authorized Agent Requested
42.	<p>COMMENTS</p> <ul style="list-style-type: none"> o Free text for sharing information throughout the Authorized Agent/BPO process <p><i>Note:</i> Take advantage of the Comments section. This information will be available through an Audit Table. Go to step 17 on page 6</p>