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AA and MA Provisioning Guide

Agency Administrator (AA) – Submitting a User Access Request

This process requires action by two active ISIM users: an AA, who enters the access request and a second AA or an MA, who then approves it. <u>With the ISIM workflow, an MA does not have the ability to initiate a request on behalf of a user.</u>

1. Access the **ISIM External Interface** at <u>https://isim.fiscal.treasury.gov/itimext</u>. Enter your user ID and password, and then click **LOGIN**.

٢	SINGLE SIGN())N				
Forgot Password	Change Password Forgo	t User ID Conta	ct		
By logging in with PIV, Secu	riD, or User ID/Password, you a	scknowledge that you	u have read, understand	, and agree to abide by the Rules of Behav	ior
PIV Card or iKey	O SecuriD		0	User ID & Password	0
Please make sure your card/iKey is	plugged into User ID			User ID (ITIM)	
the reader				tluser05	
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		LOGIN	1	LOGIN	
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2. When the **Request Management – Your To-Do List** page loads, click **Search** in the blue navigation bar, and then select **Person**.

	Request Management	Organization	Search	Reports		
	Decive et Mere		Person			
	Request mana	igement - Your To-D	Account			
	Locked	Activity	Time Due	Requestee	Subject	
. ot 18						



3. When the **Search Person** page loads, select the desired search criteria from the dropdown menu in the **Where** field (note that the **Select** field will default to **External**, and may be modified as needed).

Request Management	Organiza	ation	Search	Reports	
Search Pe	rson				
Select	External 💌				
Whene	Eulthland		Ocutaina		
Where	Full Name		Contains 👻		
	LastName				
Search	Email Address				
	Status				
	Enterprise ID				

4. In the blank open text field, enter the search term for the individual you wish to locate (note that the field in the center column will default to **Contains**, and may be modified as needed to select another search operator).

Select	External 👻			
Where	Enterprise ID 👻	Contains -	buser001	

5. Click **Search**, followed by the **Select** link next to the appropriate entry in the search results that appear.

Select	Extornal -					
When		r	Containe	 		_
		L				
Search						
Search						
Search	Name		E-Mail	 Status	Organization	_



9. Wher	the Edit Account:	IPAC page appears	, select the Click to Modify link in the Modules, Roles, ar
ALCS	IIEIC.	Organization	Search Reports
	Edit Account		
		User ID *	buser001
		Modules, Roles, and ALCs	[Click to Modify]
		Suspended Due to Inactivity?	
		Schedule for Now	
		Schedule for Later	3/4/2014 Time: 00:00 ▼
		Submit Cancel	
10. Wher from) the IPAC Access P left to right to selec	Permissions page op ct the appropriate of	pens, navigate through each of the three dropdown menu options in the Module, Role, and ALC fields.
10. Wher from	the IPAC Access P left to right to selec .C Access Permission	Permissions page op ct the appropriate o	pens, navigate through each of the three dropdown menu options in the Module, Role, and ALC fields.
10. Wher from IPA Ple	the IPAC Access P left to right to select C Access Permission use provide the permissions	Permissions page op ct the appropriate o ns	pens, navigate through each of the three dropdown menu options in the Module, Role, and ALC fields.
10. Wher from IPA Ple	the IPAC Access P left to right to select C Access Permission see provide the permissions • The <i>ALC 0</i> flag will overrii • The <i>RITS Payroll</i> text bo	Permissions page op ct the appropriate of ns for this user's IPAC access. ide any value chosen in the A px value will override any value	Dens, navigate through each of the three dropdown ment Options in the Module, Role, and ALC fields.
10. Wher from IP/ Ple	the IPAC Access P left to right to select C Access Permission ise provide the permissions • The <i>ALC</i> 0 flag will overri • The <i>RITS Payroll</i> text bo Module	Permissions page op ct the appropriate of ns for this user's IPAC access. ide any value chosen in the A ox value will override any valu Role	Dens, navigate through each of the three dropdown ment options in the Module, Role, and ALC fields.
10. Wher from IP/ Ple	the IPAC Access P left to right to select C Access Permission ise provide the permissions • The <i>ALC</i> 0 flag will overri • The <i>RITS Payroll</i> text bo <u>Module</u>	Permissions page op ct the appropriate of ns for this user's IPAC access. ide any value chosen in the A ox value will override any valu Role IPAC User	Dens, navigate through each of the three dropdown ment options in the Module, Role, and ALC fields.

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AA and MA Provisioning Guide

11. After all three fields are populated with your selections, click **Add**. This will add the Module/Role/ALC combination to the *Current Permissions* section.

NOTE: Only one ALC may be selected per row. To add additional modules/roles for the same or other ALCs, move through steps 10 & 11 as many times as needed. Upon entering each module/role/ALC combination, verify that it appears in its own row under **Current Permissions**.

Ν	Iodule	R	ole	Δ	ALC		ALCO	
IPACB		 IPAC User 	•	00001003		•	1200	
Add	K Cancel							
Current Pe	rmiecione							
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hen all n IPAC Acco Please provid • The A • The A	ecessary mo ess Permission de the permission LC 0 flag will ove UTS Payroll text I	odule/role/A ons ns for this user's IF rride any value ch box value will over	ALC combin PAC access. Disen in the ALC ride any value cl	o ations app Coropdown box. hosen in the AL	ear in the	Current	Permis	sions sec
Then all no IPAC Acco Please provid • The A • The A	ECESSARY MO ESS Permission de the permission LC 0 flag will ove ITS Payroll text I Aodule	odule/role/A ons ns for this user's IF rride any value ch box value will over	ALC combin PAC access. osen in the ALC ride any value cl	C dropdown box. hosen in the AL	ear in the C dropdown bo	Current	Permis	sions sec
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13. When the Edit Account: IPAC page reappears, click Submit to proceed with the default selection of Schedule for Now. If the user's access should go into effect at a future point in time, click the radio button to select Schedule for Later, enter the desired date and time for access to be provisioned, and then click Submit.

Request Management	Organization	Search	Reports
Edit Account:	IPAC		
Main	User ID *	buser001	
	Modules, Roles, and ALCs	[Click to Modify]	
	Suspended Due to Inactivity?		
	 Schedule for Now Schedule for Later 3/ Submit Cancel 	4/2014 Time: 0	0:00 -

14. When the **Request Management – Your Pending Requests** page opens, verify that the submitted request is listed with a status of "In Process." The request has now been sent for approval to any other AAs and the MA for the ALCs requested.

keque	ist managen	nent - your Penain	g kequests			
Select	View Details	Request ID	Time Submitted	Process Type	Requestee	Subject Status
	<u>Details</u>	1007871783680820335	Mar 04, 2014 11:45 AM EST	Create Account	Bruce User	buser001 In Process
Abort	Reset					1



AA and MA Provisioning Guide

IMPORTANT NOTE: Access and account restore requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each request is sent to the Agency Administrator(s) and Master Administrator for that ALC. If access requests for multiple ALCs are submitted, a separate access request will be sent to the appropriate AA(s)/MA for each ALC, even if the AA(s)/MA is the same for all ALCs to which access was requested.

Because access to multiple ALCs may be requested within a single submission, it is possible that a specific ALC access request within the submission may have been rejected by the AA(s)/MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If the user is unable to access IPAC with any module/role/ALC combination(s) requested, it will be necessary to resubmit an access request for the missing module/role/ALC combination(s).

For guidance on access request approvals, please refer to the "Agency Administrator (AA) – Approving an Access or Account Restore Request" or "Master Administrator (MA) – Approving an Access or Account Restore Request" sections of this guide.

Agency Administrator (AA) /Master Administrator (MA) – Suspending a User Account

1. Access the **ISIM External Interface page** at <u>https://isim.fiscal.treasury.gov/itimext</u> . Enter your user ID and password, and then click **LOGIN**.

	-				
By logging in with PIV, securi	D, or User ID/Pass	sword, you acknowledge that you ha	ave read, understand,	and agree to abide by the Rules of Behav	vior
PIV Card or iKey	0	SecuriD	0	User ID & Password	0
Please make sure your card/iKey is pl	lugged into	User ID		User ID (ITIM)	_
lie reader				tluser05	
		Passcode		Password	
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6. When the Manage User: User Name page opens, click the Manage Accounts link.



7. When the **Manage Accounts: User Name** page opens, click the checkbox that corresponds with the user account you wish to suspend, and then click **Suspend**.

uest Management	Organiza	ation	Search	Reports	
Manage A	ccounts: E	Bruce U	ser		
Se	lect		User ID	Service	Status
	v	buser001		IPAC	Active
New Suspend	Restore De-Pr	ovision Can	cel		

			iovisioning du	iuc -		
Click Suk selected select Sc Submit .	omit to proceed with account. If the susp chedule for Later, en	the default selection o ension should go into e ter the desired date an	f Schedule for N ffect at a future d time for access	l ow, which point in tim s to be susp	immediat ne, click th bended, a	tely suspenc he radio but nd then clicl
Request Managa	ement Organization	Search	Reports			
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Confirm	n suspend of the following acco	ounts:				
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This process requires action by two active ISIM users: an AA, who enters the account restore request, and a second AA or an MA, who then approves it. <u>With the ISIM workflow, an MA does not have the ability to initiate a Create or Restore request on behalf of a user.</u>

1. Access the **ISIM External Interface page** at <u>https://isim.fiscal.treasury.gov/itimext</u>. Enter your user ID and password, and then click **LOGIN**.

PIV Card or iKey	3 SecuriD	User ID & Password	0
Please make sure your card/iKey is plug the reader	ged into User ID	User ID (ITIM)	
		tiuseros	
	Passcode	Password ************************************	
LOGIN WITH Y	YOUR		
	LOGIN	LOGI	N
WARNING WARNIN	IG WARNING	(1) this computer (2) this potunit: (2) all computer connected	
to this network, and ((4) all devices and storage media attached to this netw are provided for the processing of official U.S. Govern	ork or to a computer on this network. U.S. Government ment information only. Linauthorized or improver use of this	
information system is U.S. Government info	s prohibited and may subject you to disciplinary action, formation systems is owned by the U.S. Government at	, as well as civil and criminal penalties. All data contained on on may for the purpose of protection the rights and property of	
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USER AUTHORIZE			
USER, AUTHORIZE	CORDING READING COPYING OR CAPTURING	AND DISCLOSUBLE	



4.	In the blank open text field, enter the search term for the individual you wish to locate (note that the field in the center column will default to Contains , and may be modified as needed to select another search
	operator).

Contains

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Full Name

Last Name

Email Address Status Enterprise ID

Where

Search

Request Management	Organization	Search	Reports	
Convert Dove				
Search Pers	on			
Select	External 🔹			
Where	Enterprise ID 🛛 👻	Contains 👻	buser001	
Search		1		
ge 13 of 18				



7. When the **Manage Accounts: User Name** page opens, click the checkbox that corresponds with the user account you wish to restore, and then click **Restore**.

Manage Passwords

	Request Manager	nent C	rganization	Search	Reports		
	Mana	ige Accoun	ts: Bruce U	ser			
		Select		User ID	Service		Status
			buser001		IPAC	Ina	active
<u>.</u>	F 1 0						





AA and MA Provisioning Guide

Agency Administrator (AA)/Master Administrator (MA) – Approving an IPAC Request

All approvals for regular IPAC user modules and roles are routed for approval to both the Agency Administrator(s) and Master Administrators for an ALC. Either the AA or MA must take action on the request within <u>three days</u> of submission or the request will time out and the request will need to be resubmitted. Once the request is approved/rejected, it will disappear from the other approvers To-Do list.

Requests for the Enroll module and the Agency Administrator role will <u>only</u> be routed to the Master Administrator for that ALC for approval. The same three day approval is required for the Agency Administrator role.

1. Access the ISIM External Interface website at https://isim.fiscal.treasury.gov/itimext . Enter your user ID and password, and then click LOGIN

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2. When the **Request Management – Your To-Do List** page loads, click the **AA MA Approval** link in the Activity column.

If you are an AA or MA for multiple ALCs, you will receive a separate request for approval for each module/role/ALC combination the user requested. Users will only be given access to the requests you approve. They will not be able to access IPAC with the module/role/ALC combinations that you reject or do not take action on.

All approvals must be completed within three days. If no action is taken on a request within 3 days, it will time out and the user will not get access to the module/role/ALC combinations requested.

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3. When the **Approve/Reject the Request** page opens, click **View Request Data** to access additional request details, and then click **Back** to return to the **Approve/Reject** screen.

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