

OIM – Modify 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>.

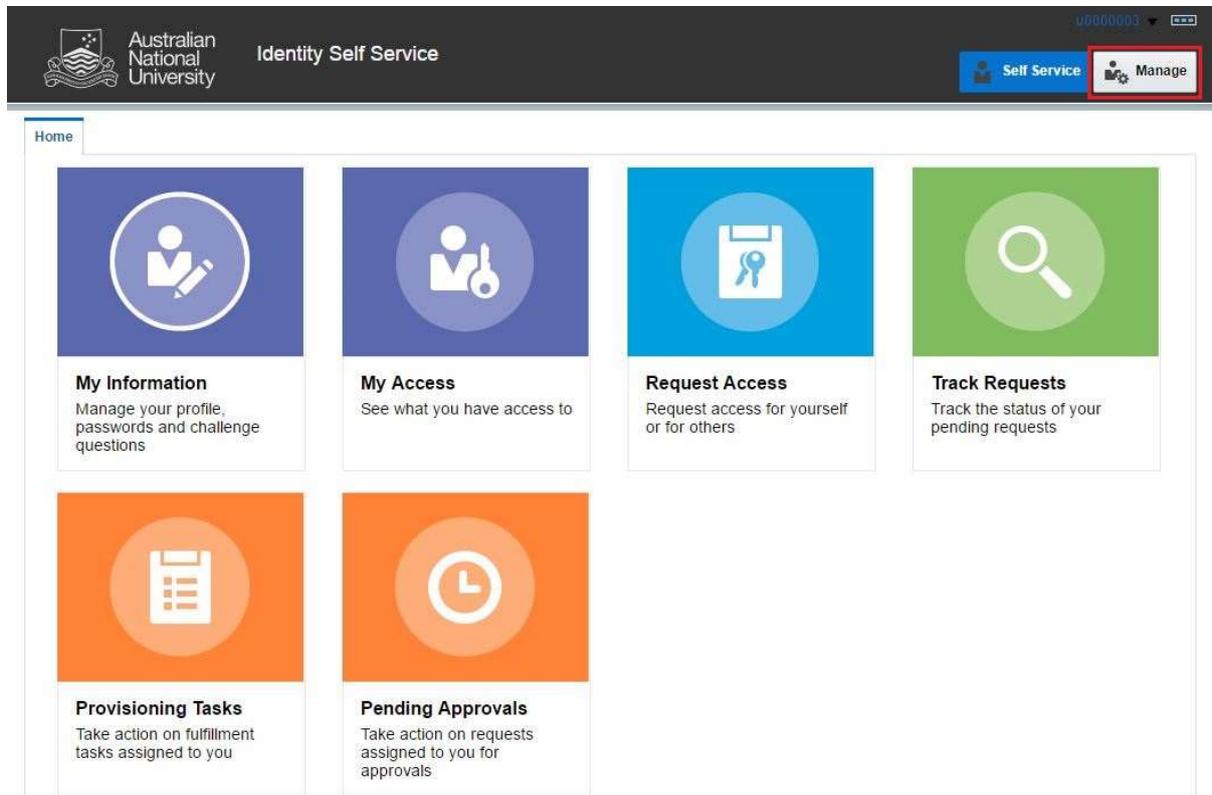
The user must provide their 'User ID' and 'Password', and click on 'Sign In' to log into the system.



The screenshot shows the 'Sign In' page. It features a header 'Sign In' and a sub-header 'Sign in with your account'. Below this are two input fields: 'User ID' and 'Password'. A 'Sign In' button is highlighted with a red box. Below the button is a link for '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 Functional Accounts, the administrator must click on the 'Manage' button on the top right corner.

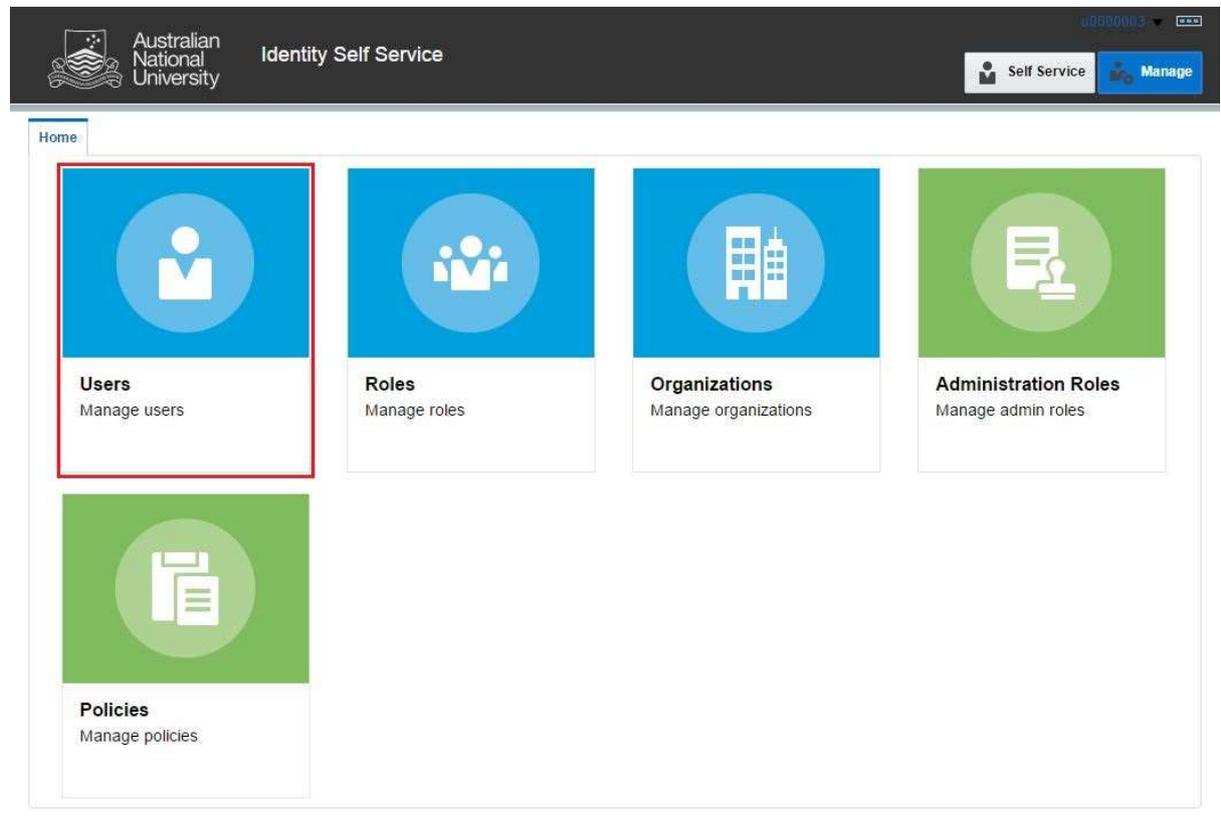


The screenshot shows the 'Identity Self Service' homepage. The header includes the Australian National University logo, the text 'Identity Self Service', and a user ID '00000003'. There are two buttons: 'Self Service' and 'Manage', with the 'Manage' button highlighted by a red box. The main content area is titled 'Home' and contains six 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), and '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.

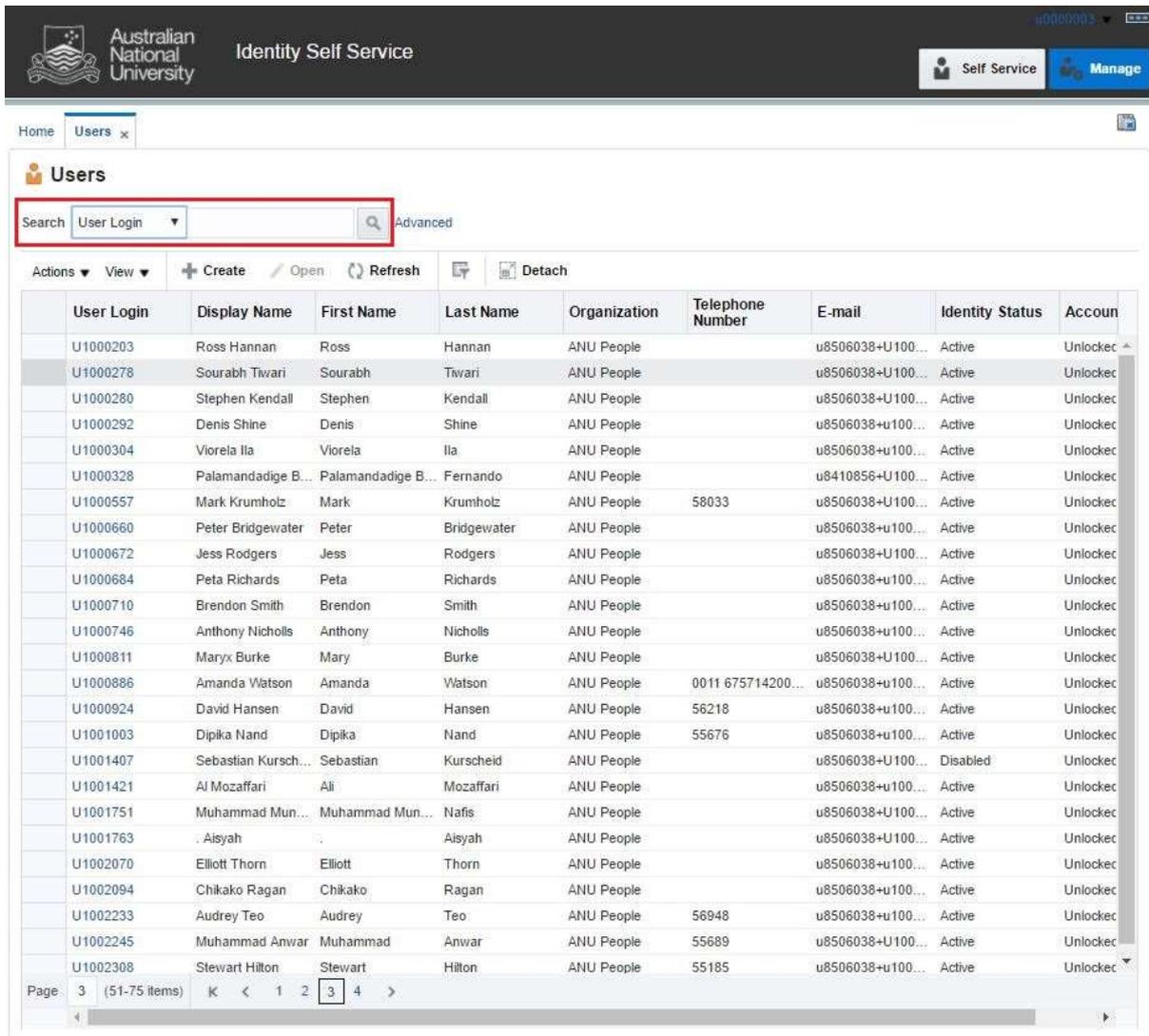


The screenshot shows the 'Identity Self Service' interface. At the top, there is a header with the Australian National University logo, the text 'Identity Self Service', and a user ID '00000003'. Below the header are two buttons: 'Self Service' and 'Manage'. The main content area is titled 'Home' and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



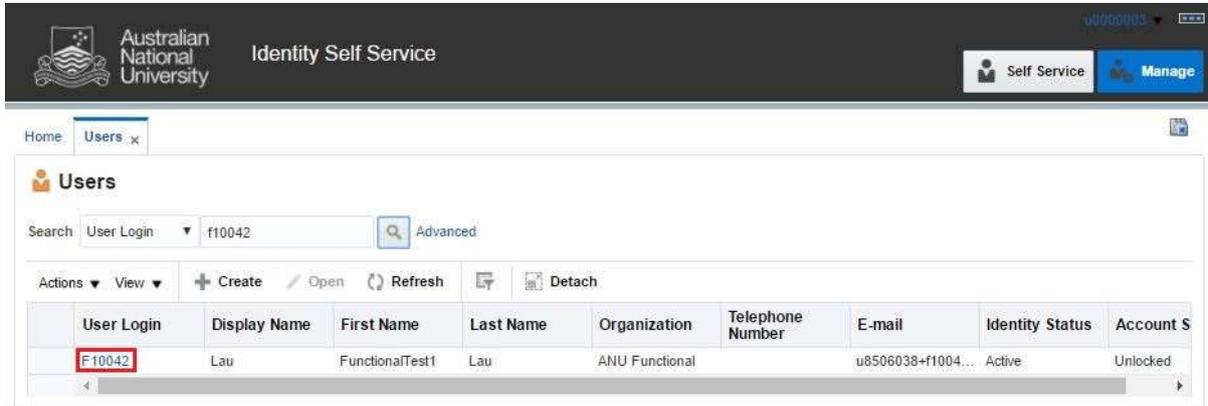
The screenshot displays the 'Identity Self Service' interface for managing users. At the top, there is a search bar with a dropdown menu set to 'User Login'. Below the search bar, there are action buttons: 'Create', 'Open', 'Refresh', and 'Detach'. The main content is a table listing users with the following columns: User Login, Display Name, First Name, Last Name, Organization, Telephone Number, E-mail, Identity Status, and Account. The table contains 25 rows of user data. At the bottom, there is a pagination bar 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 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

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).

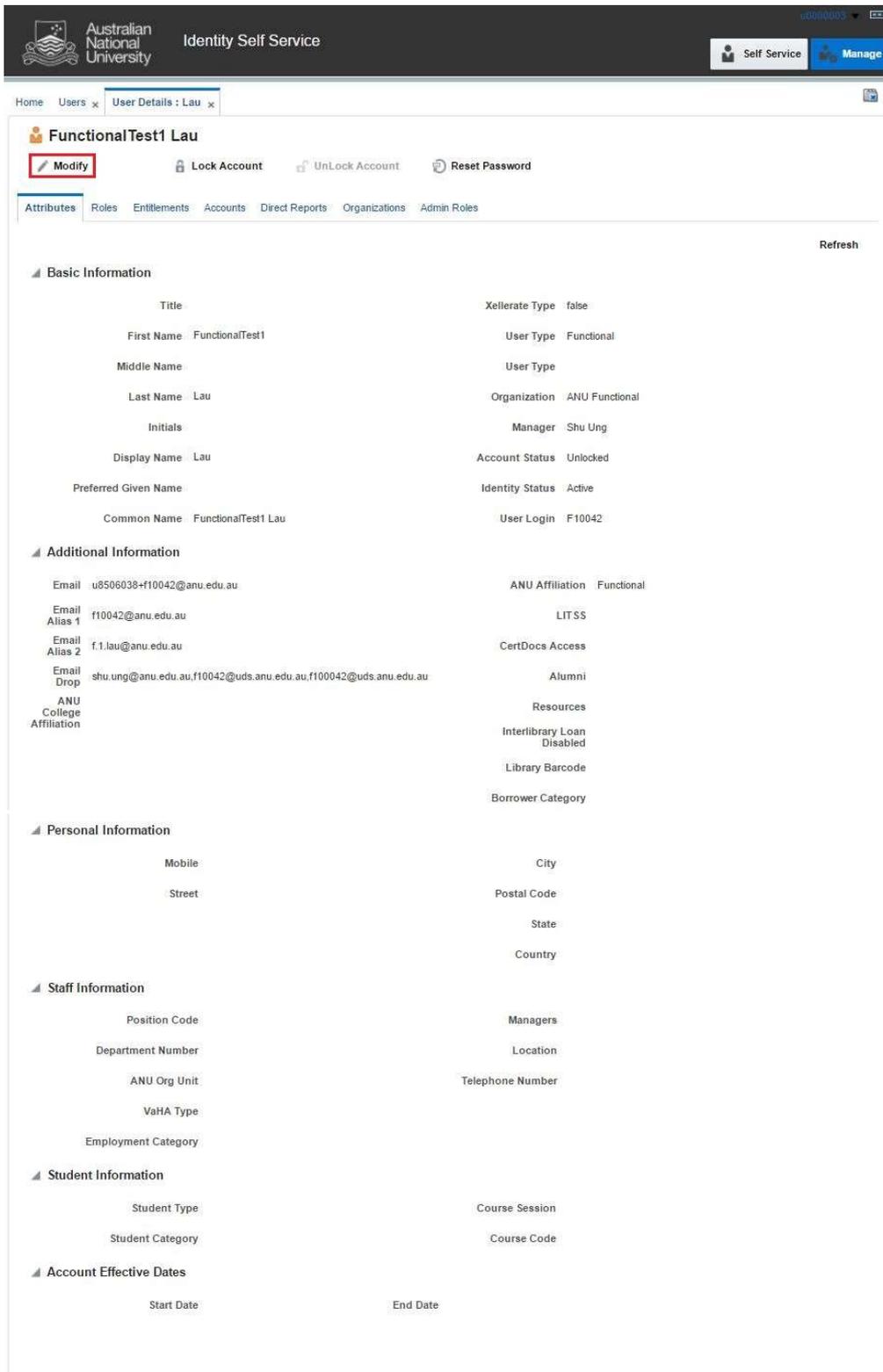


The screenshot shows the 'Identity Self Service' interface. The 'Users' section is active, displaying a search for 'f10042' under the 'User Login' attribute. The search results are shown in a table with the following data:

User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account S
F10042	Lau	FunctionalTest1	Lau	ANU Functional		u8506038+f1004...	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.

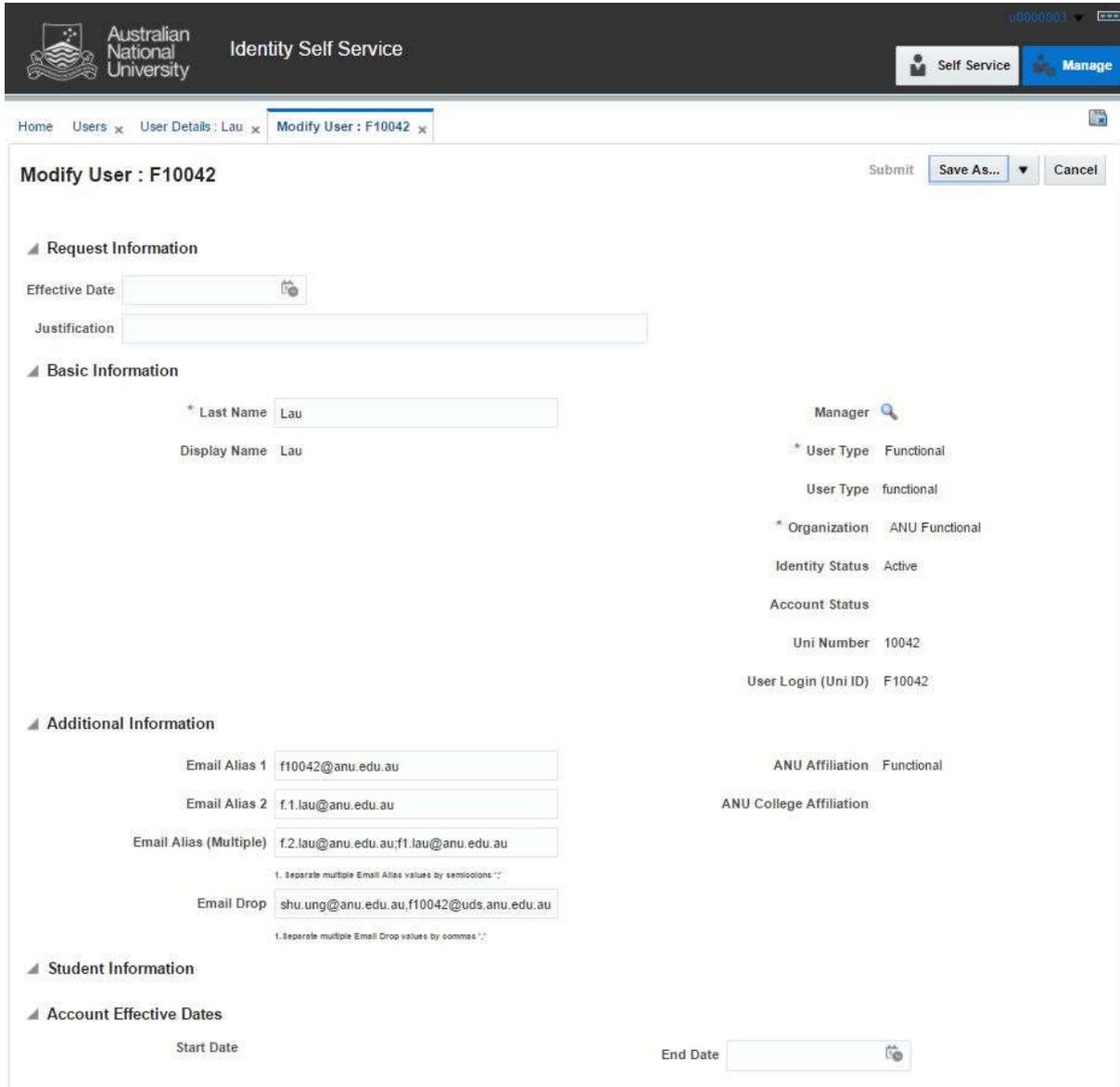


The screenshot shows the 'Identity Self Service' interface for user 'FunctionalTest1 Lau'. The 'Modify' button is highlighted with a red box. The page is divided into several sections for user attributes:

- Basic Information:** Title, Xellerate Type (false), First Name (FunctionalTest1), User Type (Functional), Middle Name, User Type, Last Name (Lau), Organization (ANU Functional), Initials, Manager (Shu Ung), Display Name (Lau), Account Status (Unlocked), Preferred Given Name, Identity Status (Active), Common Name (FunctionalTest1 Lau), User Login (F10042).
- Additional Information:** Email (u8506038-f10042@anu.edu.au), ANU Affiliation (Functional), Email Alias 1 (f10042@anu.edu.au), LITSS, Email Alias 2 (f.1.lau@anu.edu.au), CertDocs Access, Email Drop (shu.ung@anu.edu.au, f10042@uds.anu.edu.au, f100042@uds.anu.edu.au), Alumni, ANU College Affiliation, Resources, Interlibrary Loan (Disabled), Library Barcode, Borrower Category.
- Personal Information:** Mobile, City, Street, Postal Code, State, Country.
- Staff Information:** Position Code, Managers, Department Number, Location, ANU Org Unit, Telephone Number, VaHA Type, Employment Category.
- Student Information:** Student Type, Course Session, Student Category, 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'.



The screenshot shows the 'Modify User : F10042' interface. At the top, there are navigation tabs for 'Home', 'Users', 'User Details: Lau', and 'Modify User : F10042'. The main form area is titled 'Modify User : F10042' and includes buttons for 'Submit', 'Save As...', and 'Cancel'. The form is organized into several sections:

- Request Information:** Contains 'Effective Date' and 'Justification' fields.
- Basic Information:** Contains 'Last Name' (with a red asterisk), 'Display Name', 'Manager', 'User Type' (with a red asterisk), 'Organization', 'Identity Status', 'Account Status', 'Uni Number', and 'User Login (Uni ID)'.
- Additional Information:** Contains 'Email Alias 1', 'Email Alias 2', 'Email Alias (Multiple)', and 'Email Drop' fields, each with a small note below it: '1. Separate multiple Email Alias values by semicolons ;' and '1. Separate multiple Email Drop values by commas ,'.
- Student Information:** This section is currently collapsed.
- Account Effective Dates:** Contains 'Start Date' and 'End Date' fields.

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.

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').

End Date

An appropriate value in this field must be provided.

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.