This document outlines the process involved in adding Active Directory (AD) groups in the Student Administration System (SAS), and is intended for Student Business Solutions (SBS) staff and College-based administrators.

Version 2

Created by the Intelledox Digital Transformation Centre (IDTC)

Information valid as of 22/07/2019
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1 Making changes in the System Administration System

1.1 Searching for Forms Approval Configuration page

Forms Approval Configuration page can be accessed following the route outlined in Figure 1.

In SAS, Navigator -> Records and Enrolment -> Career and Program Information -> Forms Approval Configuration

![Figure 1 Route for Forms Approval Configuration page](image-url)
1.2 Forms Approval Configuration page

The Forms Approval Configuration page allows the user to search for and access Academic Organisation information.

In the Forms Approval Configuration page, search for “ANUID” in the field for Academic Institution. This will generate a list of available Academic Organisation.

![Forms Approval Configuration Page](image)
1.3 Academic Organisation page

CECS is used as an example academic organisation in this case (Figure 3).

**Figure 3 CECS Academic Organisation page**

Note: The Role ‘Associate Dean’ is specific to *Manage my degree* forms. The AD Education roles are for the Teaching unavailability forms.
1.4 How to add a HDR Delegated Authority functional group role in Academic Organisation page

To add a **HDR Delegated Authority for research students**, the following steps need to be followed:

1. Press “+” button as indicated by the arrow labelled 1 in Figure 3.
2. Enter “RSCH” in Academic Career field.
3. Search for Academic Plan and select the appropriate item from the results e.g. 8070MXPHIL. This should populate the Description field with the appropriate description of the plan.
4. Search for Research Acad Org and select the appropriate item from the results e.g. 07345. This will populate the Description field with the appropriate description of the research acad org.
5. Select the appropriate Role from the drop-down list e.g. Delegtd Auth – HDR.
6. Enter the correct name of the functional AD group in the field for AD group and AD group name as set up by the college.
7. Enter the correct email address for the functional group as set up by the college.
8. Step 8: Save the changes made using the “Save” button indicated by the arrow labelled 2 in Figure 3.

**Note:** In some cases, the fields for ‘Academic Plan’ and ‘Research Acad Org’ are optional and can be left blank. These are more general cases where ‘Academic Career’ is applied throughout the college.

**Note:** The Role ‘Associate Dean’ is specific to **Manage my degree** forms. The AD Education roles are for the Teaching unavailability forms. They must be set up separately.

1.5 How to add a College or Local Associate Dean Education functional group role in Academic Organisation page

To add a **College or Local Associate Dean Education for the Teaching Unavailability eform**, the following steps need to be followed:

1. Press ‘+’ button as indicated by the arrow labelled 1 in Figure 3.
2. Enter ‘NAWD’ in Academic Career field. Leave Academic plan blank.
3. Select the appropriate Role from the drop-down list e.g. AD Education – College or AD Education - Local.
4. Enter the correct name of the functional AD group in the field for AD group and AD group name as set up by the college.
5. Enter the correct email address for the functional group as set up by the college.
6. Save the changes made using the ‘Save’ button indicated by the arrow labelled 2 in Figure 3.

**Note:** The Role ‘Associate Dean’ is specific to **Manage my degree** forms. The AD Education roles are for the Teaching unavailability forms. They must be set up separately.
The staff at the Intelledox Digital Transformation Centre will be able to update/setup a new AD group. This should be requested through a ServiceNow ticket.

2.1 How to check if the functional account exists – SBS Use only
You can check if the functional account exists by searching for the AD group name in the Active Directory Users and Computers. Right Click on the Windows icon and select “Run” from the available options. Open “dsa.msc” and click OK to open the Active Directory.

Figure 4 Run window
As illustrated in Figure 5, click “Find” button shown by arrow 1 and search for a functional mailbox in UDS.anu.edu.au (arrow 2) and click “Find Now” button to find the appropriate mailbox if it exists.
In the eForms website, search for the form named “SBT Workflow Tester” in the Student Business Transformation folder.

*Figure 6 SBT Workflow Tester*
3.1 Search by Student

Choose “Student” to search for active role details based on student credentials.

Step 1: Add a Student ID e.g. UXXXXXXX

Step 2: Select a program from the drop down in “Select Program” e.g. PhD Business & Economics

Step 3: Select a plan from the drop down list in “Select Plan” e.g. 9040XPHD. This would display the Student Details and Supervisor Details.

Step 4: Select an appropriate role from “Select Role” section

![Figure 7 Search by Student]
**Student Details**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Program</th>
<th>Career</th>
<th>Plan</th>
<th>Career Number</th>
<th>Acad Org</th>
<th>Research Org</th>
</tr>
</thead>
</table>

**Supervisor Details**

<table>
<thead>
<tr>
<th>EMPL/D</th>
<th>Name</th>
<th>Email Address</th>
<th>Role</th>
</tr>
</thead>
</table>

*Figure 8 Student and Supervisor Details*
Choose “College Details” to search for active role details based on the credentials for a college.

Step 1: Add Academic Organisation details e.g. CBE

Step 2: Add a value in “Academic Career” e.g. RSCH.

At this point, appropriate role descriptions can be displayed by clicking respective roles in the “Role” section. This is ONLY for roles that are generally associated throughout the college and are not specified to any Academic Plan and Research Organisation.

For roles associated with academic plan and research organisations:

Step 3: Add a value in “Research Organisation” e.g. 01406.

Step 4: Add a value in “Research Organisation” e.g. 9552XPHD

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**Figure 9 Search by College**
**AD Group Details**

<table>
<thead>
<tr>
<th>AD Group</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@anu.edu.au</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AD Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**AD Group Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>@uds.anu.edu.au</td>
</tr>
</tbody>
</table>

**Figure 10 AD Group Details**