OIM – Modify Auxiliary Accounts

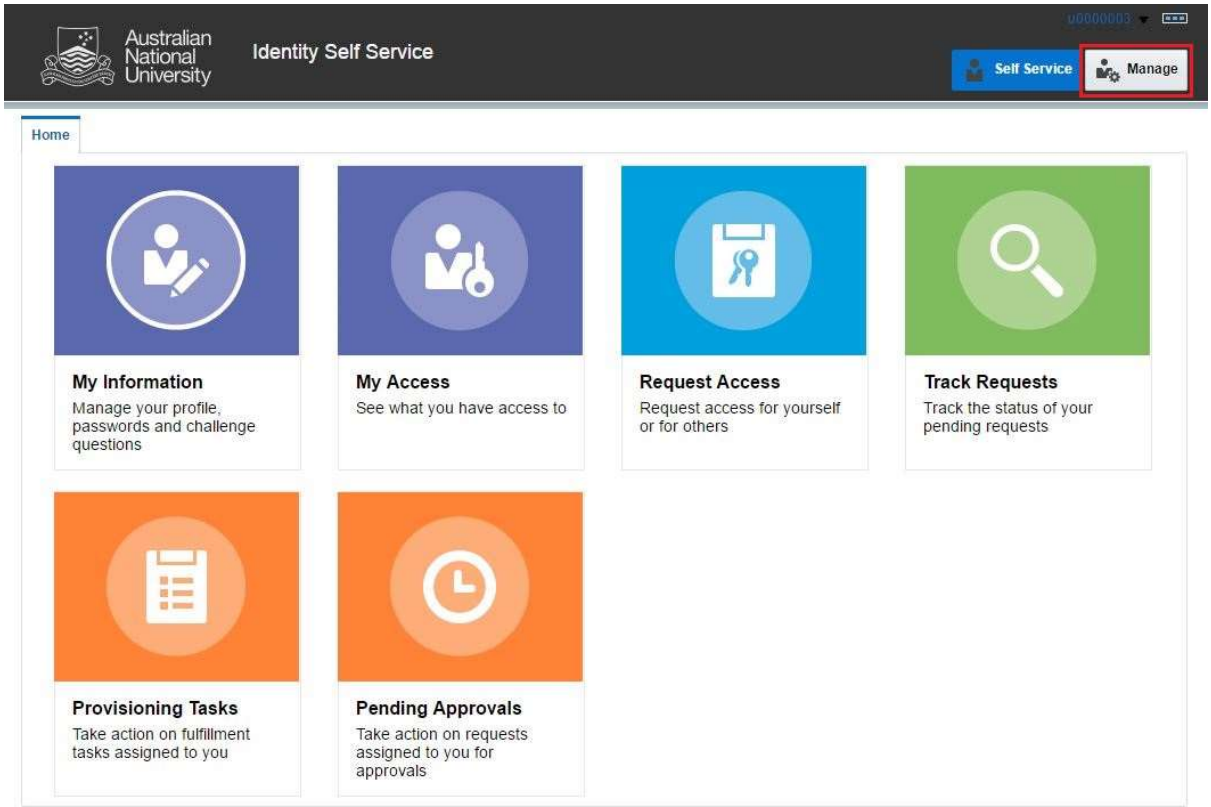
Oracle's Identity Manager (OIM) is the single source of truth for the identity of staff, students, alumni and other users of University system resources.

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.

Homepage

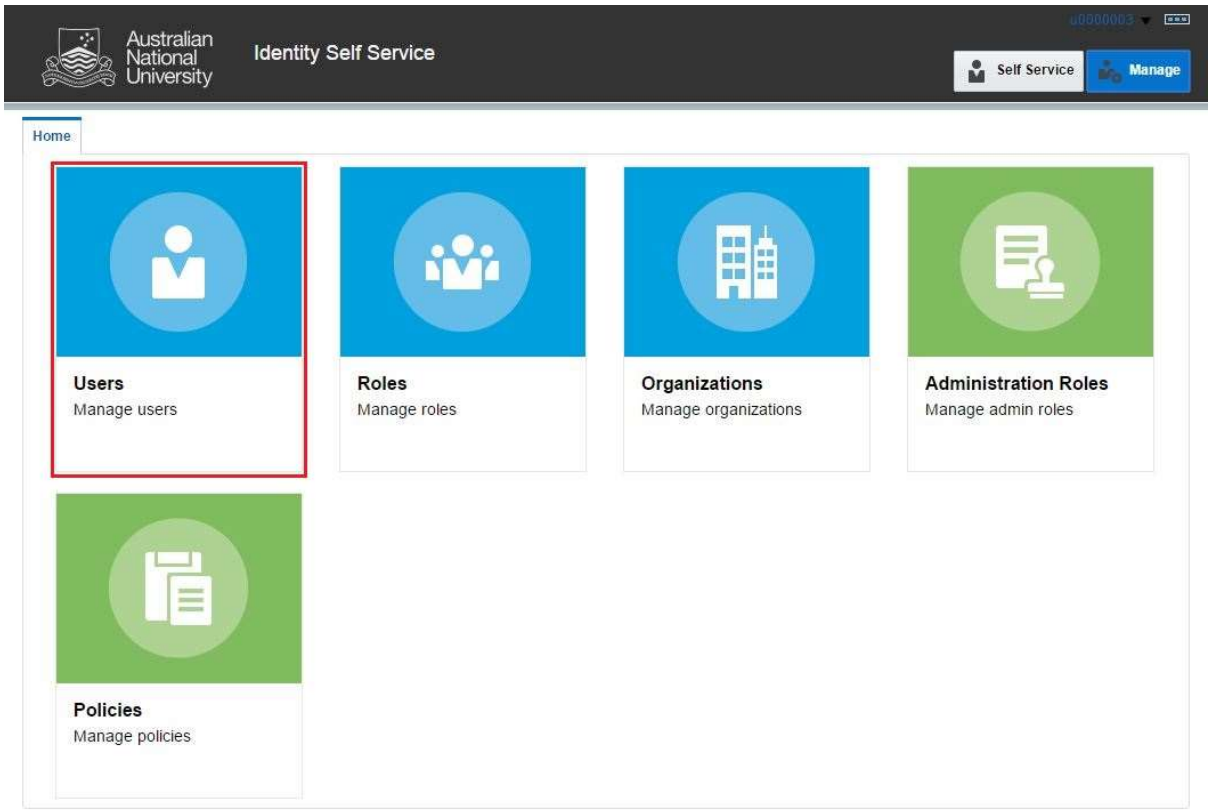
Upon successful login, the following homepage will be displayed which provides the user with a number of self-service functions. In order to modify Auxiliary Accounts, the administrator must click on the 'Manage' button on the top right corner.



This will then launch the 'Manage' Screen.

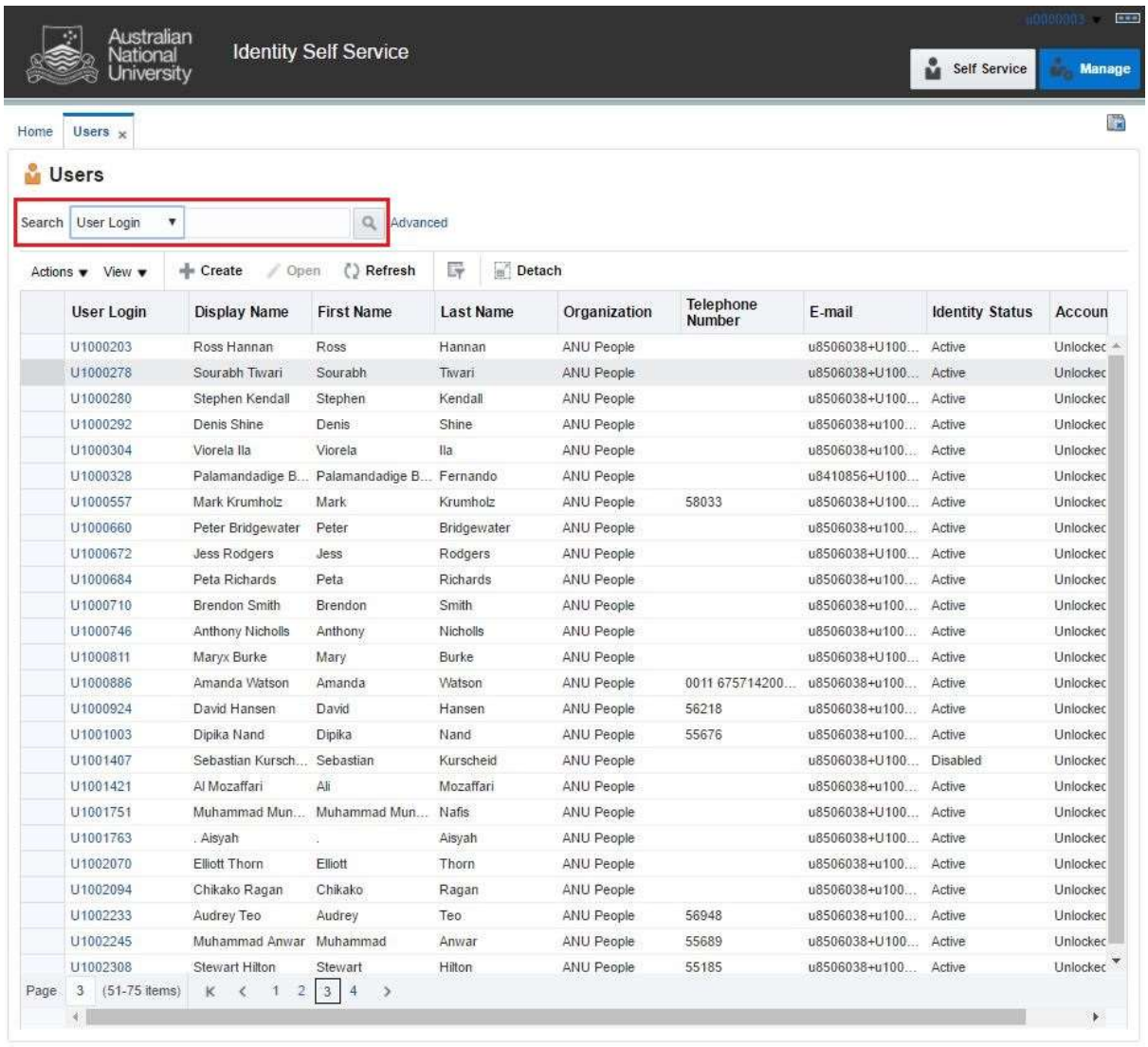
1. Manage Screen

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



2. Manage Users

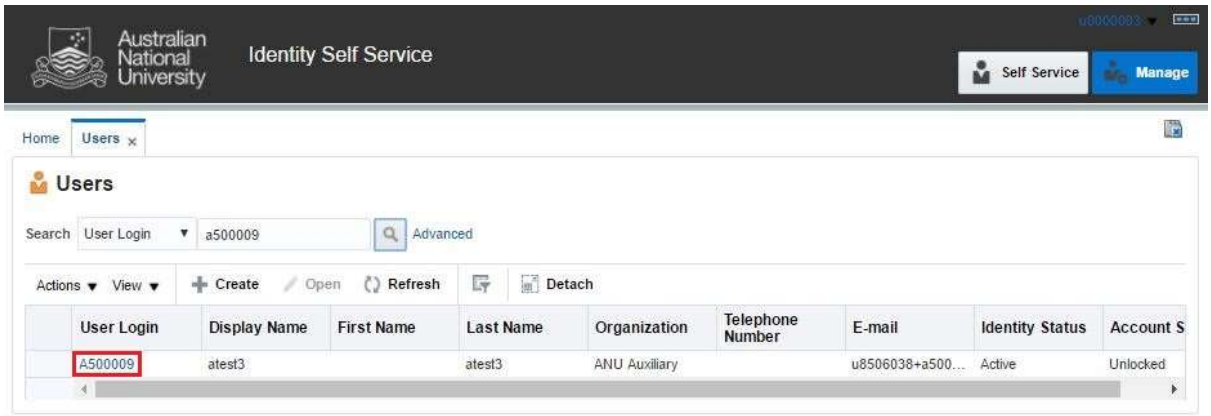
This screen allows administrators to search and modify a user. The target user can be identified by the search function using their Uni ID.



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.

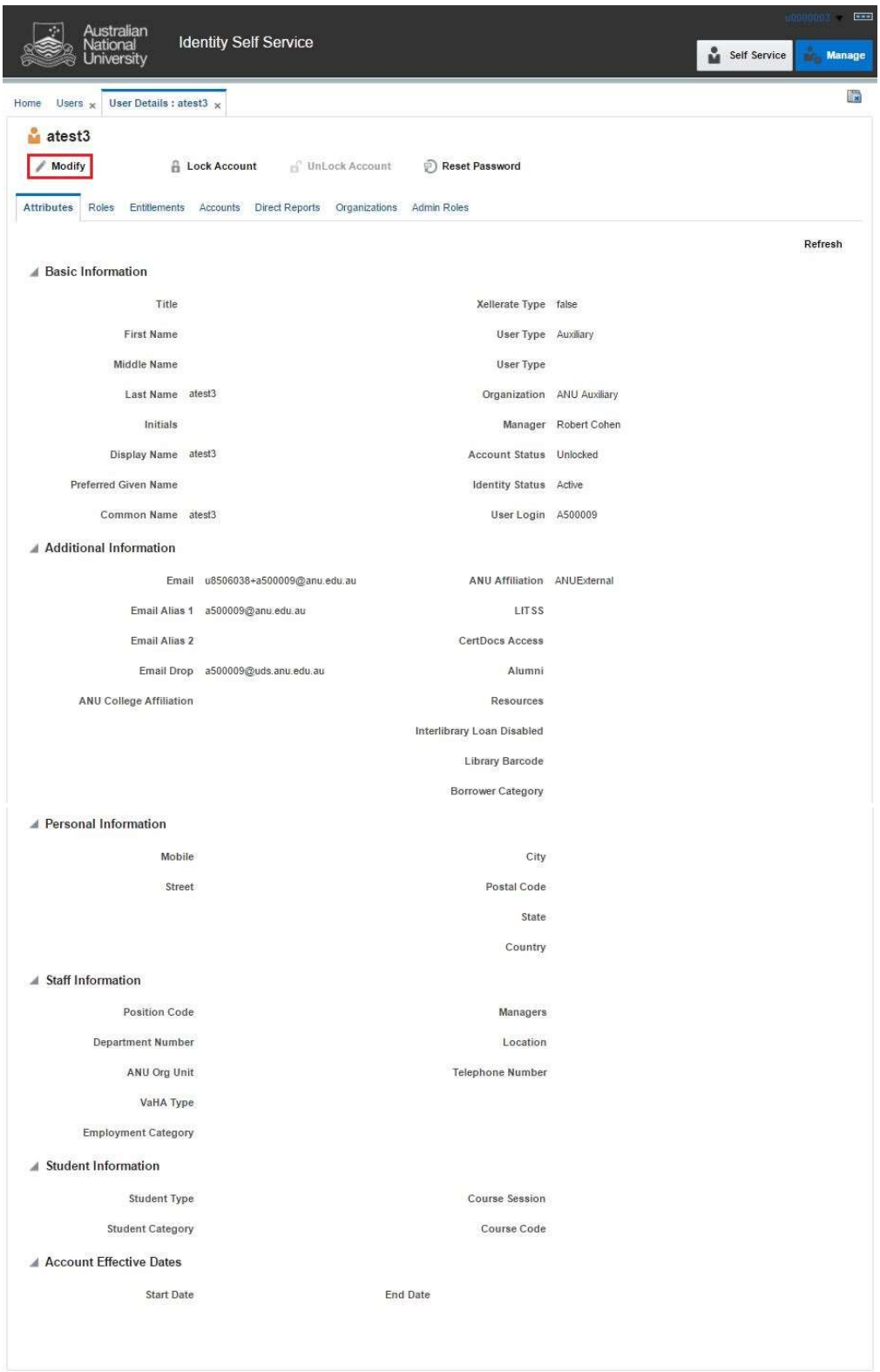
3. Search User

Once the account is found, click on the 'User Login' attribute (as highlighted below).



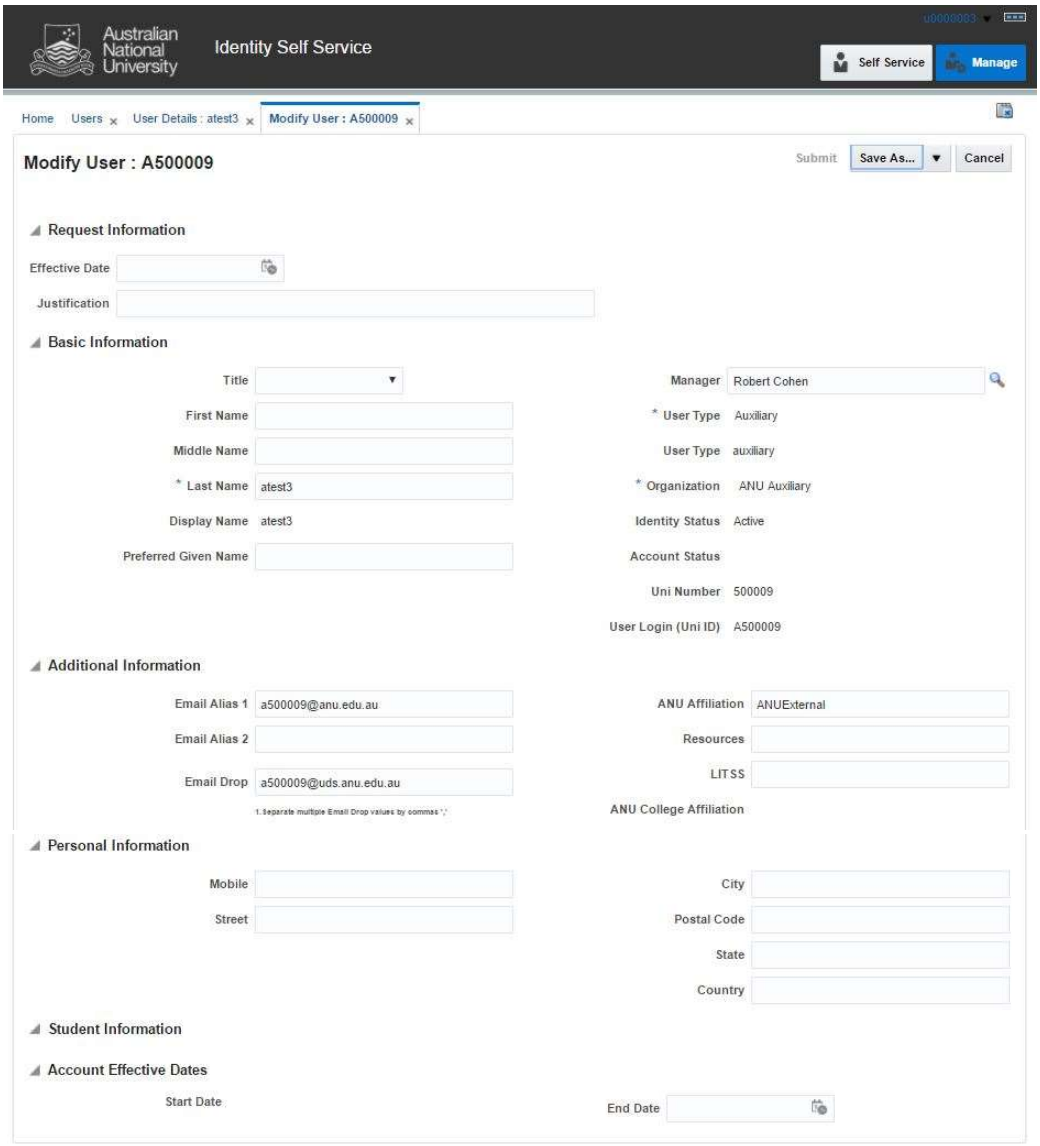
4. User Attributes

This displays all the attributes of the target user. Click on 'Modify' (as highlighted below) to edit values of the permissible fields.



5. Modify User Attributes

Modify the required attributes and click on ‘Save As’ and click ‘Submit’.



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:

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.