

OIM – Expire Auxiliary Accounts

Oracle's Identity Manager (OIM) is the single source of truth for the identity of staff, students, alumni and other users of University system resources.

The URL for the new system will be <https://identity.anu.edu.au>.

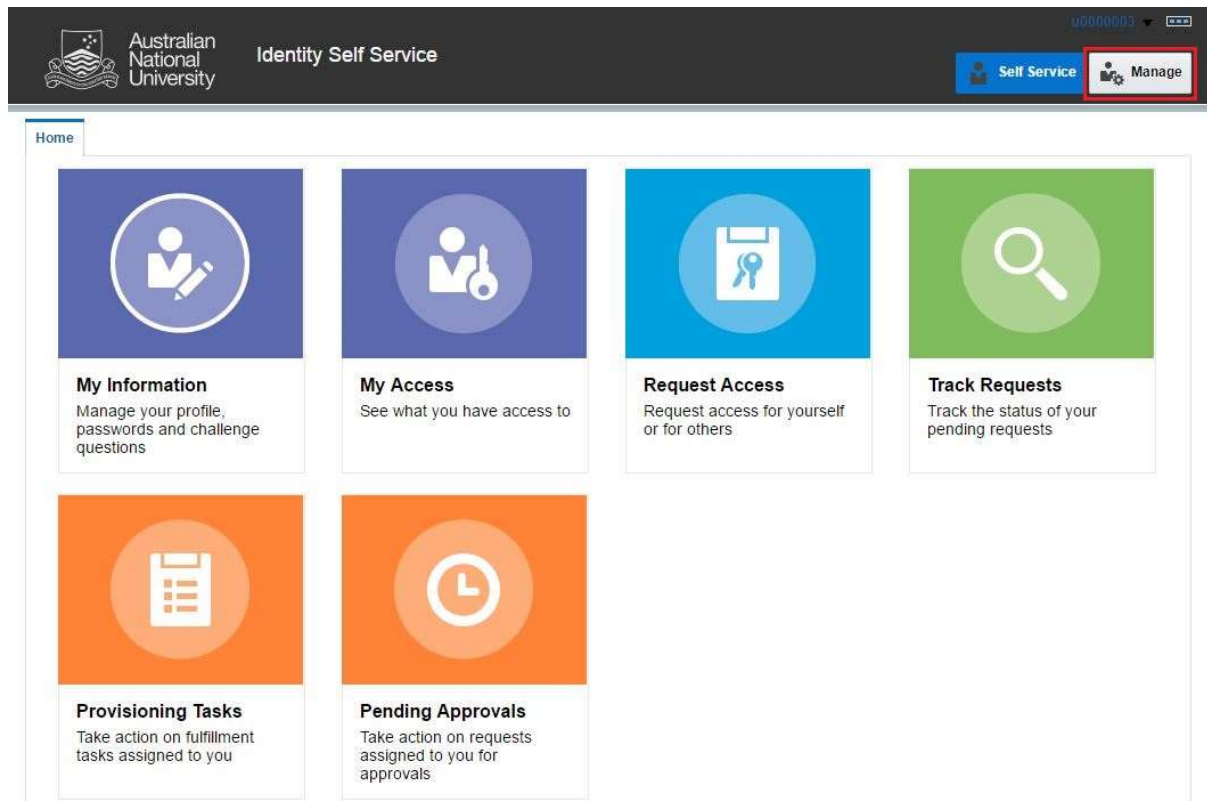
The user must provide their 'User ID' and 'Password', and click on 'Sign In' to log into the system.



The screenshot shows the 'Sign In' page of the Oracle Identity Manager. It features a 'Sign in with your account' heading, a 'User ID' input field, a 'Password' input field, and a 'Sign In' button highlighted with a red box. Below the button is a 'Forgot Password?' link.

Homepage

Upon successful login, the following homepage will be displayed which provides the user with a number of self-service functions. In order to expire Auxiliary Accounts, the administrator must click on the 'Manage' button on the top right corner.

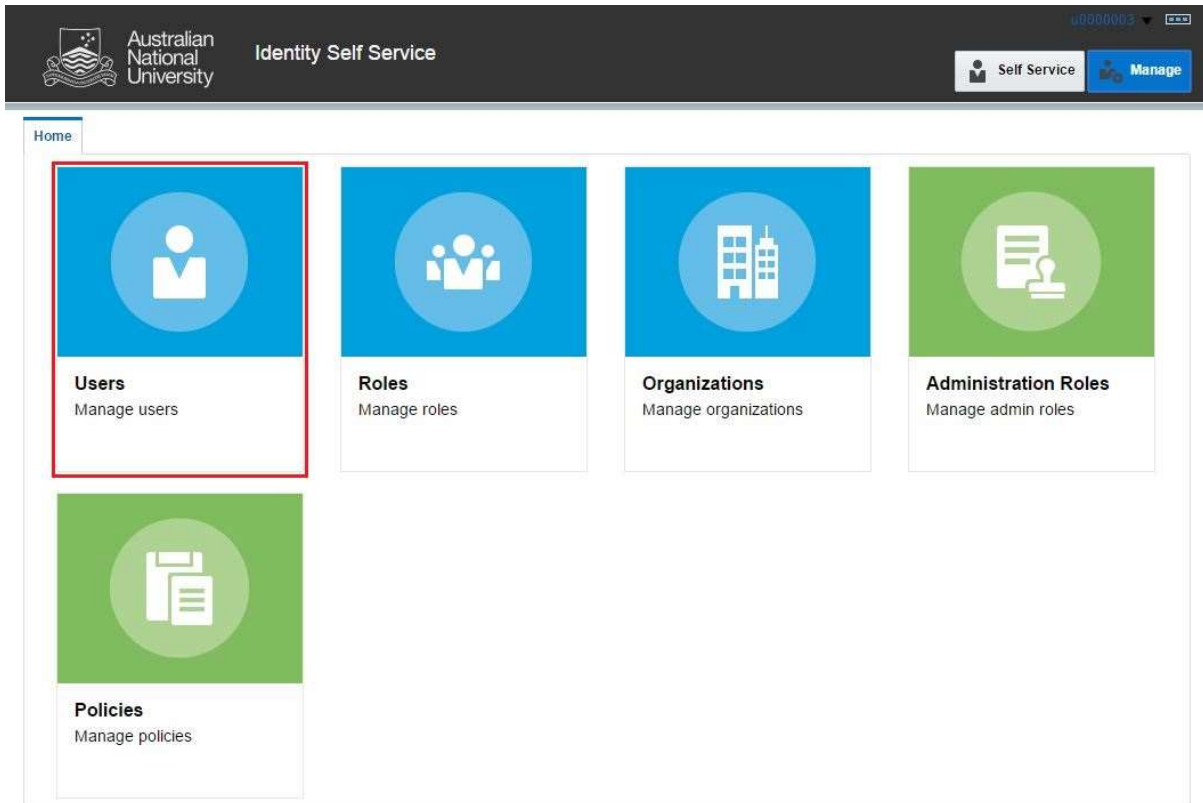


The screenshot displays the 'Identity Self Service' homepage. The header includes the Australian National University logo, the text 'Identity Self Service', and a user profile icon with the ID 'u0000003'. Two buttons, 'Self Service' and 'Manage', are visible in the top right corner, with the 'Manage' button highlighted by a red box. The main content area is titled 'Home' and contains six service tiles: 'My Information' (Manage your profile, passwords and challenge questions), 'My Access' (See what you have access to), 'Request Access' (Request access for yourself or for others), 'Track Requests' (Track the status of your pending requests), 'Provisioning Tasks' (Take action on fulfillment tasks assigned to you), and 'Pending Approvals' (Take action on requests assigned to you for approvals).

This will then launch the 'Manage' Screen.

1. Manage Screen

Click on 'Users' (as highlighted below) to access and manage user accounts.

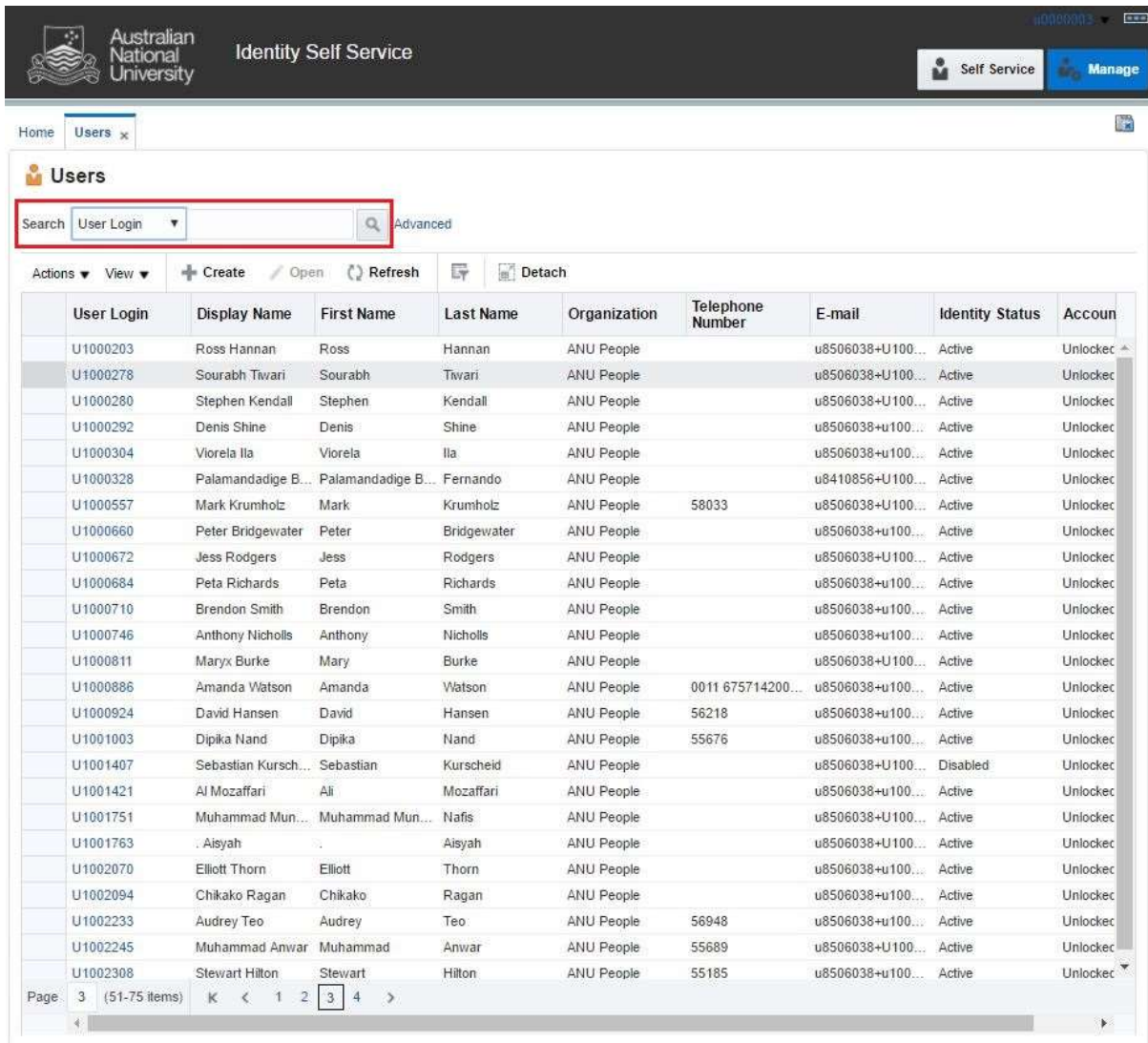


The screenshot shows the 'Identity Self Service' interface. At the top, there is a dark header with the Australian National University logo, the text 'Identity Self Service', and a user ID '00000003'. Below the header are two buttons: 'Self Service' and 'Manage'. The main content area is titled 'Home' and contains five tiles:

- Users** (Manage users) - This tile is highlighted with a red border.
- Roles** (Manage roles)
- Organizations** (Manage organizations)
- Administration Roles** (Manage admin roles)
- Policies** (Manage policies)

2. Manage Users

This screen allows administrators to search and modify a user. The target user can be identified by the search function using their Uni ID.



Users

Search: Advanced

Actions: View Create Open Refresh Detach

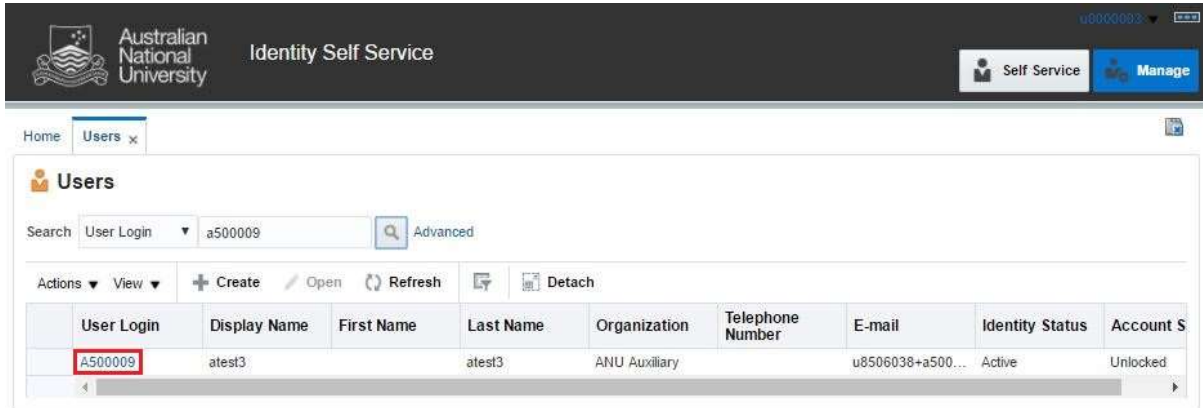
User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account
U1000203	Ross Hannan	Ross	Hannan	ANU People		u8506038+U100...	Active	Unlocked
U1000278	Sourabh Tiwari	Sourabh	Tiwari	ANU People		u8506038+U100...	Active	Unlocked
U1000280	Stephen Kendall	Stephen	Kendall	ANU People		u8506038+U100...	Active	Unlocked
U1000292	Denis Shine	Denis	Shine	ANU People		u8506038+u100...	Active	Unlocked
U1000304	Viorela Ila	Viorela	Ila	ANU People		u8506038+u100...	Active	Unlocked
U1000328	Palamandadige B...	Palamandadige B...	Fernando	ANU People		u8410856+U100...	Active	Unlocked
U1000557	Mark Krumholz	Mark	Krumholz	ANU People	58033	u8506038+U100...	Active	Unlocked
U1000660	Peter Bridgewater	Peter	Bridgewater	ANU People		u8506038+u100...	Active	Unlocked
U1000672	Jess Rodgers	Jess	Rodgers	ANU People		u8506038+U100...	Active	Unlocked
U1000684	Peta Richards	Peta	Richards	ANU People		u8506038+u100...	Active	Unlocked
U1000710	Brendon Smith	Brendon	Smith	ANU People		u8506038+u100...	Active	Unlocked
U1000746	Anthony Nicholls	Anthony	Nicholls	ANU People		u8506038+u100...	Active	Unlocked
U1000811	Maryx Burke	Mary	Burke	ANU People		u8506038+U100...	Active	Unlocked
U1000886	Amanda Watson	Amanda	Watson	ANU People	0011 675714200...	u8506038+u100...	Active	Unlocked
U1000924	David Hansen	David	Hansen	ANU People	56218	u8506038+u100...	Active	Unlocked
U1001003	Dipika Nand	Dipika	Nand	ANU People	55676	u8506038+u100...	Active	Unlocked
U1001407	Sebastian Kursch...	Sebastian	Kurscheid	ANU People		u8506038+U100...	Disabled	Unlocked
U1001421	Al Mozaffari	Ali	Mozaffari	ANU People		u8506038+u100...	Active	Unlocked
U1001751	Muhammad Mun...	Muhammad Mun...	Nafis	ANU People		u8506038+U100...	Active	Unlocked
U1001763	. Aisyah	.	Aisyah	ANU People		u8506038+U100...	Active	Unlocked
U1002070	Elliott Thorn	Elliott	Thorn	ANU People		u8506038+u100...	Active	Unlocked
U1002094	Chikako Ragan	Chikako	Ragan	ANU People		u8506038+u100...	Active	Unlocked
U1002233	Audrey Teo	Audrey	Teo	ANU People	56948	u8506038+u100...	Active	Unlocked
U1002245	Muhammad Anwar	Muhammad	Anwar	ANU People	55689	u8506038+U100...	Active	Unlocked
U1002308	Stewart Hilton	Stewart	Hilton	ANU People	55185	u8506038+u100...	Active	Unlocked

Page: 3 (51-75 items) 1 2 3 4

Note: Default value for 'Search' attribute is search by 'Display Name'. This can be changed to search by 'User Login' by using the drop-down menu.

3. Search User

Once the account is found, click on the 'User Login' attribute (as highlighted below).

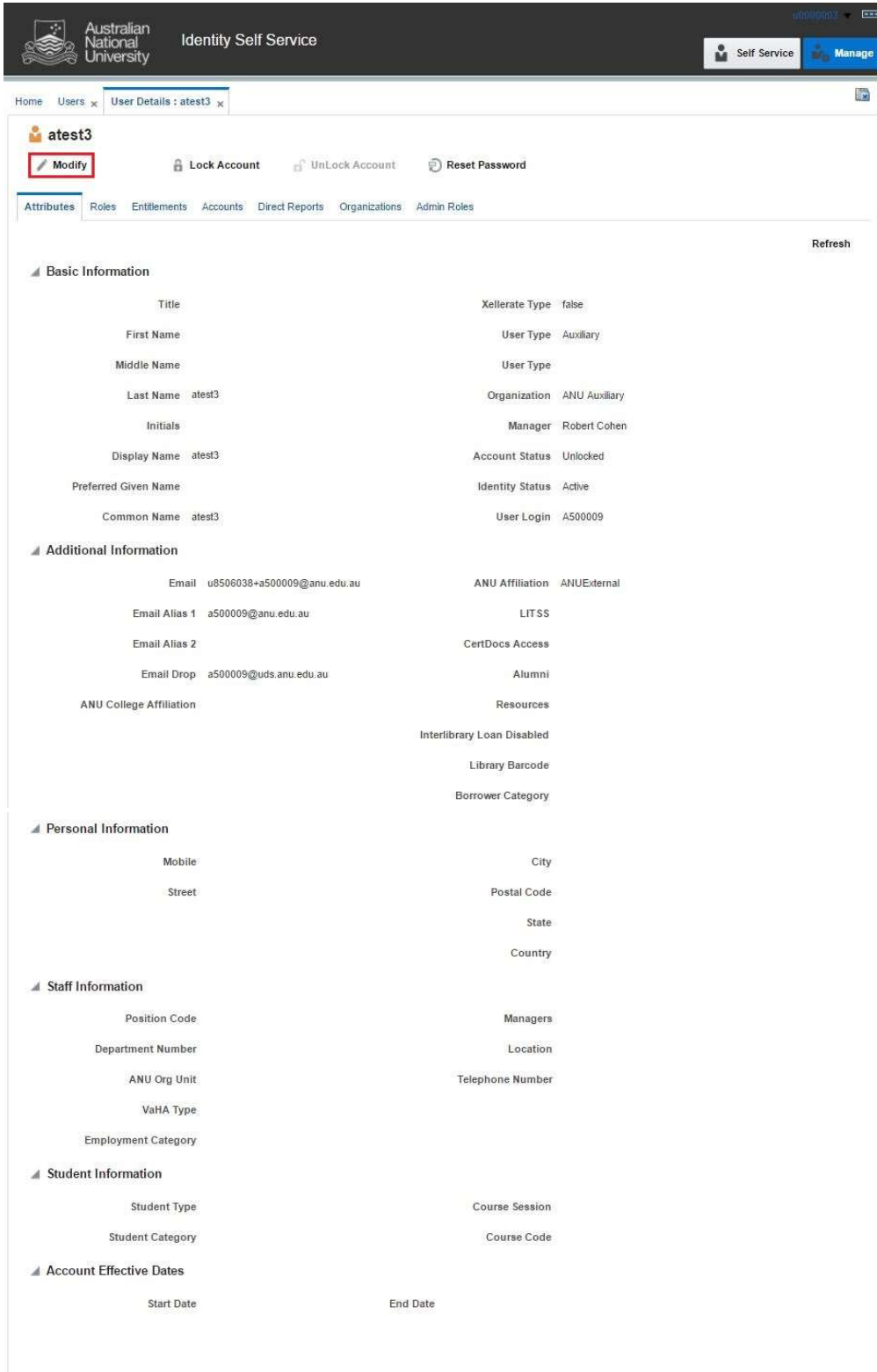


The screenshot shows the 'Identity Self Service' interface for Australian National University. The 'Users' section is active, displaying a search results table. The search criteria are 'User Login' with the value 'a500009'. The table contains one entry where the 'User Login' field is highlighted with a red box.

User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account S
a500009	atest3		atest3	ANU Auxiliary		u8506038+a500...	Active	Unlocked

4. User Attributes

This displays all the attributes of the target user. Click on 'Modify' (as highlighted below) to edit values of the permissible fields.

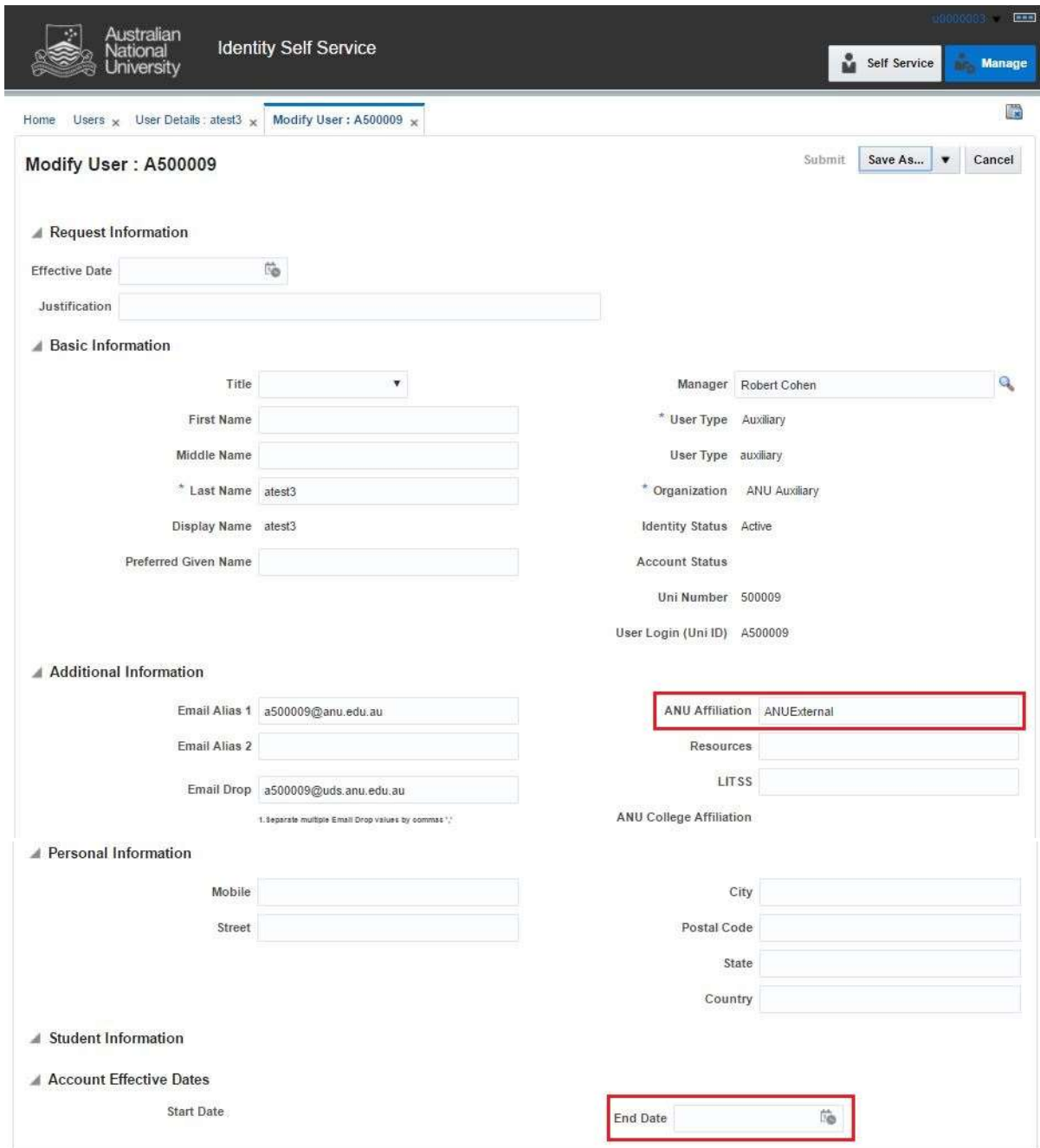


The screenshot shows the 'Identity Self Service' interface for user 'atest3'. The 'Modify' button is highlighted with a red box. The page is organized into several sections:

- Basic Information:**
 - Title
 - First Name
 - Middle Name
 - Last Name: atest3
 - Initials
 - Display Name: atest3
 - Preferred Given Name
 - Common Name: atest3
 - Xellerate Type: false
 - User Type: Auxiliary
 - User Type
 - Organization: ANU Auxiliary
 - Manager: Robert Cohen
 - Account Status: Unlocked
 - Identity Status: Active
 - User Login: A500009
- Additional Information:**
 - Email: u8506038+a500009@anu.edu.au
 - Email Alias 1: a500009@anu.edu.au
 - Email Alias 2
 - Email Drop: a500009@uds.anu.edu.au
 - ANU College Affiliation
 - ANU Affiliation: ANUExternal
 - LITSS
 - CertDocs Access
 - Alumni
 - Resources
 - Interlibrary Loan Disabled
 - Library Barcode
 - Borrower Category
- Personal Information:**
 - Mobile
 - Street
 - City
 - Postal Code
 - State
 - Country
- Staff Information:**
 - Position Code
 - Department Number
 - ANU Org Unit
 - VaHA Type
 - Employment Category
 - Managers
 - Location
 - Telephone Number
- Student Information:**
 - Student Type
 - Student Category
 - Course Session
 - Course Code
- Account Effective Dates:**
 - Start Date
 - End Date

5. Expire User

Clear 'ANU Affiliation' field and select 'End Date' as the current date. Click on 'Save As' and click 'Submit'.



Modify User : A500009 Submit

Request Information

Effective Date

Justification

Basic Information

Title

First Name

Middle Name

* Last Name

Display Name

Preferred Given Name

Manager

* User Type

User Type

* Organization

Identity Status

Account Status

Uni Number

User Login (Uni ID)

Additional Information

Email Alias 1

Email Alias 2

Email Drop

1. Separate multiple Email Drop values by commas.

ANU Affiliation

Resources

LITSS

ANU College Affiliation

City

Postal Code

State

Country

Personal Information

Mobile

Street

Student Information

Account Effective Dates

Start Date

End Date