

Request Termination of Existing User ID

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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 Termination of Existing User ID

Request Termination of Existing User ID 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.

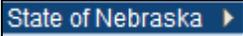
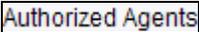
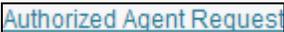
Business Process Owners will review role assignment requests as appropriate.

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 Termination of Existing User ID Lesson

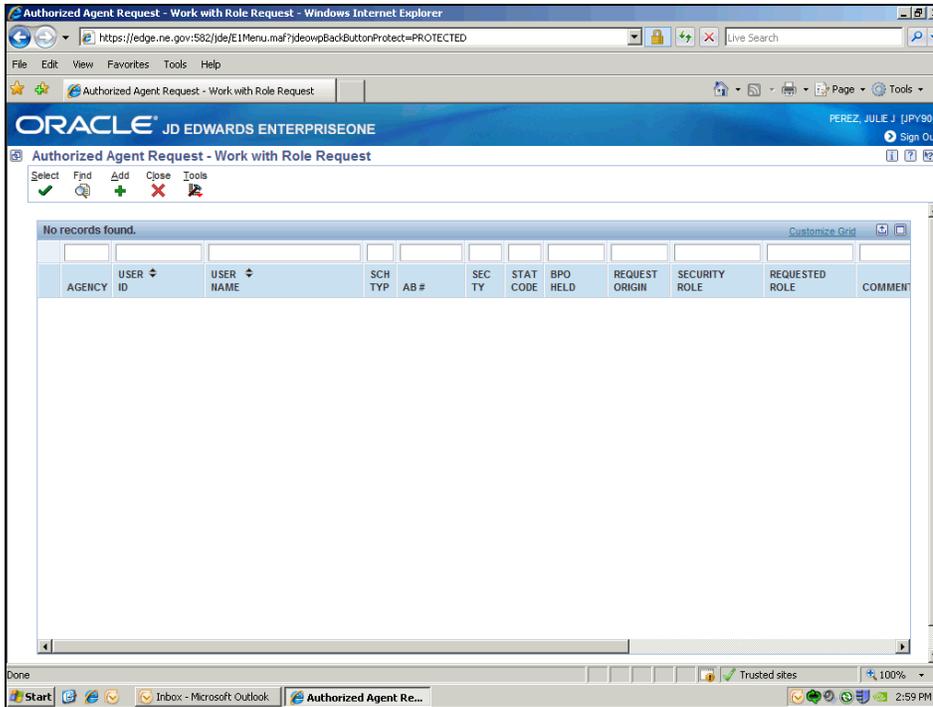
Procedure

In this lesson you will learn how to request termination of an existing User ID.

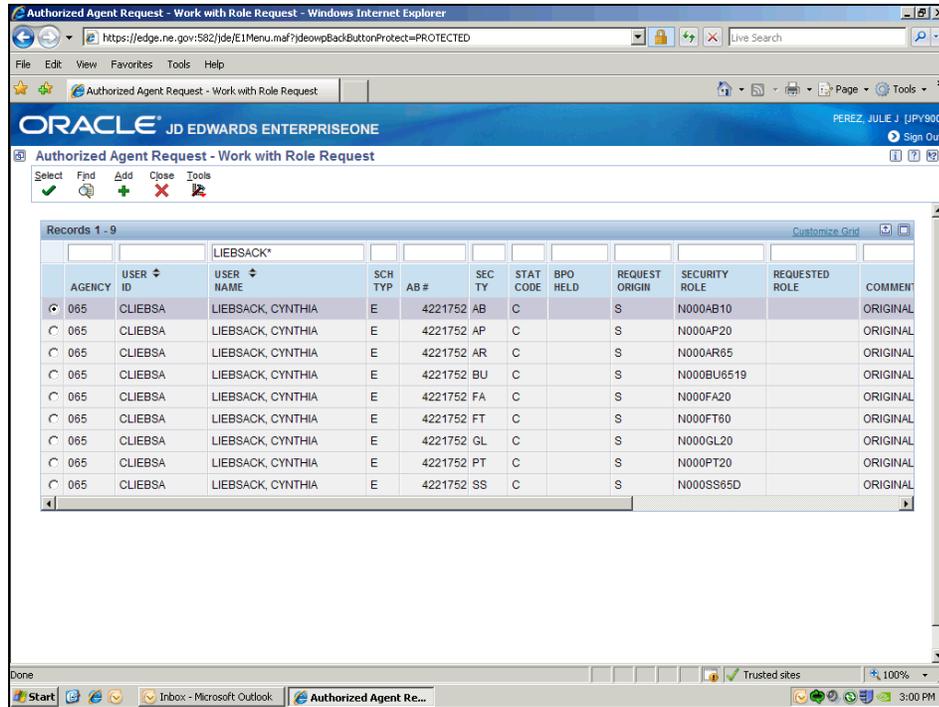
Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Authorized Agents link. 
3.	Click the Authorized Agent Request link. 

Training Guide

Request Termination of Existing User ID



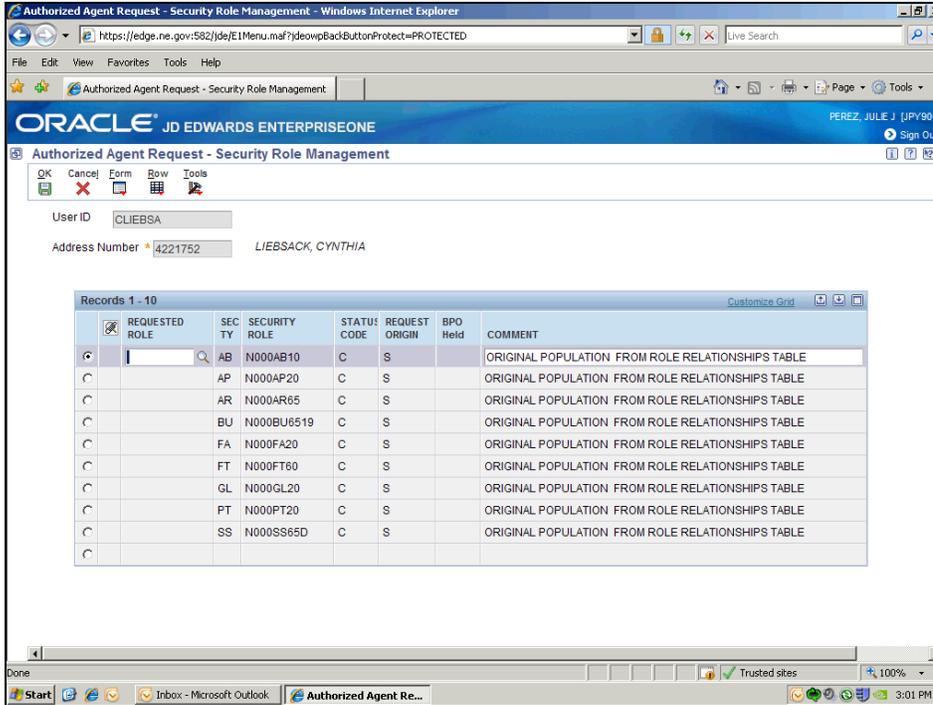
Step	Action
4.	Use the Query by Example (QBE) line to narrow search for an existing User ID.
5.	<p>To populate grid, click the Find button.</p> <p>Authorized Agent will only be able to view User IDs associated with Employees in their Agency of responsibility.</p> 

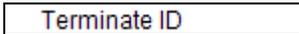


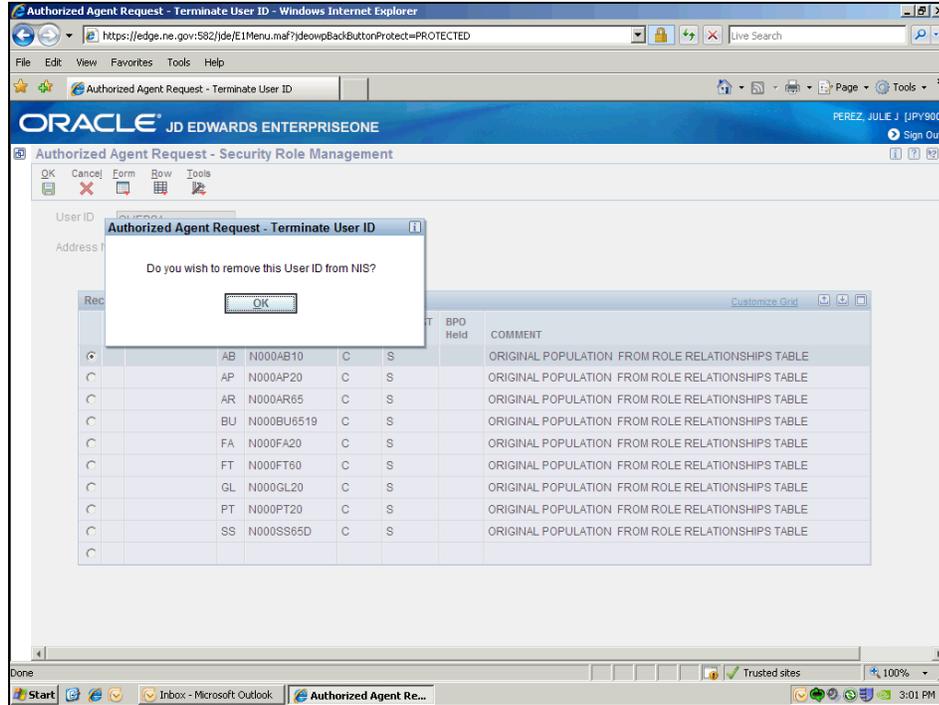
Step	Action
6.	Indicate the User ID you want to Terminate by clicking the radio button in one of the rows containing the User ID.
7.	Click the Select button. 

Training Guide

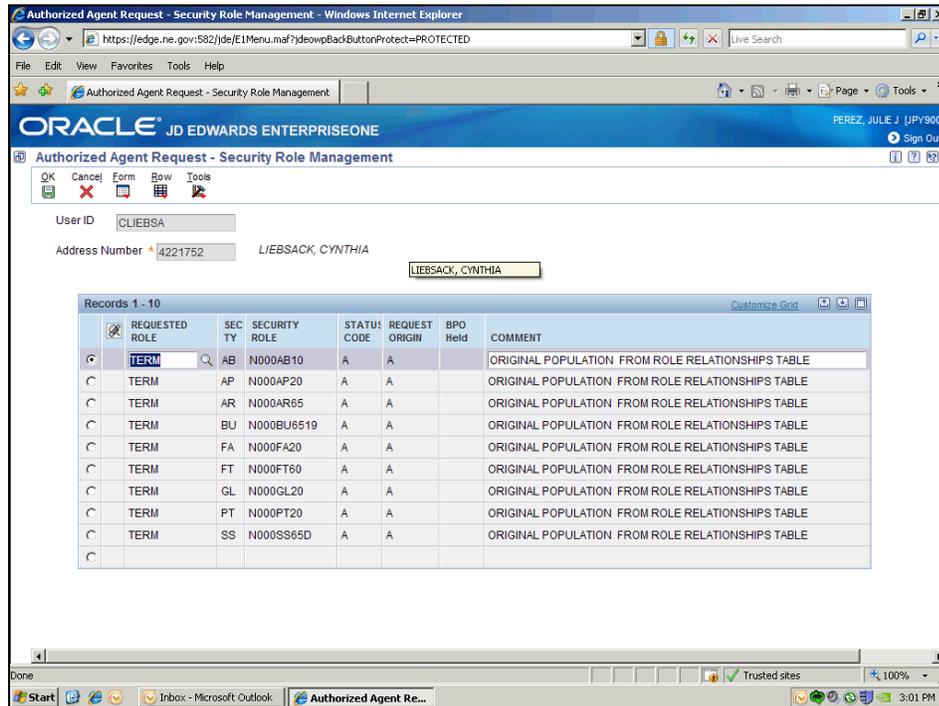
Request Termination of Existing User ID



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>To terminate the User ID, it is not necessary to terminate existing roles independently.</p>
9.	<p>Click the Form button.</p> 
10.	<p>Click the Terminate ID menu.</p> 



Step	Action
11.	Click the OK button.

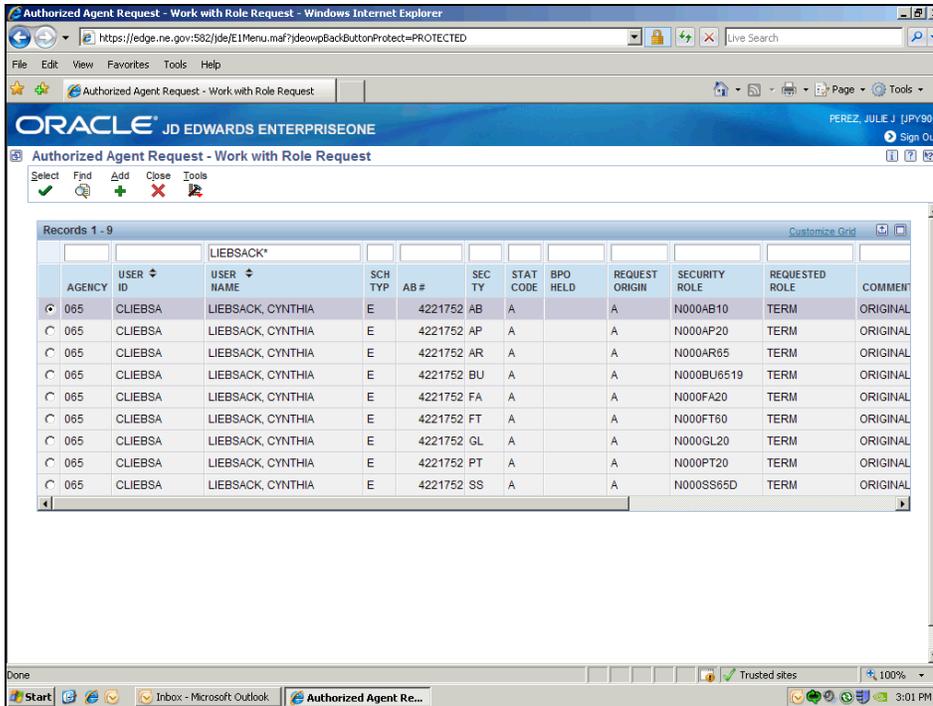


Training Guide

Request Termination of Existing User ID



Step	Action
12.	Requested Role grid column populates with TERM for all roles associated with User ID.
13.	Click the OK button. 



Step	Action
14.	Termination request routes directly to EnterpriseOne Security. Click the Close button. 
15.	End of Procedure.