# OIM – Modify Functional 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.
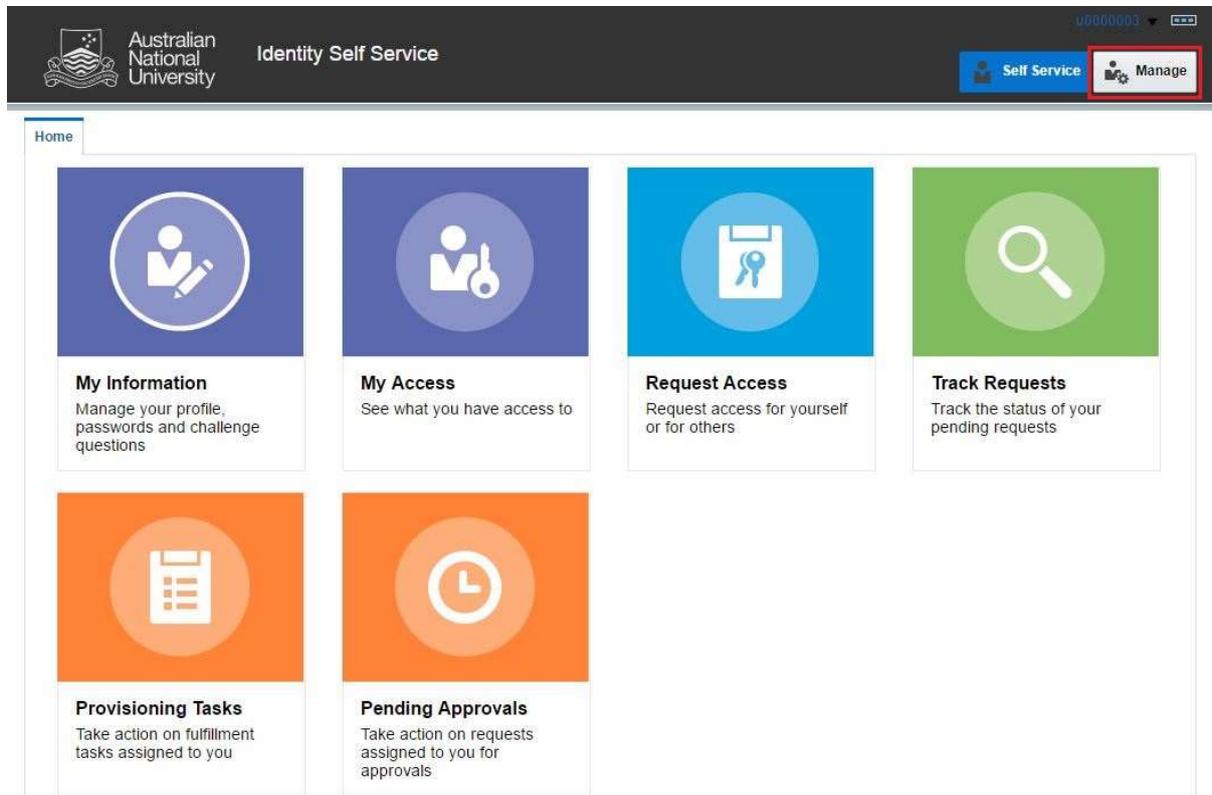
The URL for the new system will be
https://identity.anu.edu.au.

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

# Homepage

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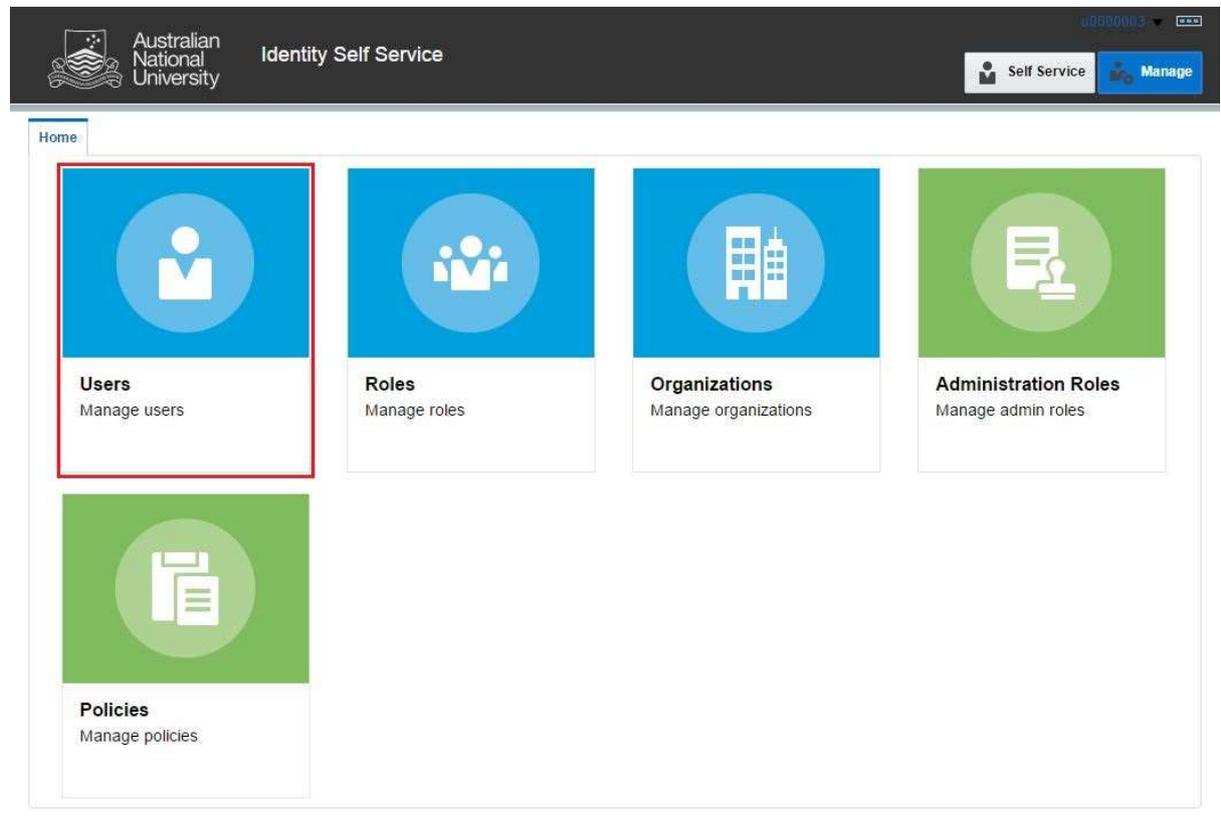
This will then launch the 'Manage' Screen.

# 1. Manage Screen

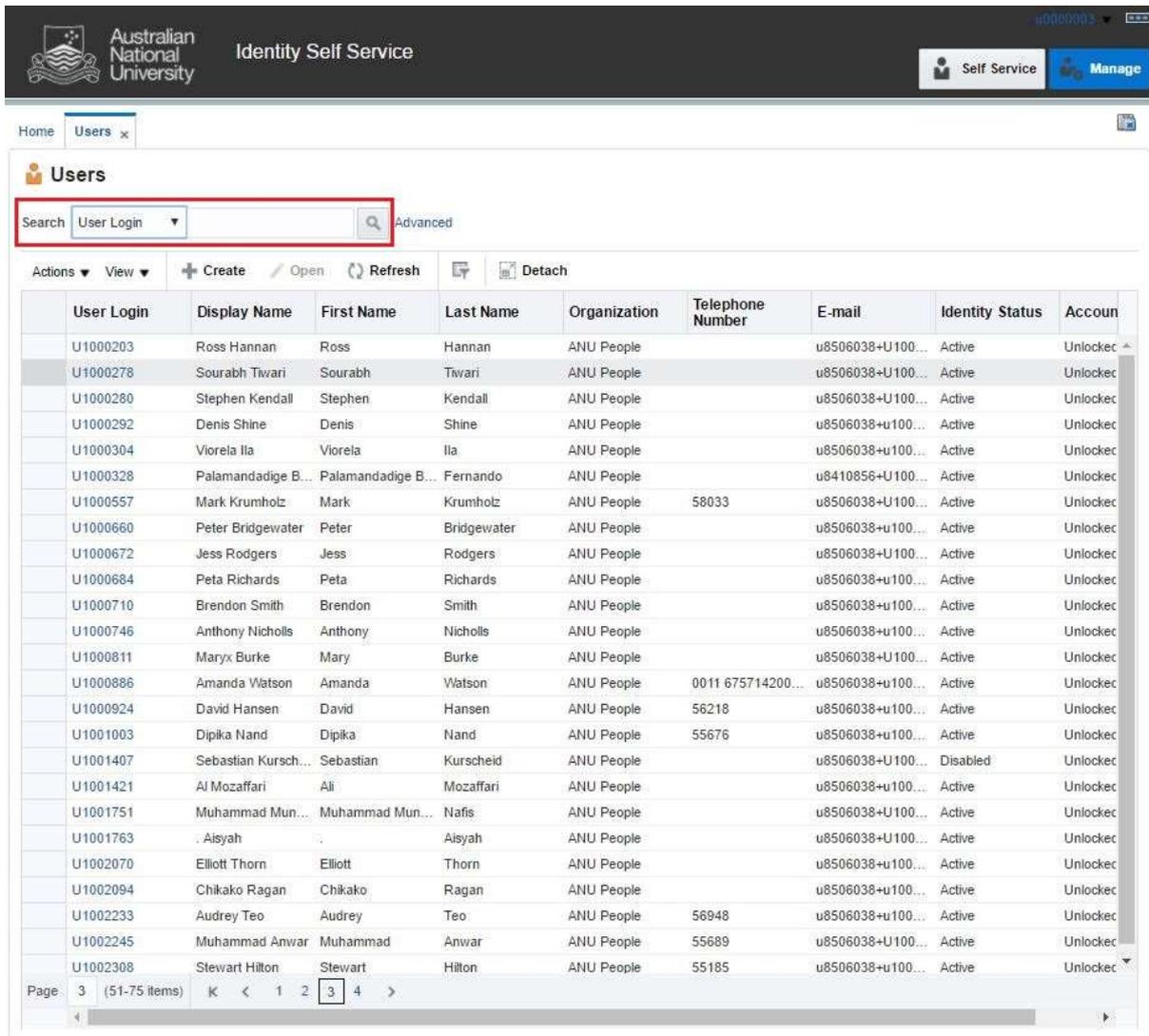Click on 'Users' (as highlighted below) to access and manage user accounts.

# 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.
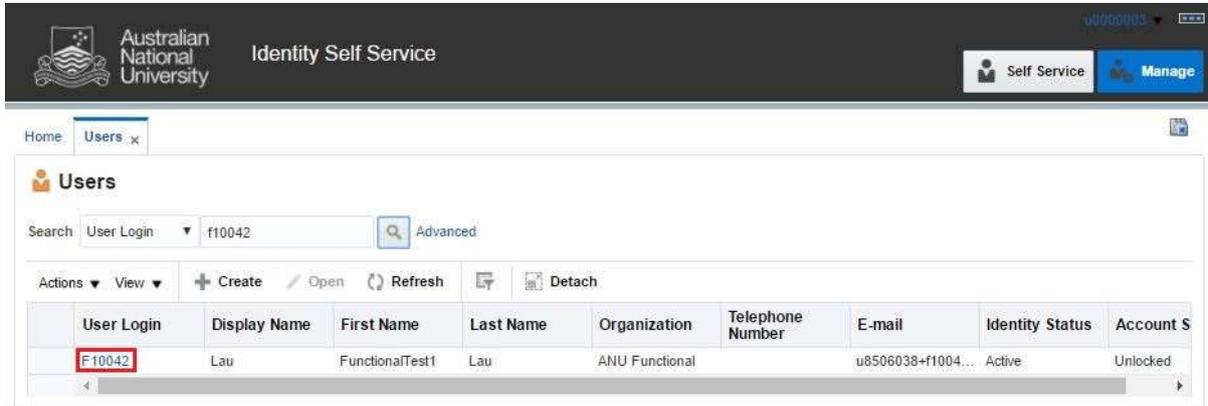


**Note:** Default value for 'Search' attribute is search by 'Display Name'. This can be changed to search by 'User Login' by using the drop-down menu.

# 3. Search User

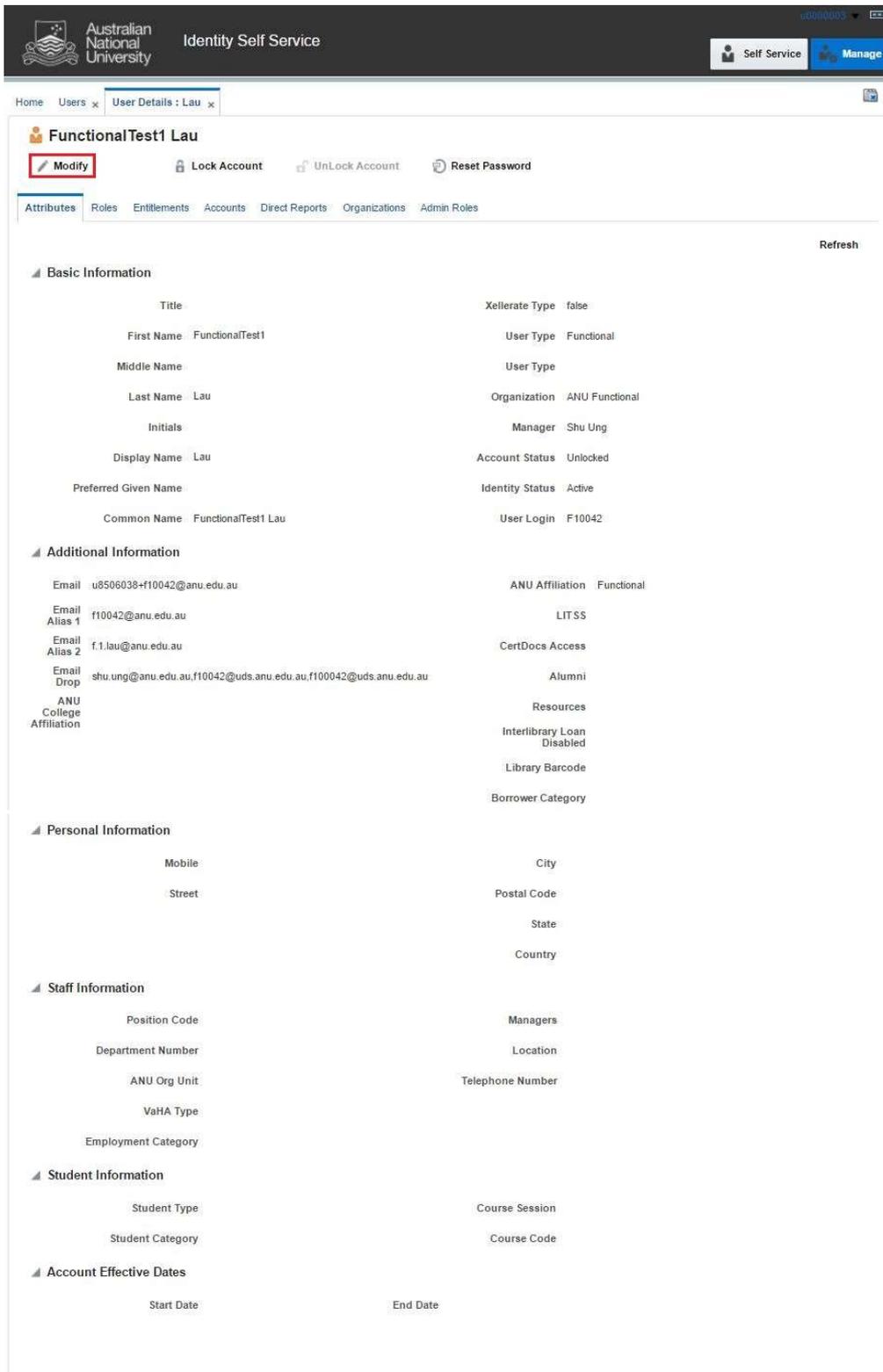Once the account is found, click on the 'User Login' attribute (as highlighted below).

# 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.
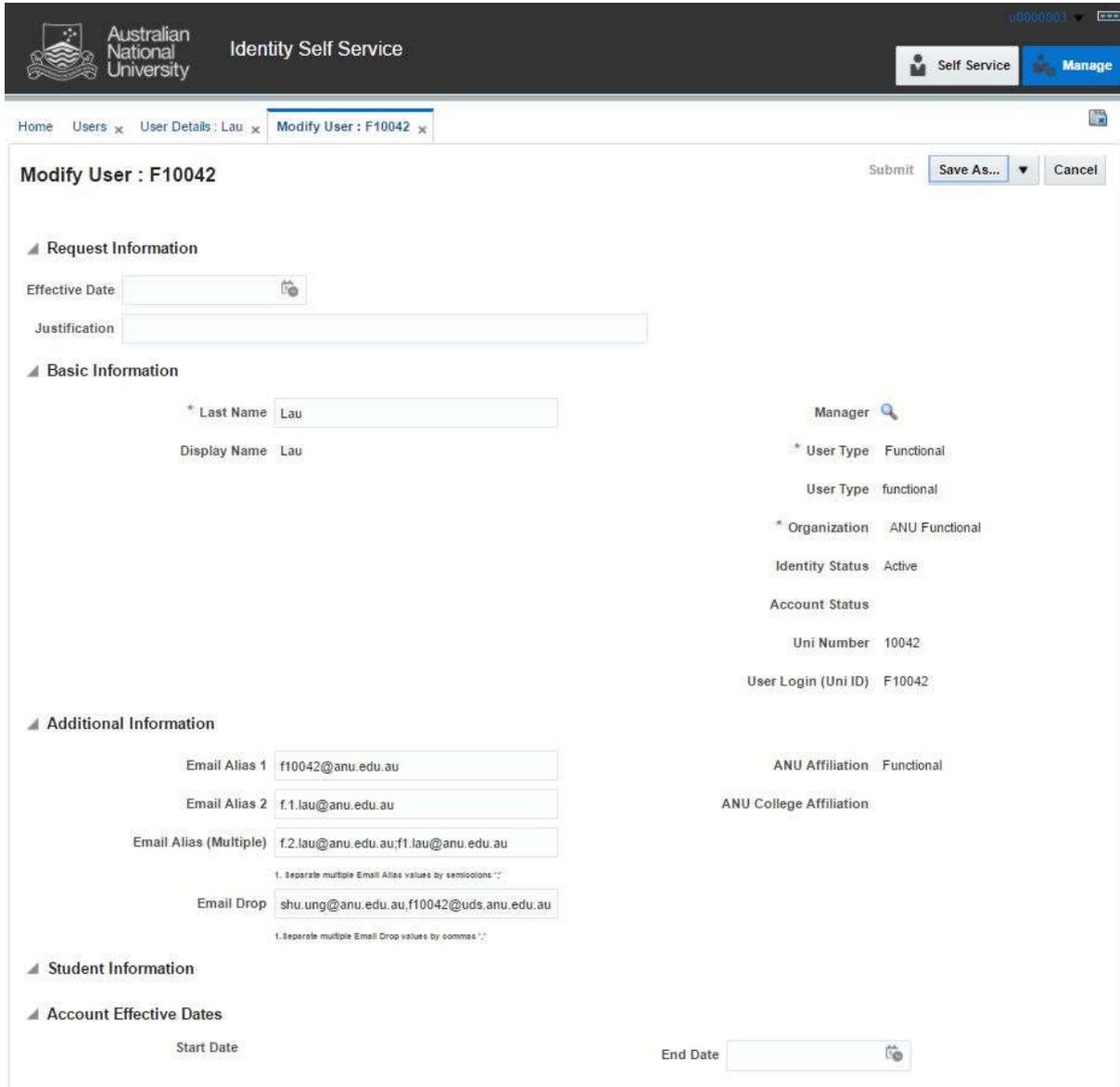
# 5. Modify User Attributes

Modify the required attributes and click on 'Save As' and click 'Submit'.



**Effective Date**
This attribute can be left blank.

**Justification**
This should include the ServiceNow job reference number.

**Last Name**
This will be the display name of the account.

**Email Alias 1**
Primary email alias for the account.

**Email Alias 2**

Secondary email alias for the account.

**Email Alias (Multiple)**

If an account has more than two email aliases, they must be provided in this field. If there are multiple values for this attribute, separate them with semicolons (e.g. alias3@anu.edu.au;alias4@anu.edu.au).

**Email Drop**

If there are multiple values for 'Email Drop' attribute, separate them with commas (e.g. 'john.smith@anu.edu.au,jane.citizen@anu.edu.au').

**End Date**

An appropriate value in this field must be provided.

**Note:**

- After modifying the user attributes, close the 'Modify User' and 'User Details' tabs, and go to 'Users' tab. This would refresh the data and display the updated fields in the system.