

# OIM – Modify 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.



Sign In

Sign in with your account

User ID

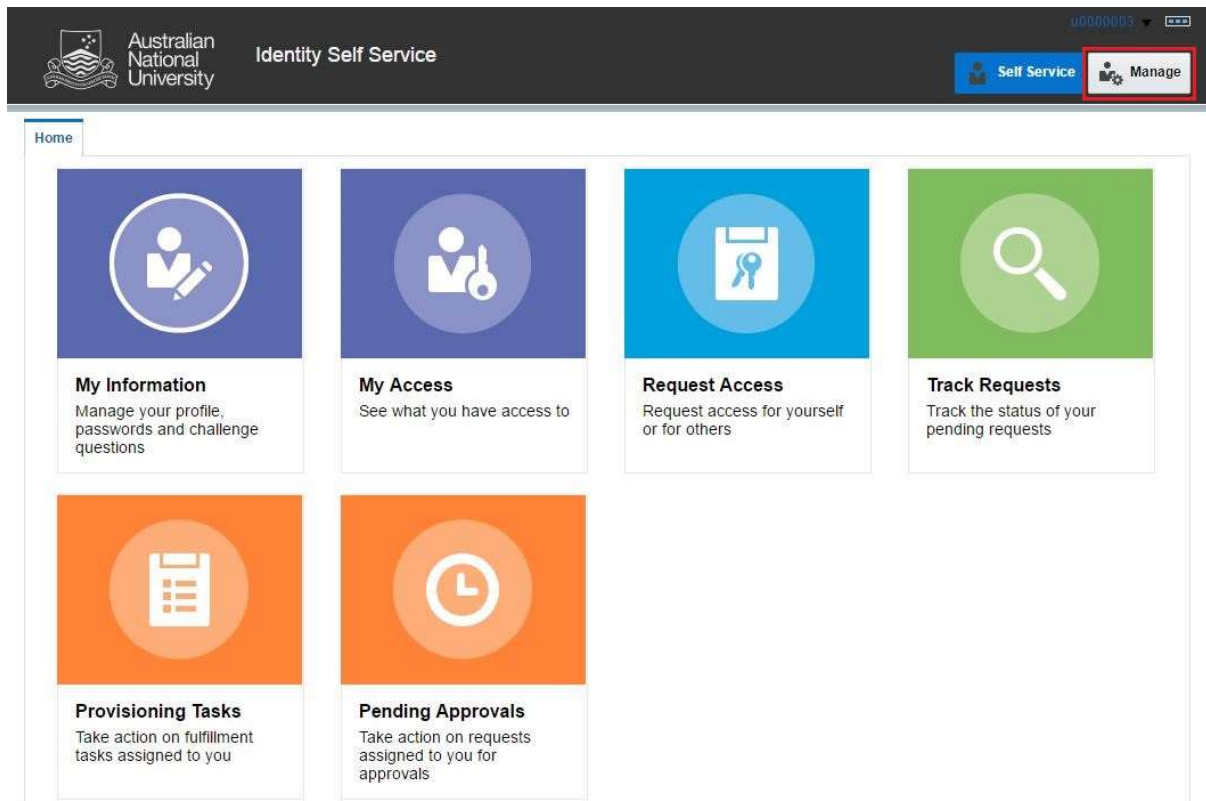
Password

**Sign In**

[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 modify Auxiliary Accounts, the administrator must click on the 'Manage' button on the top right corner.



Australian National University Identity Self Service

00000003

**Self Service** **Manage**

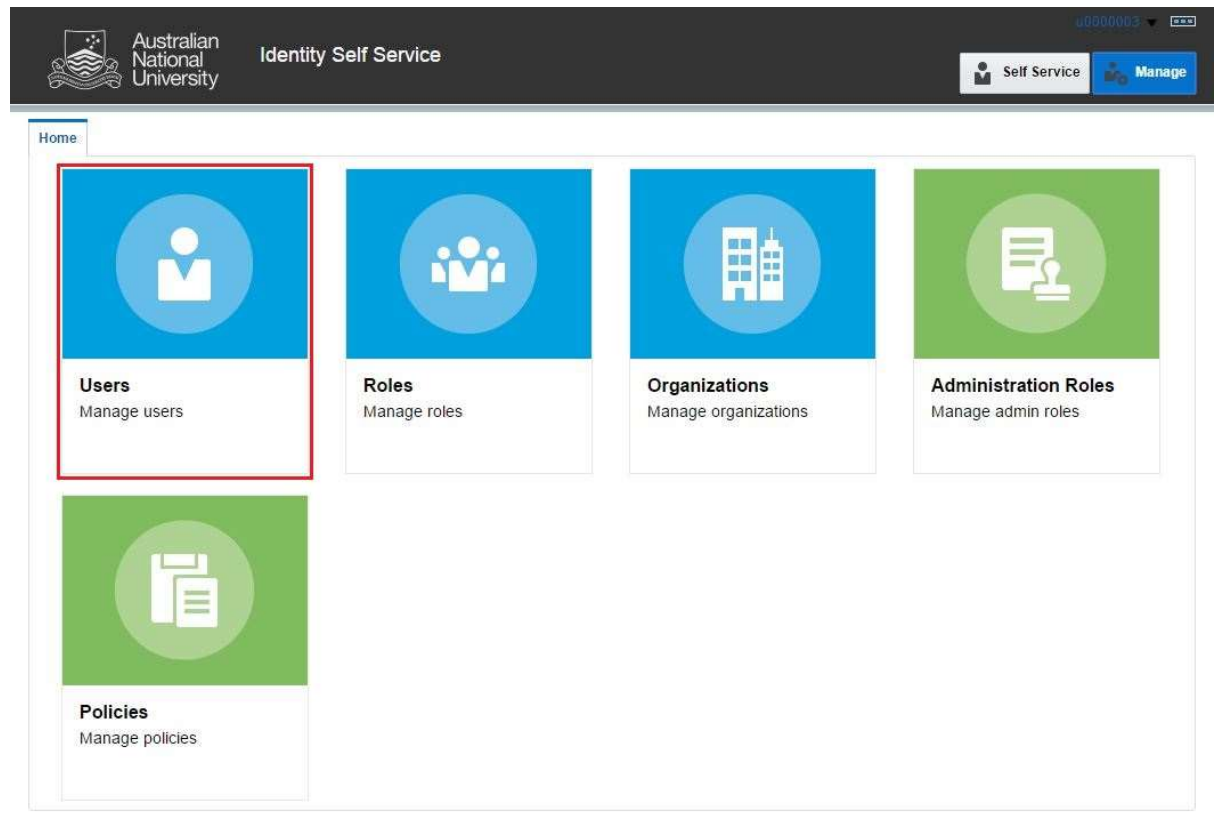
Home

- 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 access and manage user accounts.

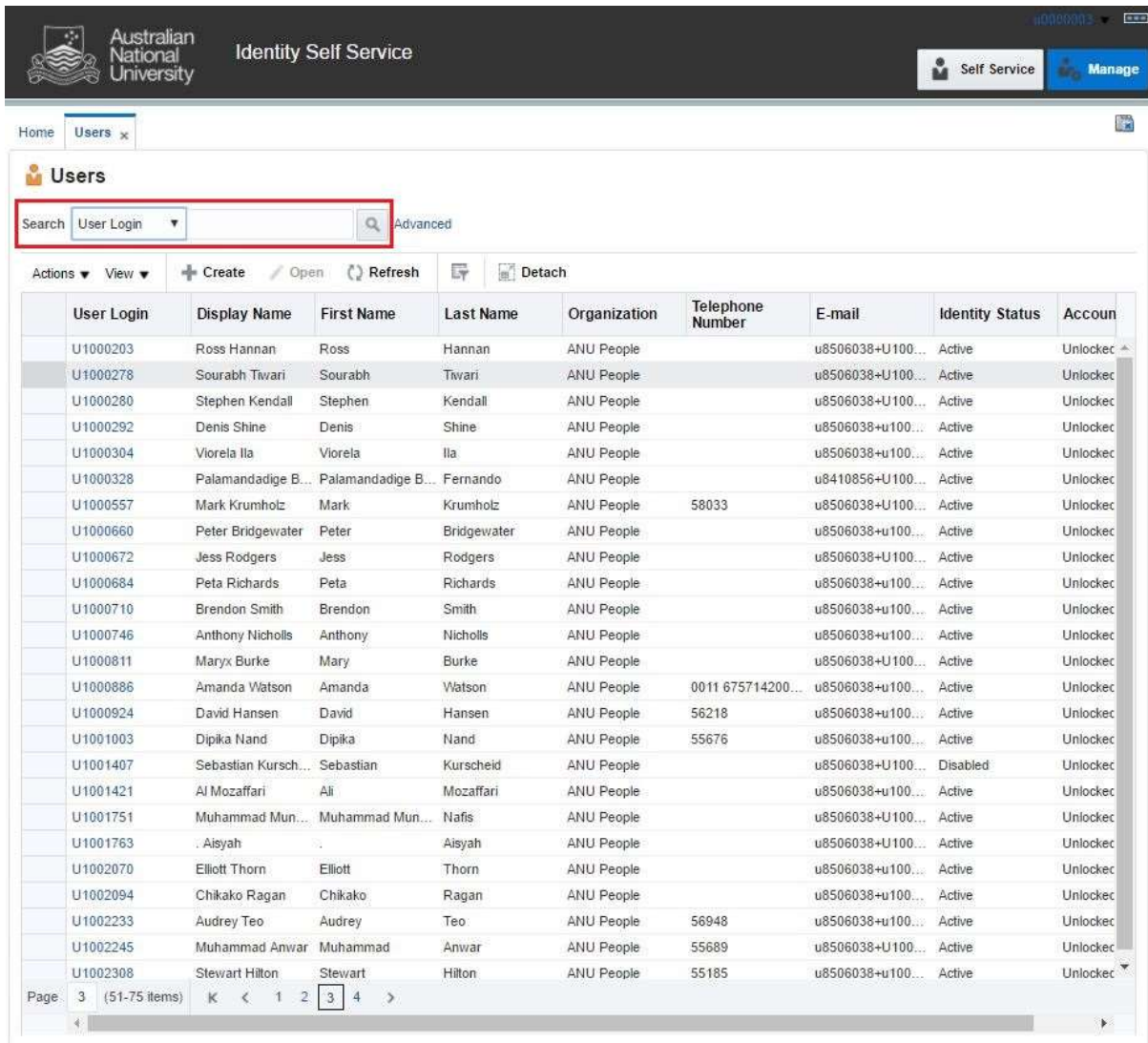


The screenshot shows the 'Identity Self Service' interface. At the top, there is a header with the Australian National University logo, the text 'Identity Self Service', and a user ID '00000003'. Below the header are two buttons: 'Self Service' and 'Manage'. The main content area is titled 'Home' and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

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



**Users**

Search

Actions View Create Open Refresh Detach

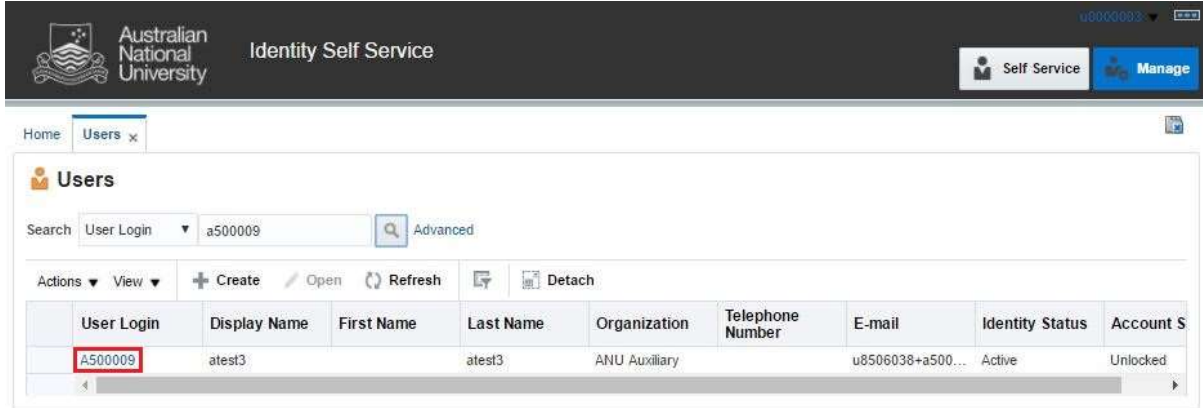
User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account
U1000203	Ross Hannan	Ross	Hannan	ANU People		u8506038+U100...	Active	Unlocked
U1000278	Sourabh Tiwari	Sourabh	Tiwari	ANU People		u8506038+U100...	Active	Unlocked
U1000280	Stephen Kendall	Stephen	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

Page 3 (51-75 items) | 1 2 3 4

**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).

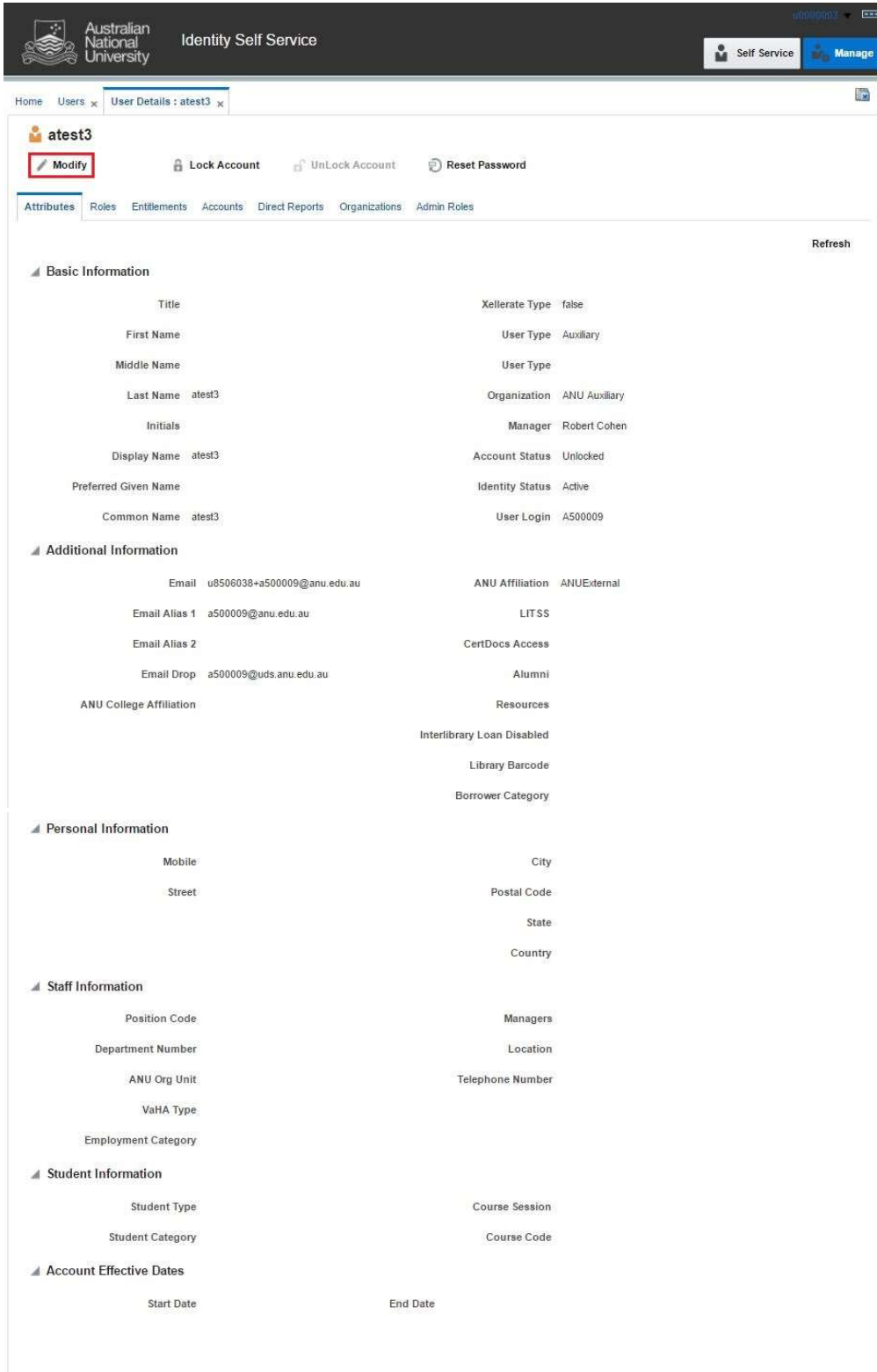


The screenshot shows the 'Identity Self Service' interface. At the top, there is a navigation bar with the ANU logo and 'Identity Self Service' text. On the right, there are buttons for 'Self Service' and 'Manage'. Below the navigation bar, there are tabs for 'Home' and 'Users'. The 'Users' tab is active, and the page title is 'Users'. A search bar is present with 'User Login' selected as the search type and 'a500009' entered. Below the search bar, there are action buttons: 'Create', 'Open', 'Refresh', and 'Detach'. A table of users is displayed with the following columns: '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 the value 'a500009' in the 'User Login' column, which is highlighted with a red box. The other values in the row are 'atest3', 'atest3', 'ANU Auxiliary', and 'u8506038+a500...'.

User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account S
a500009	atest3	atest3	atest3	ANU Auxiliary		u8506038+a500...	Active	Unlocked

## 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.

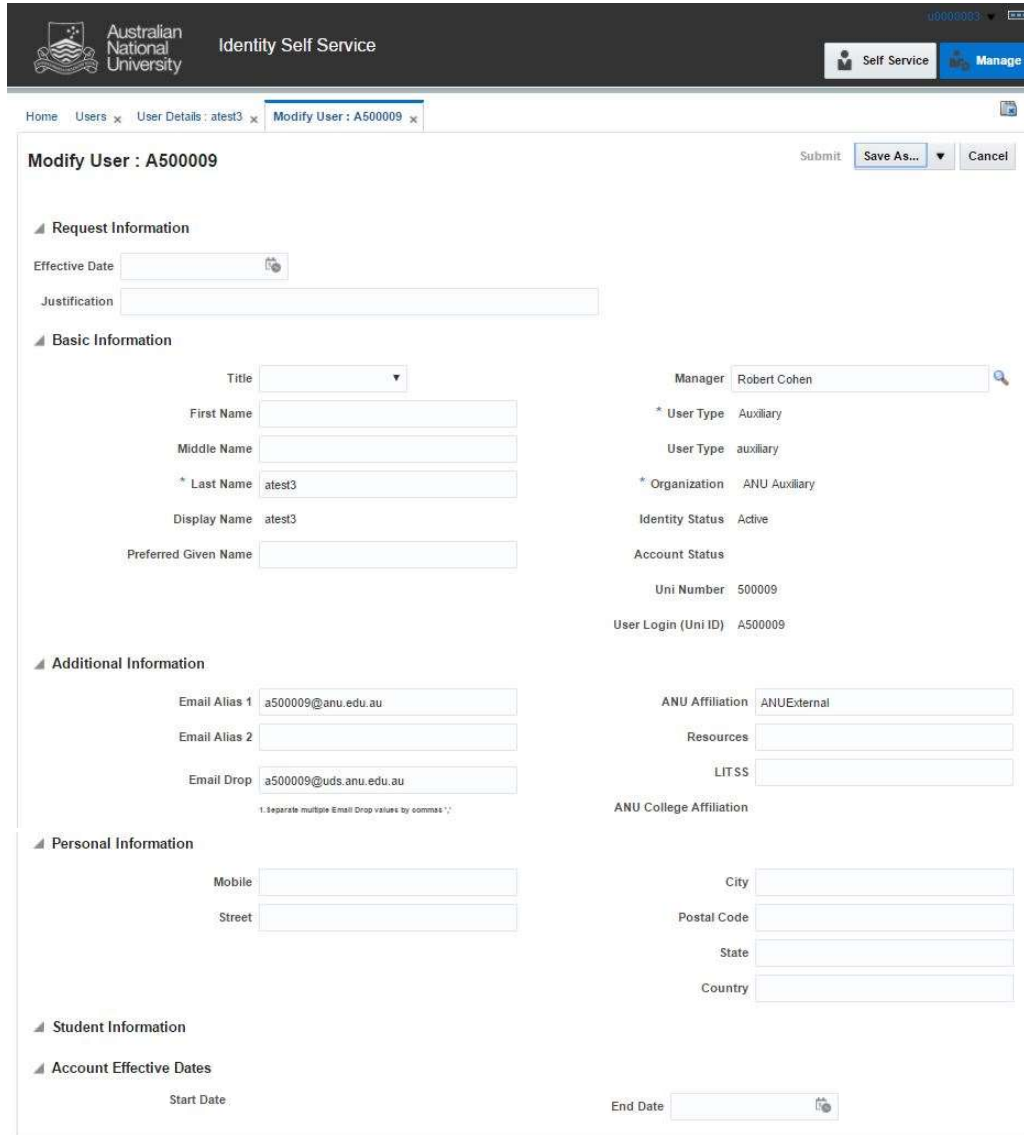


The screenshot shows the 'Identity Self Service' interface for user 'atest3'. The 'Modify' button is highlighted with a red box. The page is organized into several sections:

- Basic Information:**
  - Title
  - First Name
  - Middle Name
  - Last Name: atest3
  - Initials
  - Display Name: atest3
  - Preferred Given Name
  - Common Name: atest3
  - Xellerate Type: false
  - User Type: Auxiliary
  - User Type
  - Organization: ANU Auxiliary
  - Manager: Robert Cohen
  - Account Status: Unlocked
  - Identity Status: Active
  - User Login: A500009
- Additional Information:**
  - Email: u8506038+a500009@anu.edu.au
  - Email Alias 1: a500009@anu.edu.au
  - Email Alias 2
  - Email Drop: a500009@uds.anu.edu.au
  - ANU College Affiliation
  - ANU Affiliation: ANUExternal
  - LITSS
  - CertDocs Access
  - Alumni
  - Resources
  - Interlibrary Loan Disabled
  - Library Barcode
  - Borrower Category
- Personal Information:**
  - Mobile
  - Street
  - City
  - Postal Code
  - State
  - Country
- Staff Information:**
  - Position Code
  - Department Number
  - ANU Org Unit
  - VaHA Type
  - Employment Category
  - Managers
  - Location
  - Telephone Number
- Student Information:**
  - Student Type
  - Student Category
  - Course Session
  - Course Code
- Account Effective Dates:**
  - Start Date
  - End Date

## 5. Modify User Attributes

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



**Modify User : A500009** Submit

**Request Information**

Effective Date

Justification

**Basic Information**

Title

Manager Robert Cohen

\* User Type Auxiliary

User Type auxiliary

\* Organization ANU Auxiliary

Identity Status Active

Account Status

Uni Number 500009

User Login (Uni ID) A500009

First Name

Middle Name

\* Last Name atest3

Display Name atest3

Preferred Given Name

**Additional Information**

Email Alias 1 a500009@anu.edu.au

Email Alias 2

Email Drop a500009@uds.anu.edu.au

1. Separate multiple Email Drop values by commas.

ANU Affiliation ANUEXternal

Resources

LITSS

ANU College Affiliation

**Personal Information**

Mobile

City

Street

Postal Code

State

Country

**Student Information**

**Account Effective Dates**

Start Date

End Date

### **Effective Date**

This attribute can be left blank.

### **Justification**

This should include the ServiceNow job reference number.

### **Title/First Name/Middle Name/Last Name**

Details of the User's name.

### **Preferred Given Name**

A change in this attribute will bring a change in the display name of the account.

### **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 text input field containing "ur" and a search button. Below the search bar, the "Results" section is visible, featuring a "View" dropdown and a table. The table has three columns: "Display Name", "First Name", and "Last Name". A single row is displayed in the table, with the "Display Name" cell highlighted by a red box. At the bottom right of the dialog, there are "Select" and "Cancel" buttons.

### **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.

### **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
  - gnosdw
  - dld
  - dspace
  - esb
  - esbatch
  - groundwater
  - itsecurity

- itunesu
- libraryvdx
- moodlestream
- puppet-user
- rims
- software
- squiz
- webtrans
- ws

### **LITSS**

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

### **Personal Information**

These fields will be used to input user's mobile number and physical address.

### **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.

### **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.