

OIM – Create 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.

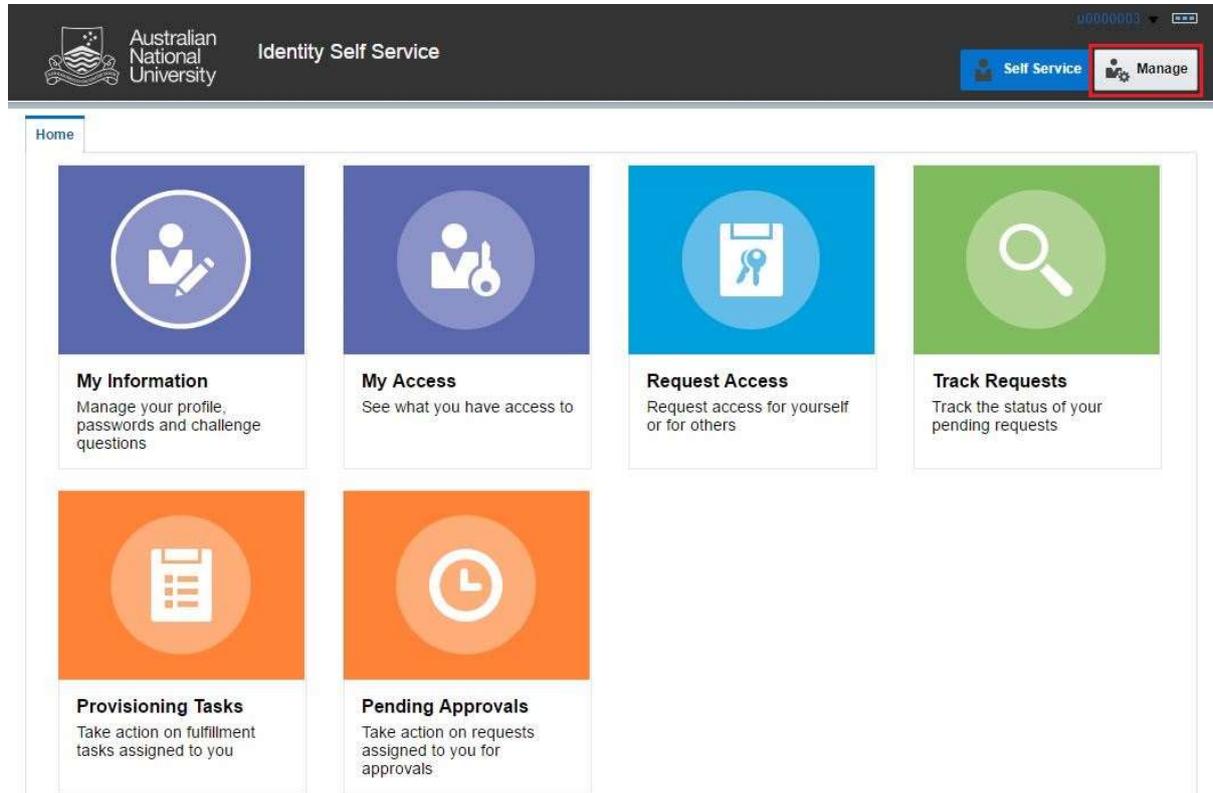


The screenshot shows the 'Sign In' page with the following elements:

- Header: Sign In
- Text: Sign in with your account
- Form fields: User ID (with a vertical cursor) and Password
- Buttons: A red-bordered 'Sign In' button and a 'Forgot Password?' link below it.

Homepage

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



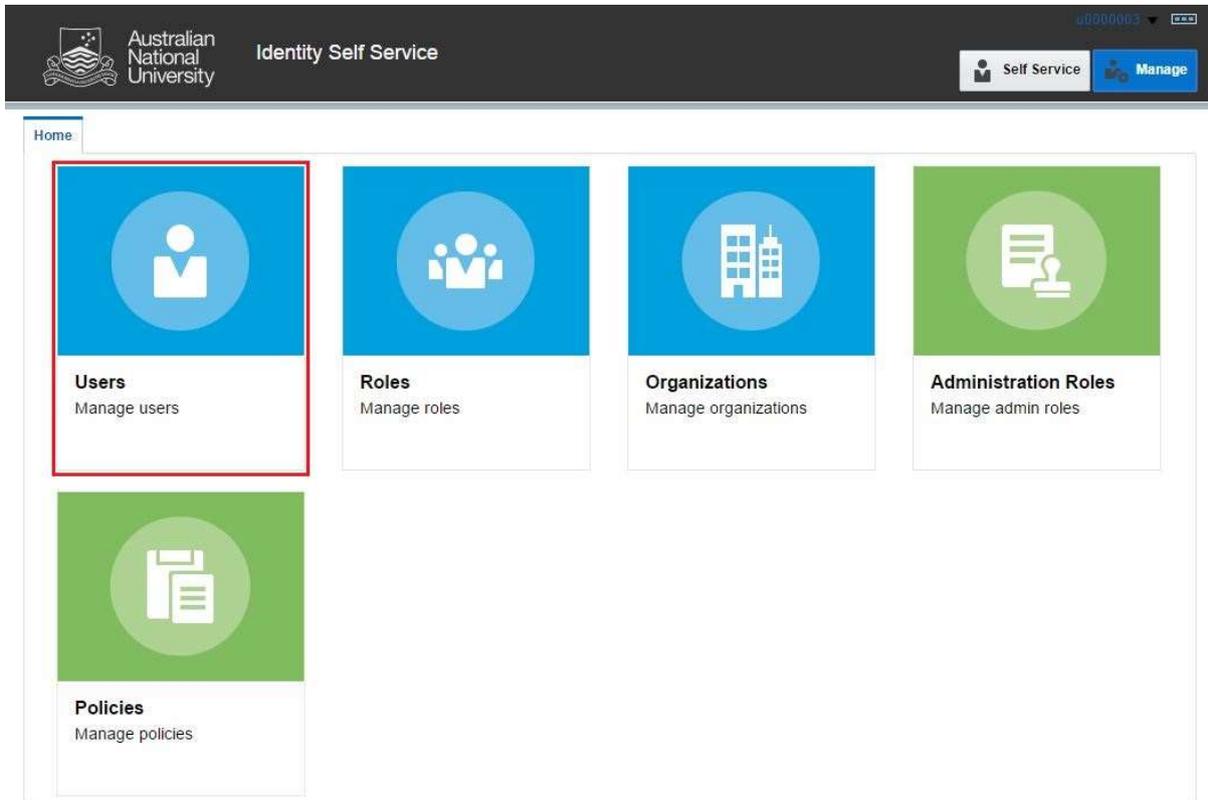
The screenshot shows the 'Identity Self Service' homepage with the following components:

- Header: Australian National University logo, 'Identity Self Service' text, and a user profile '00000003'.
- Navigation: 'Self Service' and 'Manage' buttons, with 'Manage' highlighted by a red box.
- Home Tab: A 'Home' tab is selected.
- Dashboard 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

Click on 'Users' (as highlighted below) to create user accounts.

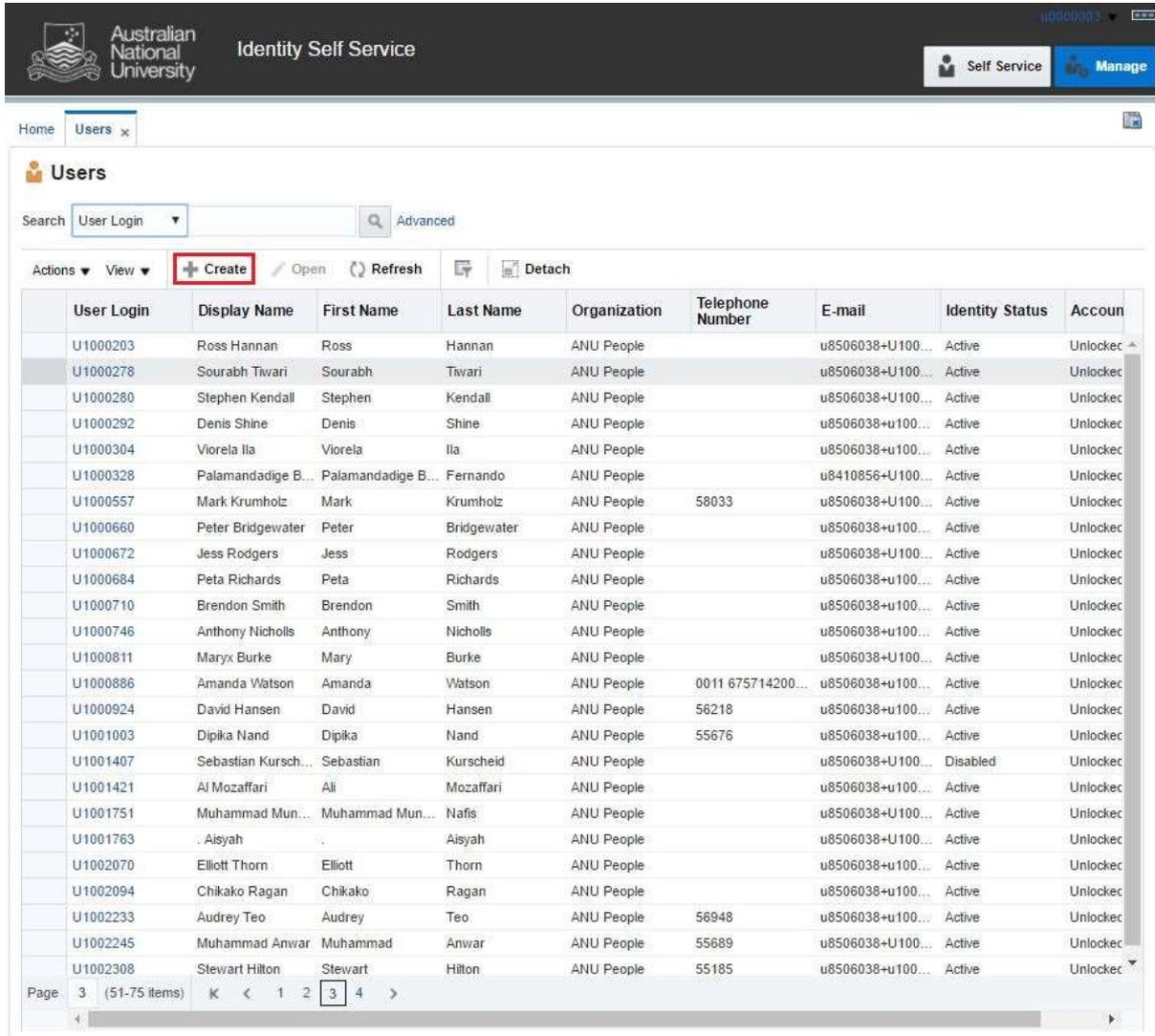


The screenshot shows the 'Identity Self Service' interface. At the top, there is a navigation bar with the Australian National University logo, the text 'Identity Self Service', and two buttons: 'Self Service' and 'Manage'. The 'Manage' button is highlighted in blue. Below the navigation bar, there is a 'Home' tab. The main content area contains five tiles, each with an icon and text:

- Users** (blue tile with a person icon): Manage users. This tile is highlighted with a red border.
- Roles** (blue tile with a group of people icon): Manage roles.
- Organizations** (blue tile with a building icon): Manage organizations.
- Administration Roles** (green tile with a document and person icon): Manage admin roles.
- Policies** (green tile with a document icon): Manage policies.

2. Create Account

Click on 'Create' button (as highlighted below) to create a new account.



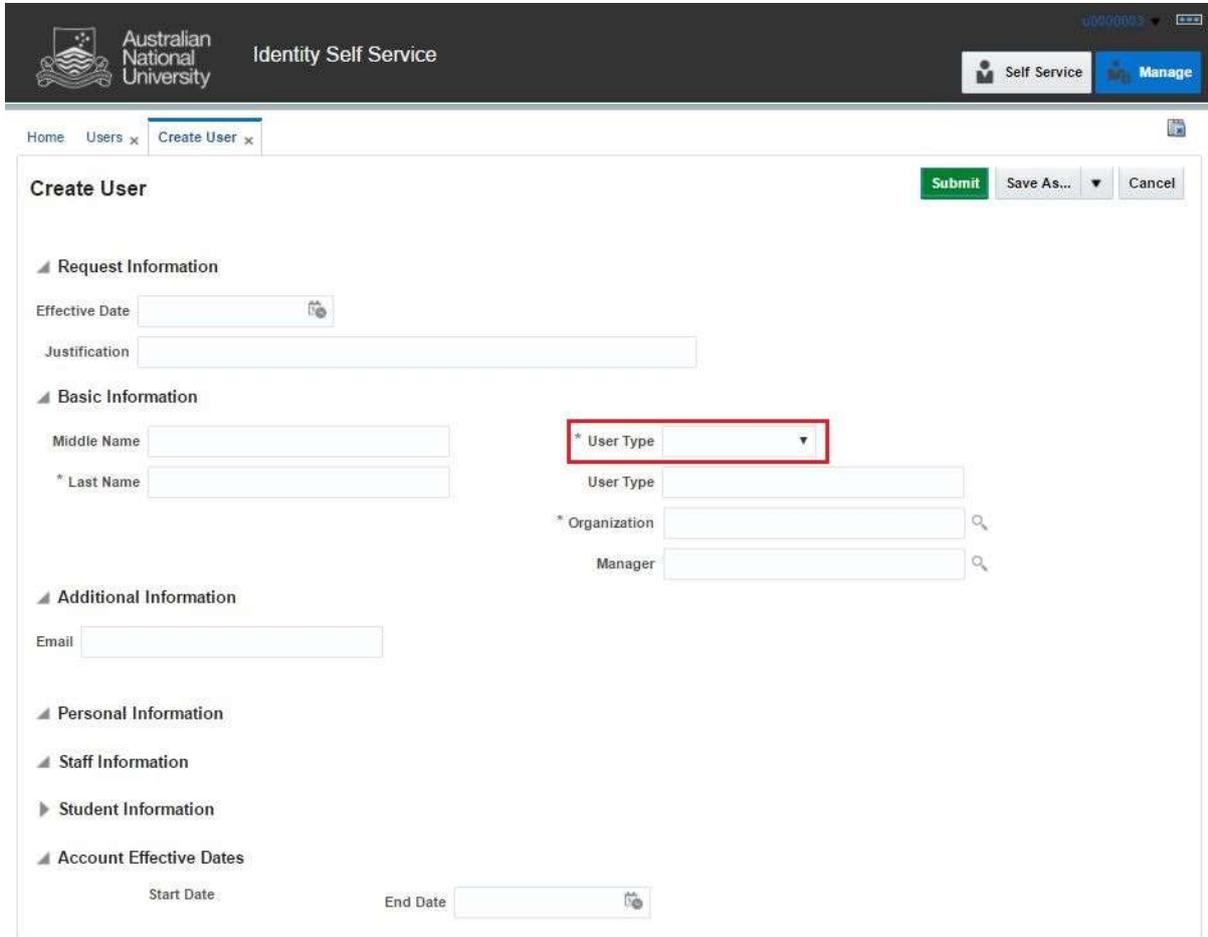
The screenshot shows the 'Users' management interface. At the top, there is a search bar with 'User Login' selected and an 'Advanced' search option. Below the search bar is an action bar with buttons for 'Refresh', 'Open', and 'Detach'. The 'Create' button is highlighted with a red box. The main area contains a table of users with the following columns: User Login, Display Name, First Name, Last Name, Organization, Telephone Number, E-mail, Identity Status, and Account.

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 Tivari	Sourabh	Tivari	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	00 11 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

Page: 3 (51-75 items) | Navigation: K < 1 2 3 4 >

3. Create Auxiliary Account

Select 'User Type' as 'Auxiliary' from the drop down menu (highlighted below).



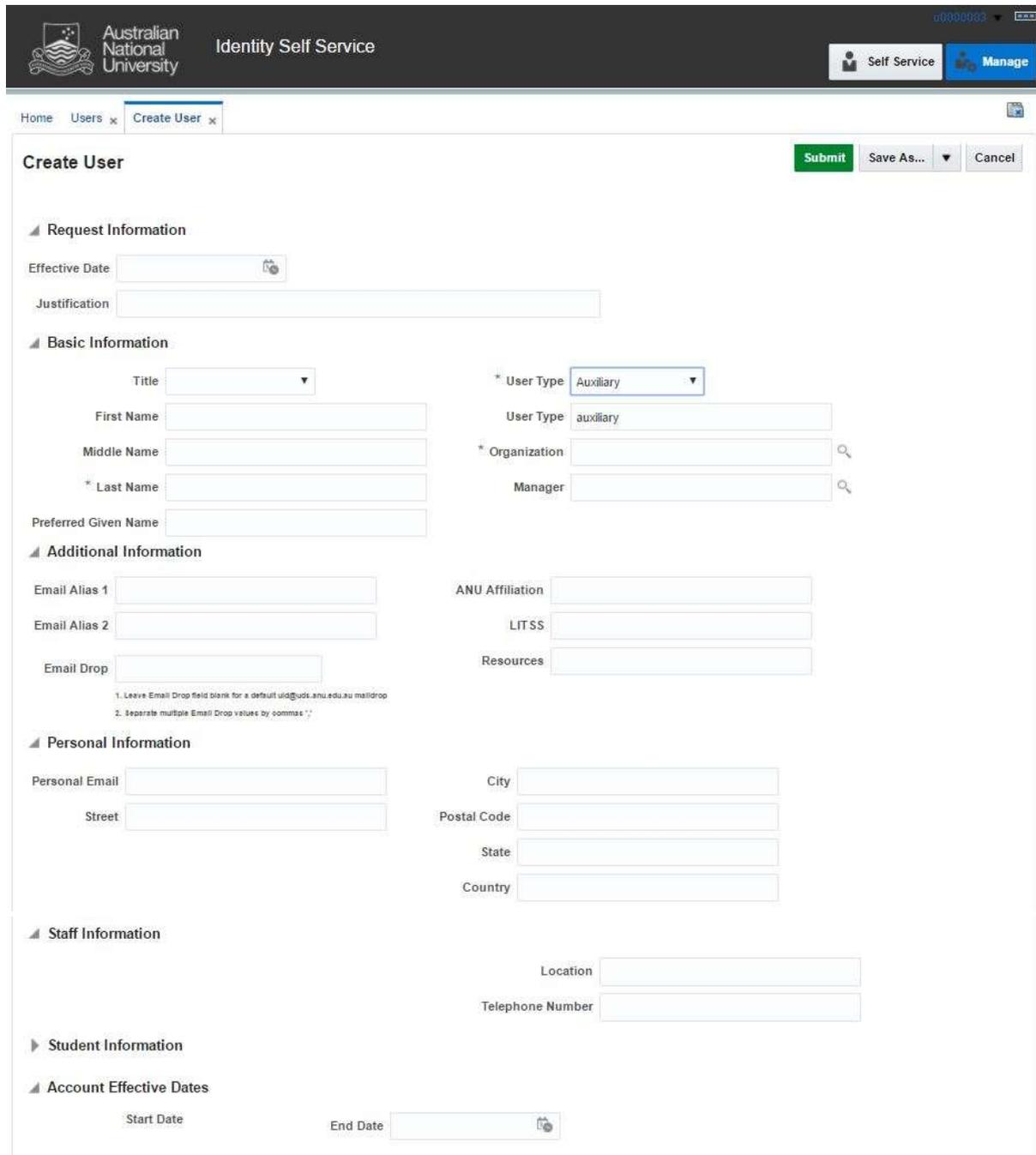
The screenshot shows the 'Create User' form in the 'Identity Self Service' application. The form is divided into several sections:

- Request Information:** Includes fields for 'Effective Date' and 'Justification'.
- Basic Information:** Includes fields for 'Middle Name', '* Last Name', '* User Type' (highlighted with a red box), 'User Type', '* Organization', and 'Manager'.
- Additional Information:** Includes an 'Email' field.
- Personal Information:** A collapsed section.
- Staff Information:** A collapsed section.
- Student Information:** A collapsed section.
- Account Effective Dates:** Includes 'Start Date' and 'End Date' fields.

At the top right of the form, there are buttons for 'Submit', 'Save As...', and 'Cancel'. The 'User Type' dropdown menu is highlighted with a red box, indicating the selection of 'Auxiliary'.

4. Complete Request Form

Complete the form with appropriate values for the various attributes (described below) and click on 'Submit'.



The screenshot shows the 'Create User' form in the Identity Self Service portal. The form is divided into several sections:

- Request Information:** Includes 'Effective Date' and 'Justification' fields.
- Basic Information:** Includes 'Title' (dropdown), 'User Type' (dropdown, currently set to 'Auxiliary'), 'First Name', 'Middle Name', 'Last Name', 'Preferred Given Name', 'Organization' (with search icon), and 'Manager' (with search icon).
- Additional Information:** Includes 'Email Alias 1', 'Email Alias 2', 'Email Drop' (with instructions: '1. Leave Email Drop field blank for a default uid@uds.anu.edu.au maildrop', '2. Separate multiple Email Drop values by commas'), 'ANU Affiliation', 'LITSS', and 'Resources'.
- Personal Information:** Includes 'Personal Email', 'Street', 'City', 'Postal Code', 'State', and 'Country'.
- Staff Information:** Includes 'Location' and 'Telephone Number'.
- Student Information:** (Section is collapsed).
- Account Effective Dates:** Includes 'Start Date' and 'End Date'.

At the top right of the form, there are buttons for 'Submit', 'Save As...', and 'Cancel'. The 'Submit' button is highlighted in green.

Effective Date

This attribute can be left blank.

Justification

This should include the ServiceNow job reference number.

Title/First Name/Middle Name/Last Name/Preferred Given Name

Details of the User's name.

Organization

Select 'ANU Auxiliary' from the look-up menu.

Manager

The value of the field must be the Display Name of the manager (and not a Uni Number). Select appropriate manager from the look-up menu. It is recommended to search for the manager by 'User Login' and select their Display Name, as shown below:



The screenshot shows a dialog box titled "Search and Select: Manager". At the top, there is a search bar with a dropdown menu set to "User Login" and a search button. Below the search bar, there is a "Results" section with a "View" dropdown. A table displays the search results with columns for "Display Name", "First Name", and "Last Name". The "Display Name" cell of the first row is highlighted with a red box. At the bottom right of the dialog, there are "Select" and "Cancel" buttons.

Display Name	First Name	Last Name
John Smith	John	Smith

Email Alias 1

Primary email alias for the user such as 'firstname.lastname@anu.edu.au'.

Email Alias 2

Secondary email alias for the user such as 'firstname.lastname@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').

ANU Affiliation

The permissible values for this field are 'ANUExternal', 'ANUGuest' and 'ANUTraining'. These values correspond to the type of Auxiliary Account requested. Only one value must be provided in this field. Only 'ANUExternal' can have email aliases and maildrops.

LITSS

Set 'LITSS' attribute to "Yes" for LITSS access.

Resources

- This controls access to various servers such as 'www;web1' for ITS Web Publishing, 'software' for software access etc.
- If there are multiple values for this attribute, separate them with semi-colons (e.g. www;web1;software).
- Add/Remove resources as applicable for the target user.
- The permissible values for this attribute are:
 - anublogs

- billing
- cdhr
- certifieddocs
- cognosdw
- dld
- dspace
- esb
- esbatch
- groundwater
- itsecurity
- itunesu
- libraryvdx
- moodlestream
- puppet-user
- rims
- software
- squiz
- webtrans
- ws

Personal Information

These fields will be used to input users personal email address and physical address.

Location

The Department/College/School of the requester.

Telephone Number

The contact number for this account. This phone number will be visible in LDAP and AD directories.

End Date

An appropriate value in this field must be provided. This value may not be more than 12 months from the date of request.