

# OIM – Create 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.

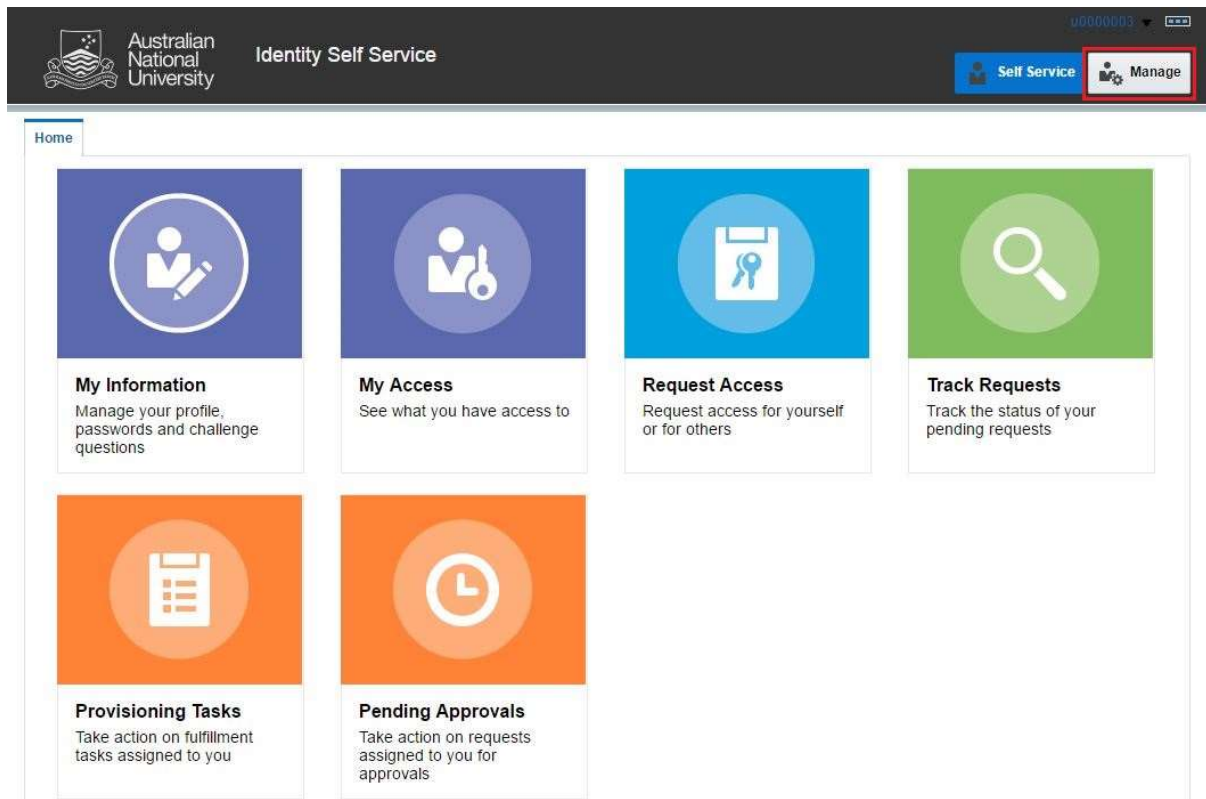


The screenshot shows the 'Sign In' page with the following elements:

- 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 create Functional 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 elements:

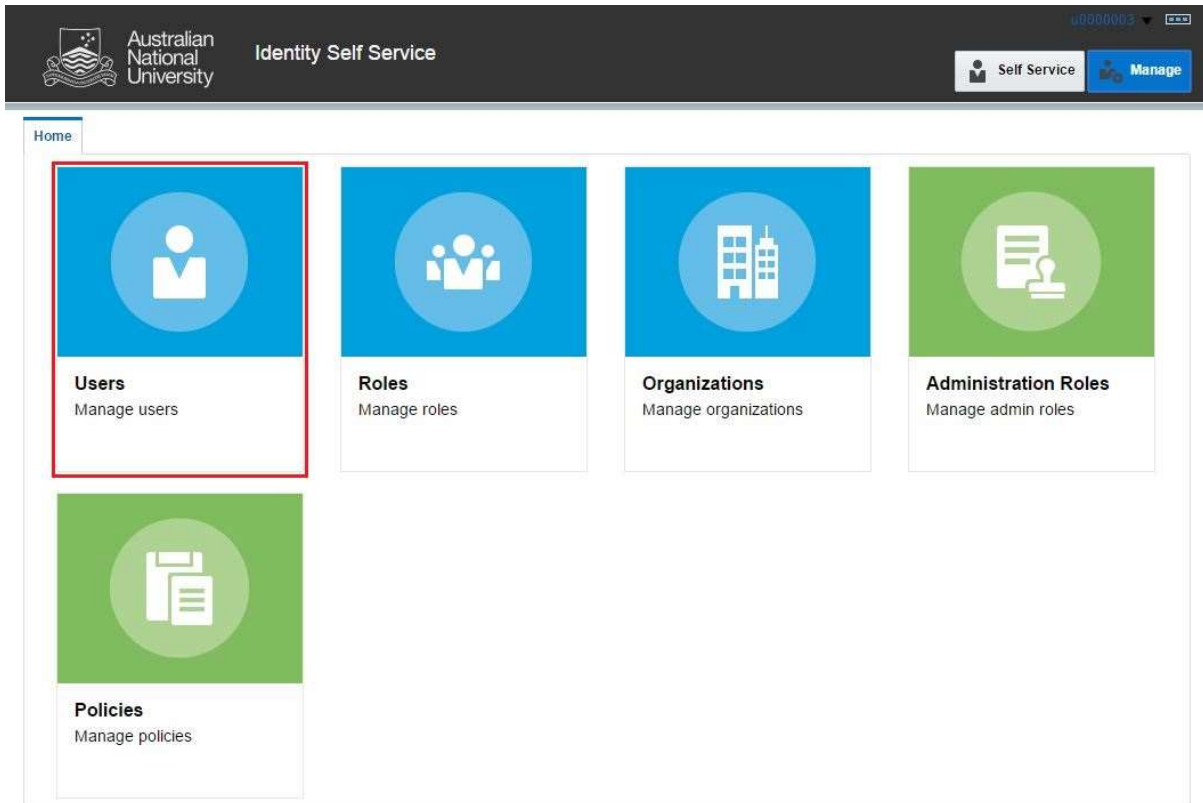
- Header: Australian National University logo, Identity Self Service, user ID (00000003), and navigation buttons for Self Service and Manage (highlighted with a red box).
- Home tab selected.
- Grid of service tiles:
  - My Information**: Manage your profile, passwords and challenge questions.
  - My 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 create user accounts.

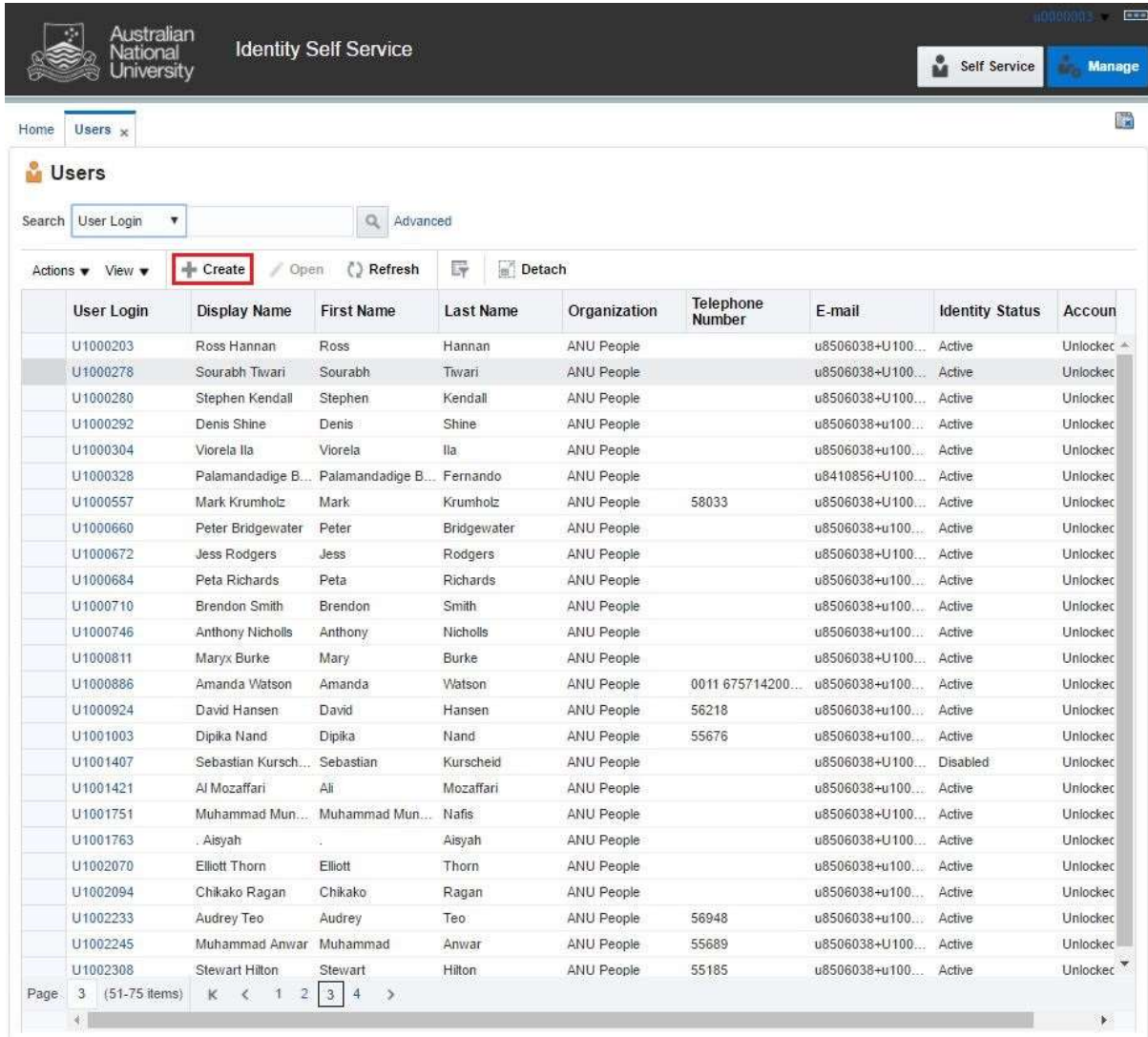


The screenshot shows the 'Identity Self Service' interface. At the top, there is a navigation bar with the Australian National University logo, the text 'Identity Self Service', and two buttons: 'Self Service' and 'Manage'. The 'Manage' button is highlighted in blue. Below the navigation bar, there is 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.

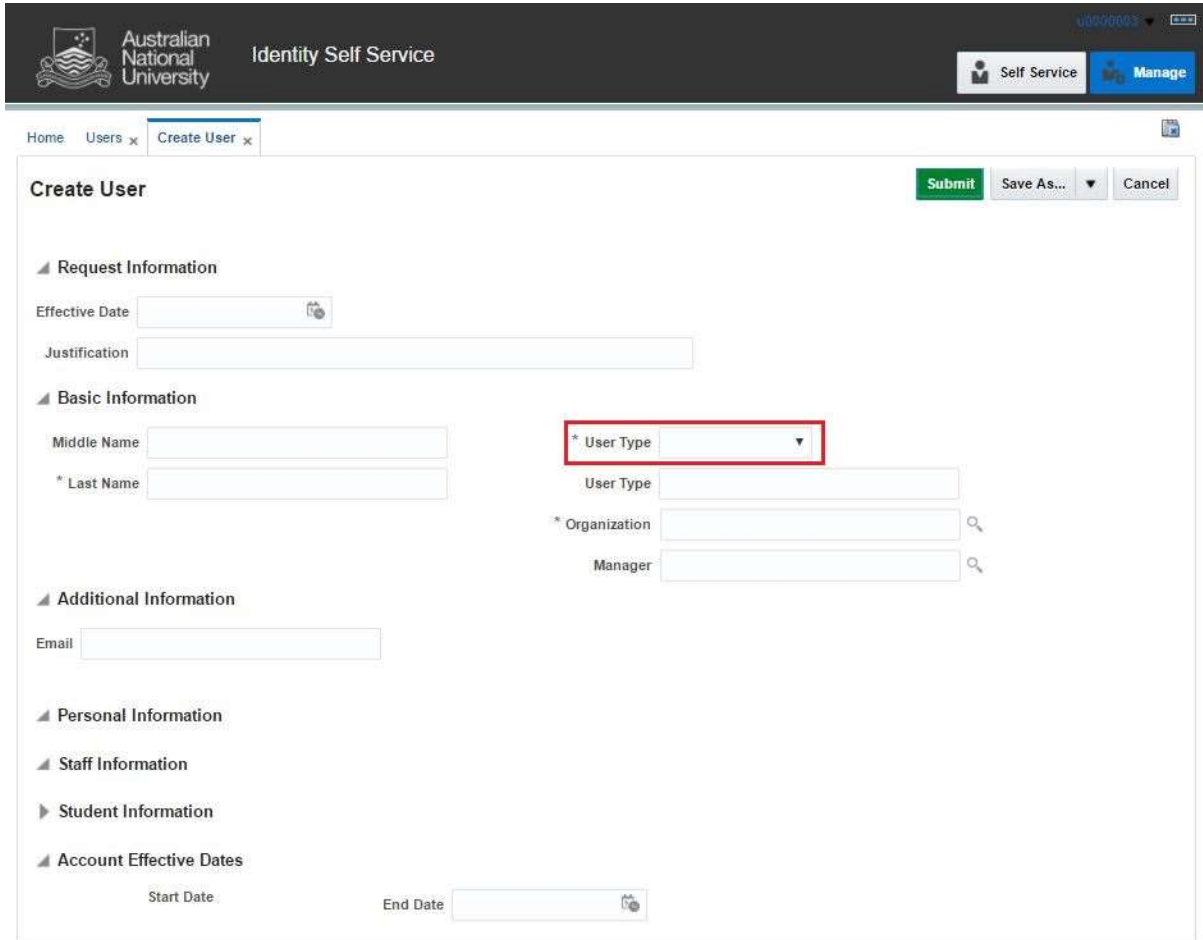


The screenshot shows the 'Identity Self Service' interface for 'Users'. At the top, there are navigation links for 'Home' and 'Users'. Below the search bar, the 'Actions' menu includes a '+ Create' button, which is highlighted with a red box. Other actions include 'Open', 'Refresh', and 'Detach'. The main content is a table of users with columns for User Login, Display Name, First Name, Last Name, Organization, Telephone Number, E-mail, Identity Status, and Account. The table lists various users, including Ross Hannan, Sourabh Tivari, Stephen Kendall, Denis Shine, Viorela Ila, Palamandadige B..., Mark Krumholz, Peter Bridgewater, Jess Rodgers, Peta Richards, Brendon Smith, Anthony Nicholls, Maryx Burke, Amanda Watson, David Hansen, Dipika Nand, Sebastian Kursch..., Ali Mozaffari, Muhammad Mun..., Aisyah, Elliott Thorn, Chikako Ragan, Audrey Teo, Muhammad Anwar, and Stewart Hilton. The 'Identity Status' for most users is 'Active', while Sebastian Kursch... is 'Disabled'. The 'Account' column shows 'Unlocked' for all users. At the bottom, there is a pagination control 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 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

### 3. Create Functional Account

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



The screenshot shows the 'Create User' form in the Australian National University Identity Self Service portal. The form is titled 'Create User' and includes several sections for user information. The 'User Type' dropdown menu is highlighted with a red box, indicating the selection of 'Functional'.

**Create User** Submit Save As... Cancel

**Request Information**

Effective Date

Justification

**Basic Information**

Middle Name

\* Last Name

\* User Type

User Type

\* Organization

Manager

**Additional Information**

Email

**Personal Information**

**Staff Information**

**Student Information**

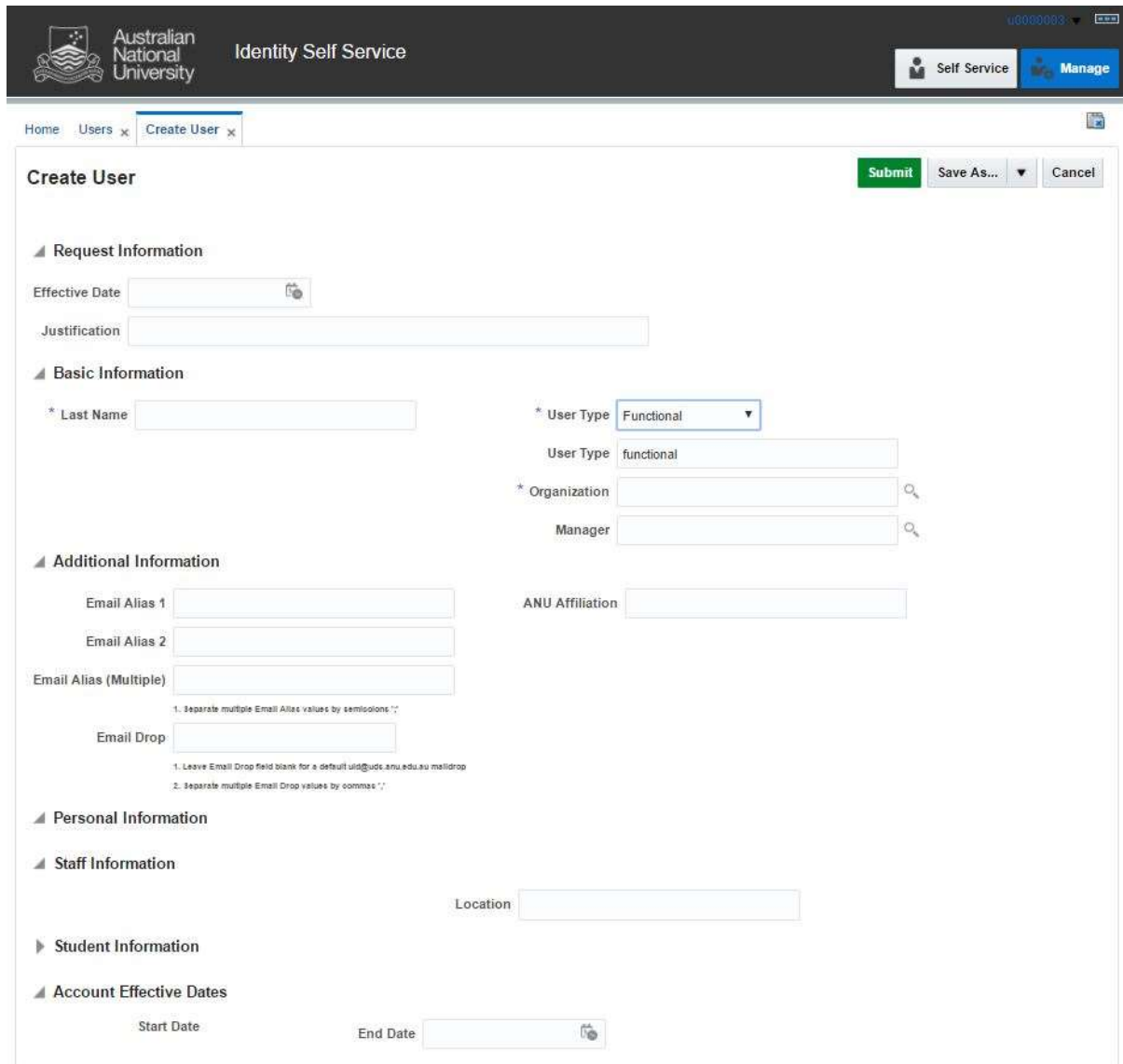
**Account Effective Dates**

Start Date

End Date

## 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 organized into several sections:

- Request Information:** Includes 'Effective Date' and 'Justification' fields.
- Basic Information:** Includes 'Last Name' (required), 'User Type' (dropdown menu showing 'Functional'), 'Organization' (required, with a search icon), and 'Manager' (with a search icon).
- Additional Information:** Includes 'Email Alias 1', 'Email Alias 2', 'Email Alias (Multiple)', and 'Email Drop' fields. There are instructions for separating multiple values.
- Personal Information:** A section header with no visible fields.
- Staff Information:** Includes a 'Location' field.
- Student Information:** A section header with no visible fields.
- Account Effective Dates:** Includes 'Start Date' and 'End Date' fields.

At the top right of the form area, there are buttons for 'Submit', 'Save As...', and 'Cancel'. The 'Submit' button is green, while the others are grey.

### **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.

### **Organization**

Select 'ANU Functional' 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 currently set to "User Login". To the right of the dropdown is a search input field containing "uf" and a search icon. Below the search bar is a "Results" section with a "View" dropdown. A table displays the search results with three columns: "Display Name", "First Name", and "Last Name". The first row of the table has "Display Name" highlighted with a red box. At the bottom right of the dialog are "Select" and "Cancel" buttons.

Display Name	First Name	Last Name
John King	John	King

### **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').

### **ANU Affiliation**

The value for this field must be 'Functional'.

### **Location**

The Department/College/School of the requester.

### **End Date**

An appropriate value in this field must be provided.