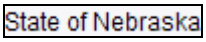
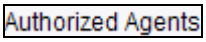
Request New User ID - Role Assignments Lesson

Step	Action
1.	Click the **State of Nebraska** link. 
2.	Click the **Authorized Agents** link. 
3.	Click the **Authorized Agent Request** link.
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.	Click the **Find** button. If a User ID appears and belongs to your agency, then go to Request Revisions to Existing User ID training guide. 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. If User ID does not exist, continue with this training guide.
7.	Click the **Add** button.
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]**.
11.	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. 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.
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.

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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
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.
22.	***NOTE:*** E-mail messages will be sent to Authorized Agents, Business Process Owners, and System Security as the Status Codes change. 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. 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.
23.	To submit the request for a NEW User ID and associated Roles, click the **OK** button.

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