

# OIM – Reset Password

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.

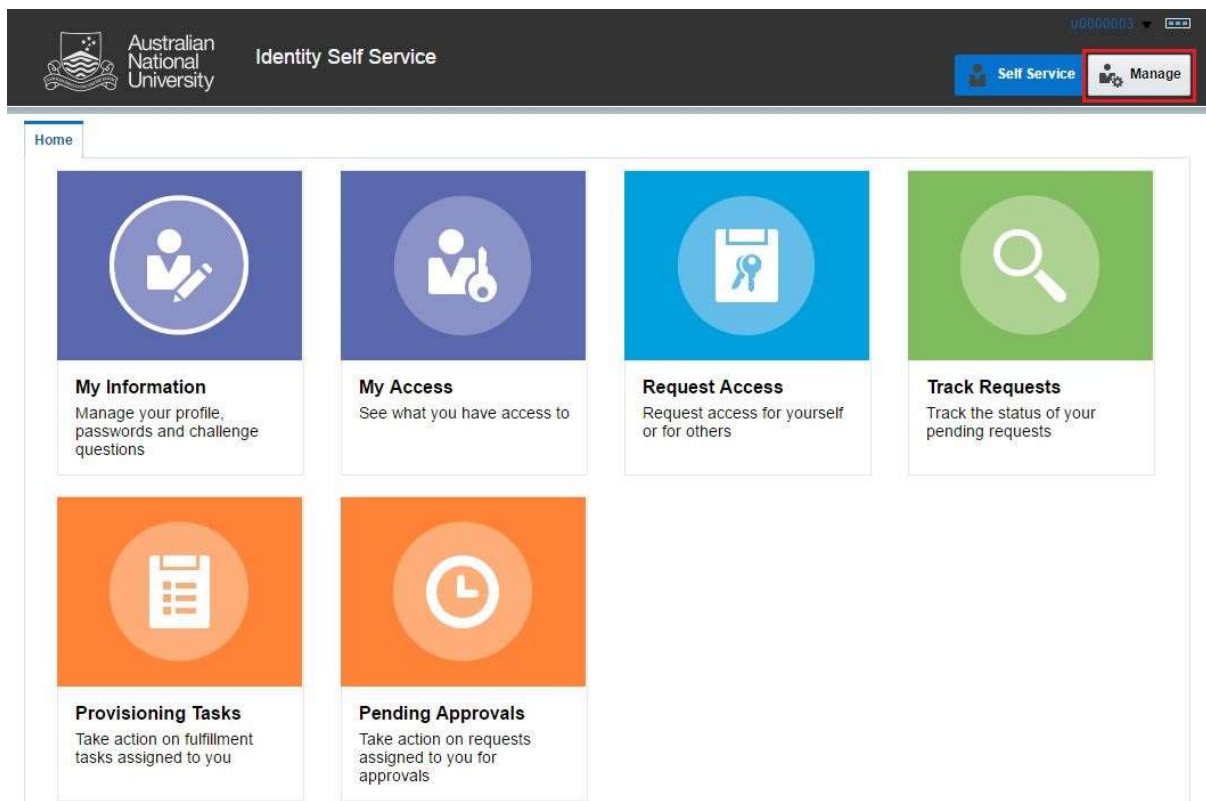


The screenshot shows the 'Sign In' page with the following elements:

- Header: Sign In
- Text: Sign in with your account
- Form fields: User ID (with a vertical cursor), Password
- Buttons: Sign In (highlighted with a red box), Forgot Password?

## Homepage

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



The screenshot shows the 'Identity Self Service' homepage with the following components:

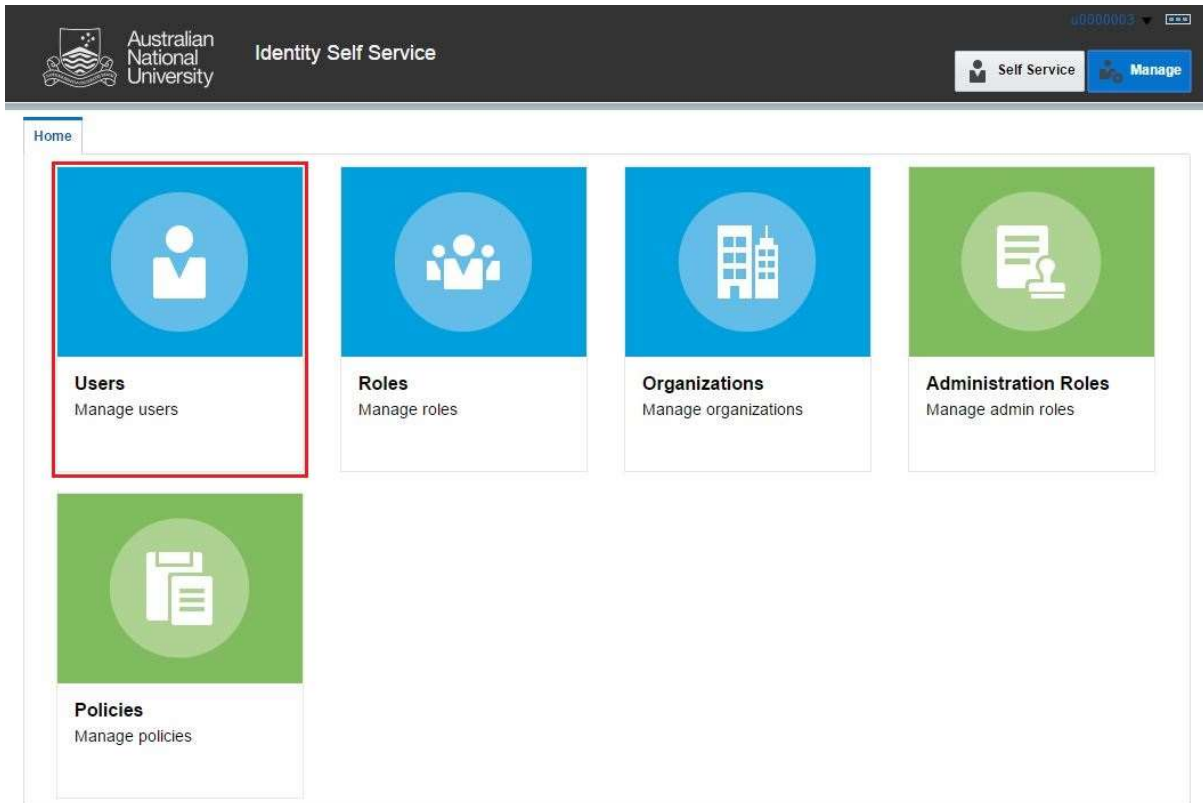
- Header: Australian National University logo, Identity Self Service, user ID (00000003), and navigation buttons for Self Service and Manage (highlighted with a red box).
- Home tab selected.
- Grid of service tiles:
  - My Information**: Manage your profile, passwords and challenge questions.
  - My 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.
  - Pending Approvals**: Take action on requests assigned to you for approvals.

This will then launch the 'Manage' Screen.

# 1. Manage Screen

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

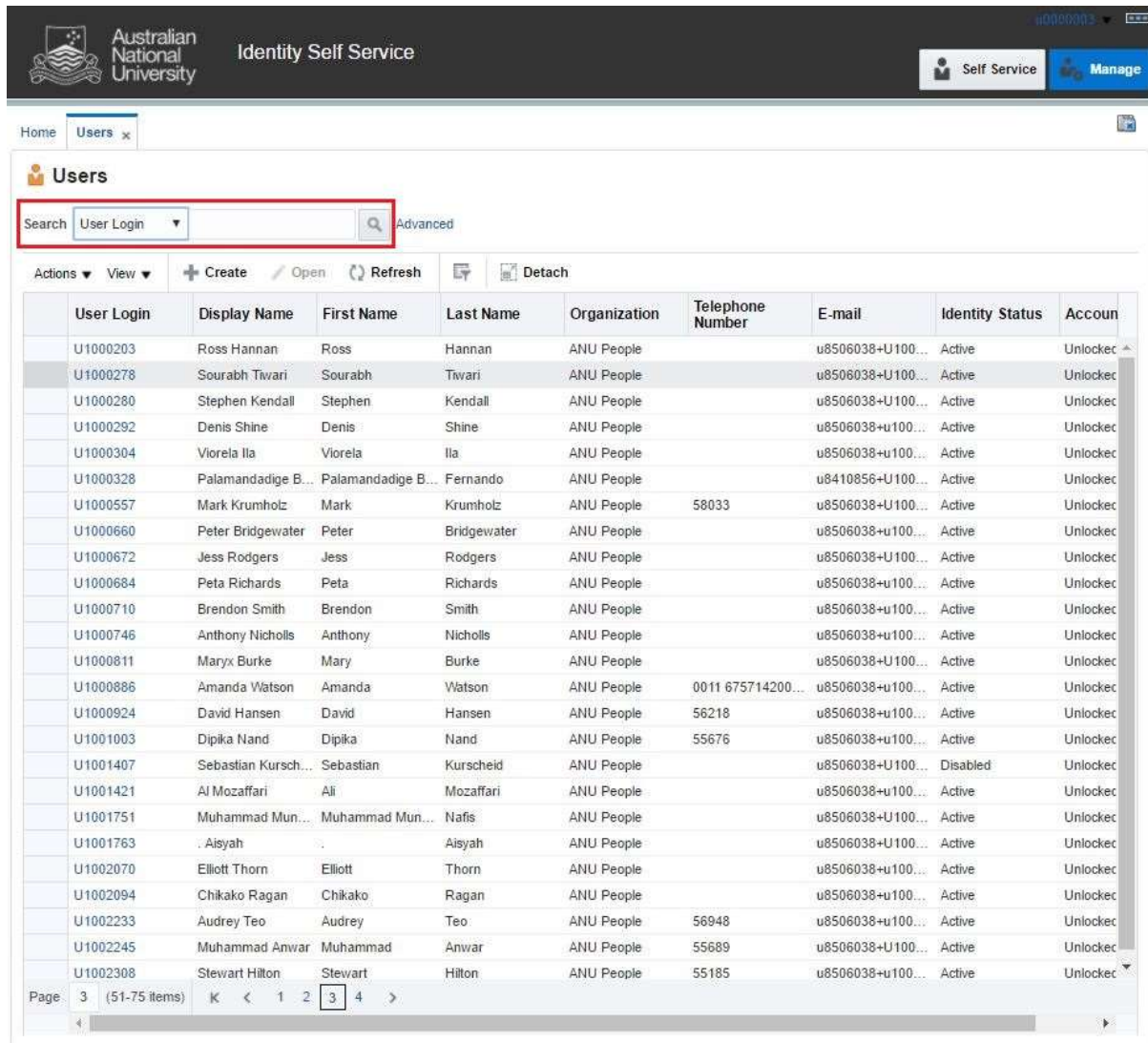


The screenshot shows the 'Identity Self Service' interface. At the top, there is a dark header with the Australian National University logo, the text 'Identity Self Service', and a user ID '00000003'. Below the header are two buttons: 'Self Service' and 'Manage'. The main content area is titled 'Home'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

- Users** (blue tile, highlighted with a red border): Manage users
- Roles** (blue tile): Manage roles
- Organizations** (blue tile): Manage organizations
- Administration Roles** (green tile): Manage admin roles
- Policies** (green tile): 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.



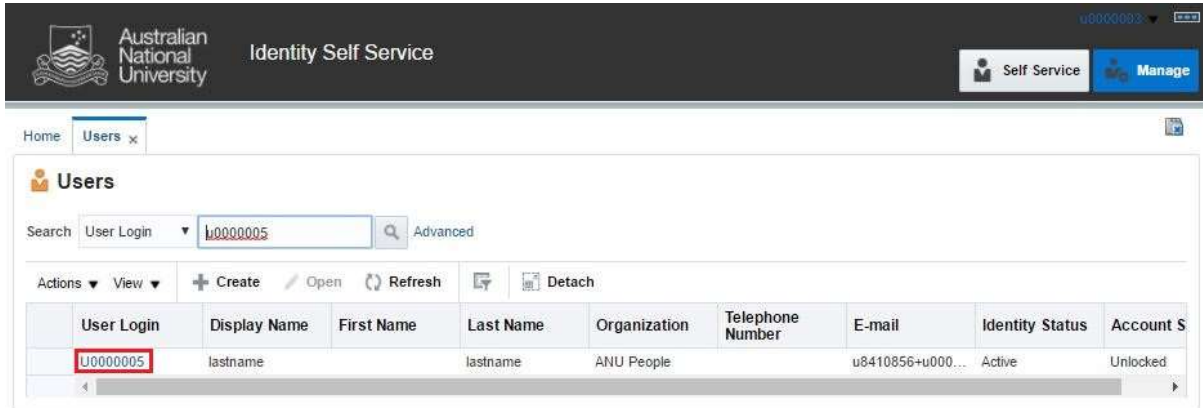
The screenshot displays the 'Identity Self Service' interface for managing users. At the top, there is a search bar with a dropdown menu set to 'User Login'. Below the search bar, there are several action buttons: 'Create', 'Open', 'Refresh', and 'Detach'. The main content is a table listing users with the following columns: User Login, Display Name, First Name, Last Name, Organization, Telephone Number, E-mail, Identity Status, and Account. The table contains 25 rows of user data. At the bottom, there is a pagination bar showing 'Page 3 (51-75 items)' and navigation arrows.

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	Ali 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

**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).

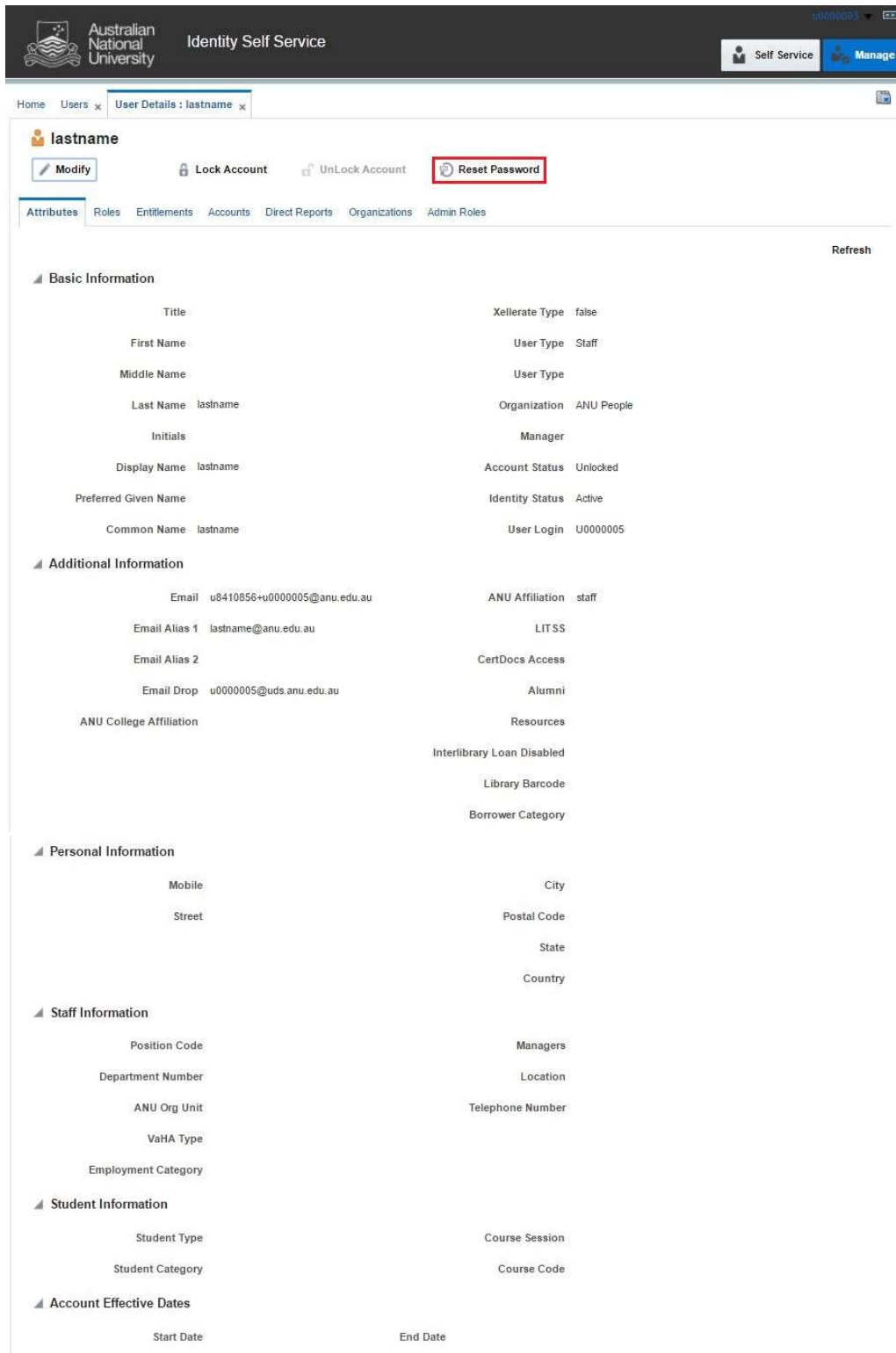


The screenshot shows the 'Identity Self Service' interface. At the top, there is a navigation bar with the ANU logo and 'Identity Self Service' text. On the right, there are buttons for 'Self Service' and 'Manage'. Below the navigation bar, there are tabs for 'Home' and 'Users'. The 'Users' tab is active, showing a search bar with 'User Login' selected and the value 'u0000005' entered. Below the search bar, there are action buttons: 'Create', 'Open', 'Refresh', and 'Detach'. A table of users is displayed below the actions, with columns for 'User Login', 'Display Name', 'First Name', 'Last Name', 'Organization', 'Telephone Number', 'E-mail', 'Identity Status', and 'Account S'. The first row of the table has 'u0000005' in the 'User Login' column, which is highlighted with a red box. The other columns in the first row contain 'lastname', 'lastname', 'ANU People', 'u8410856+u000...', 'Active', and 'Unlocked'.

User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account S
u0000005	lastname		lastname	ANU People		u8410856+u000...	Active	Unlocked

## 4. User Attributes

This displays all the attributes of the user. Click on 'Reset Password' (as highlighted below) to set a new password for the user.



The screenshot shows the 'User Details' page for a user named 'lastname'. The page includes a navigation bar with 'Self Service' and 'Manage' buttons. Below the user name, there are several action buttons: 'Modify', 'Lock Account', 'UnLock Account', and 'Reset Password' (highlighted with a red box). The main content area is divided into several sections, each with a 'Refresh' button in the top right corner.

Section	Attribute	Value
Basic Information	Title	
	First Name	
	Middle Name	
	Last Name	lastname
	Initials	
	Display Name	lastname
	Preferred Given Name	
	Common Name	lastname
	Xellerate Type	false
	User Type	Staff
Additional Information	Email	u8410856+u0000005@anu.edu.au
	Email Alias 1	lastname@anu.edu.au
	Email Alias 2	
	Email Drop	u0000005@uds.anu.edu.au
	ANU College Affiliation	
	ANU Affiliation	staff
	LITSS	
	CertDocs Access	
	Alumni	
	Resources	
Interlibrary Loan Disabled		
Personal Information	Mobile	
	Street	
	City	
	Postal Code	
	Country	
Staff Information	Position Code	
	Department Number	
	ANU Org Unit	
	VaHA Type	
	Employment Category	
Student Information	Student Type	
	Student Category	
	Course Session	
Account Effective Dates	Start Date	
	End Date	

## 5. Reset Password

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Reset the password by selecting 'Manually change the password' option (as highlighted below).



Reset Password

Change the user's password using one of the following two methods.

Manually change the Password

\* New Password

\* Confirm New Password

Auto-generate the Password (Randomly generated)

E-mail the new password to the user

Reset Password Cancel

The new password must comply with the 'Password Policy'. Click on information icon to view the 'Password Policy'.

- Password Policy
- Password must be at least 8 character(s) long.
  - Password must contain characters from at least three out of following five categories : Uppercase alphabetic characters (A-Z), Lowercase alphabetic characters (a-z), Numerals (0-9), Non-alphanumeric characters (for example: !, \$, #, or %), Unicode characters.
  - Password must not contain any of user ID, first name or last name when their length is larger than 2.
  - Password must not be one of 5 previous passwords.

**Note:**

- The new password is temporary and will expire in 24 hours. The user must logon to identity and change their password within this time.