

# OIM – Modify Uni 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

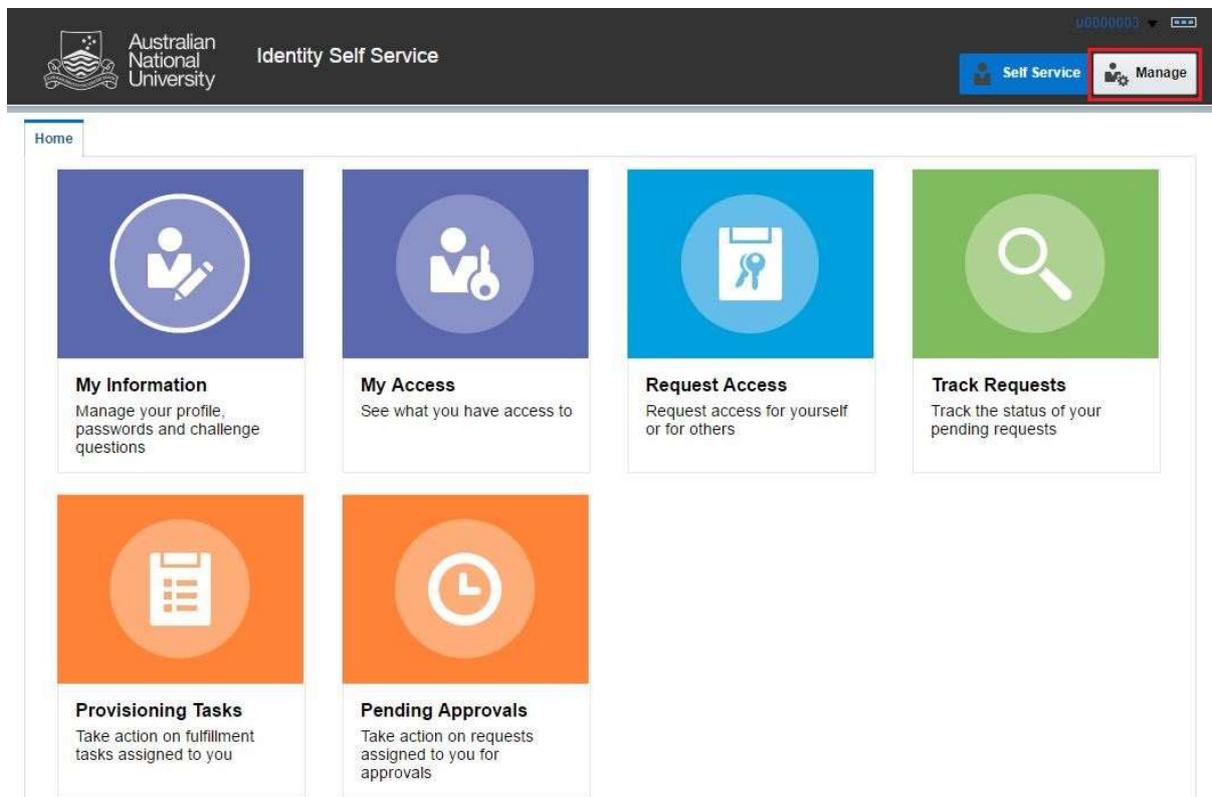
Password

**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 Uni Accounts, the administrator must click on the 'Manage' button on the top right corner.



Australian National University Identity Self Service

00000000

**Self Service** **Manage**

Home

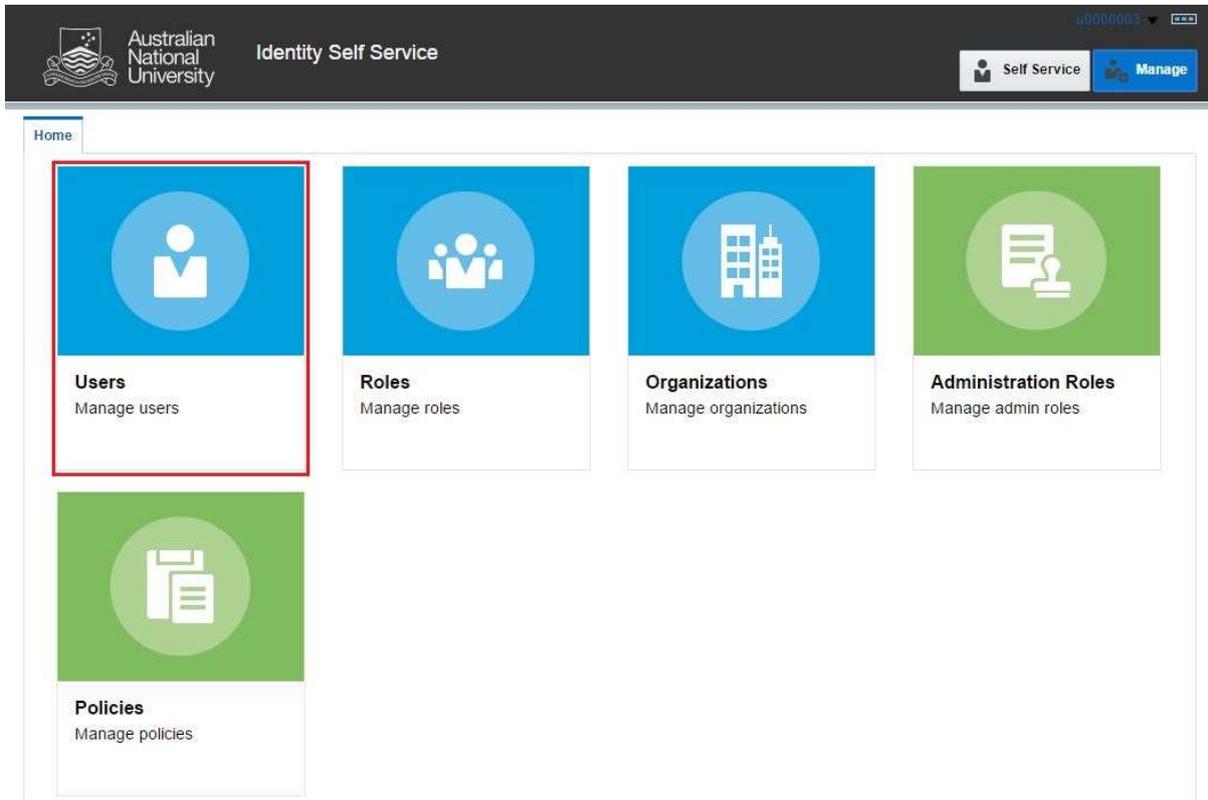
- My Information**  
Manage your profile, passwords and challenge questions
- My Access**  
See what you have access to
- Request Access**  
Request access for yourself or for others
- Track Requests**  
Track the status of your pending requests
- Provisioning Tasks**  
Take action on fulfillment tasks assigned to you
- Pending Approvals**  
Take action on requests assigned to you for approvals

This will then launch the 'Manage' Screen.

# 1. Manage Screen

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

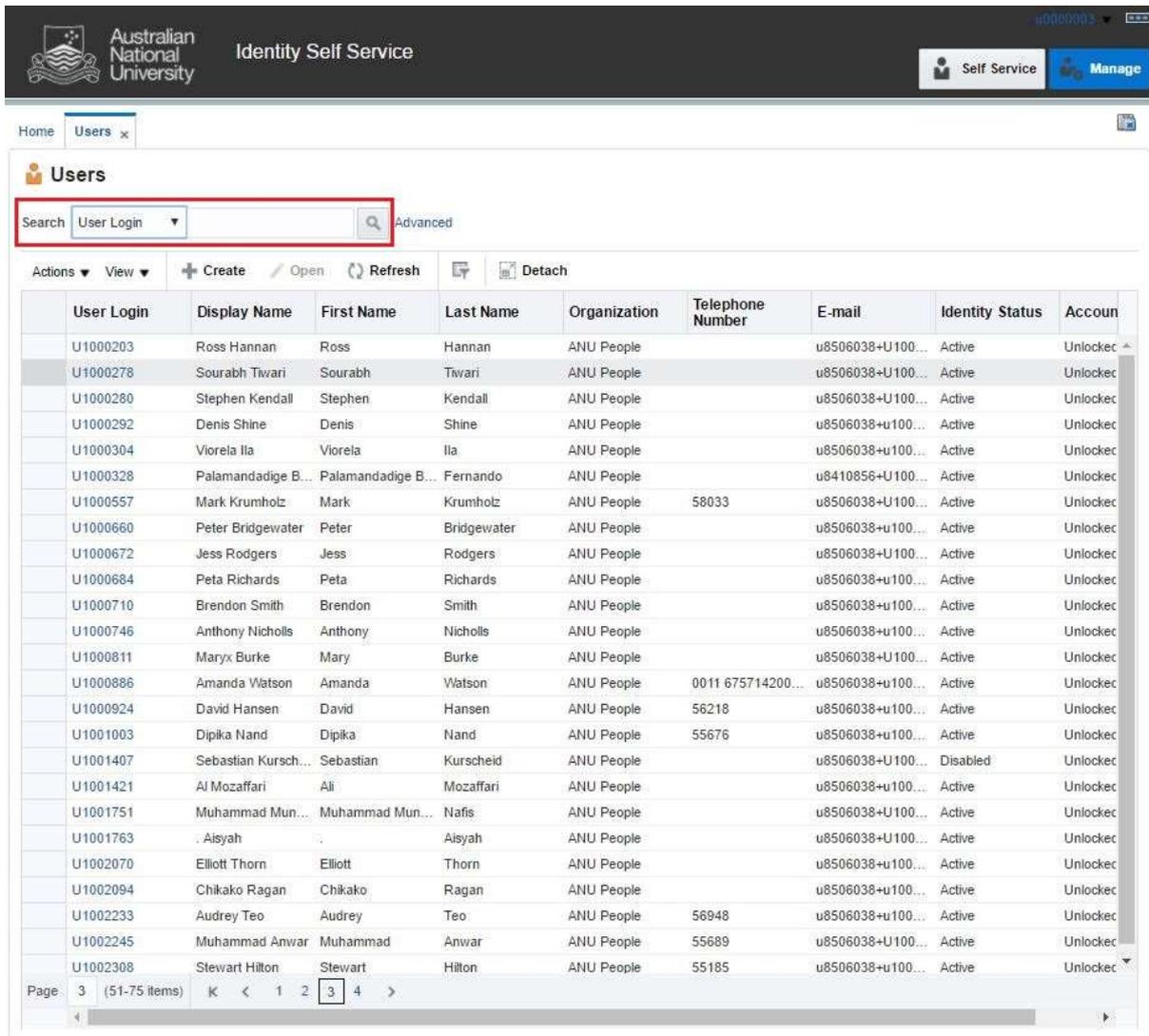


The screenshot shows the 'Identity Self Service' interface. At the top, there is a header with the Australian National University logo, the text 'Identity Self Service', and a user ID '00000003'. Below the header are two buttons: 'Self Service' and 'Manage'. The main content area is titled 'Home' and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

- Users** (Manage users) - This tile is highlighted with a red border.
- 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.



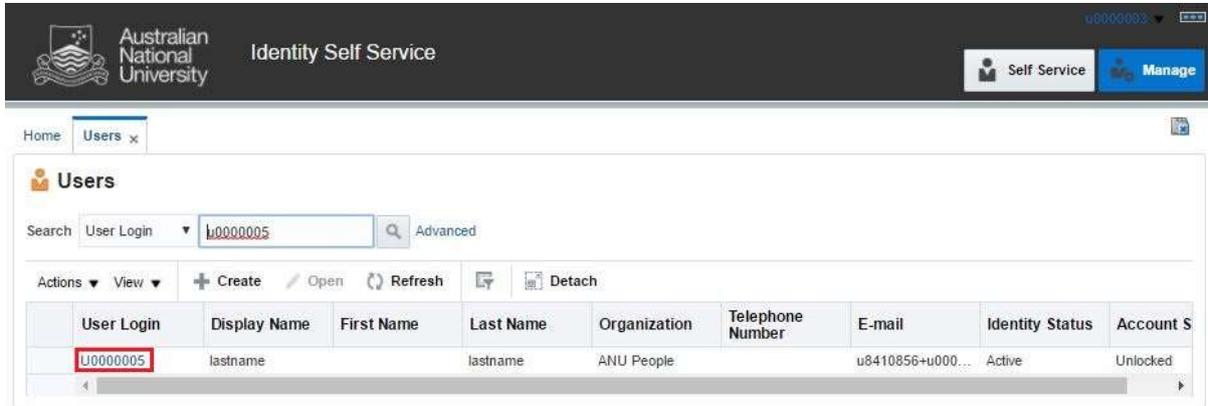
The screenshot displays the 'Identity Self Service' interface for managing users. At the top, there is a search bar with a dropdown menu set to 'User Login'. Below the search bar, there are several action buttons: 'Create', 'Open', 'Refresh', and 'Detach'. The main content is a table listing users with 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).

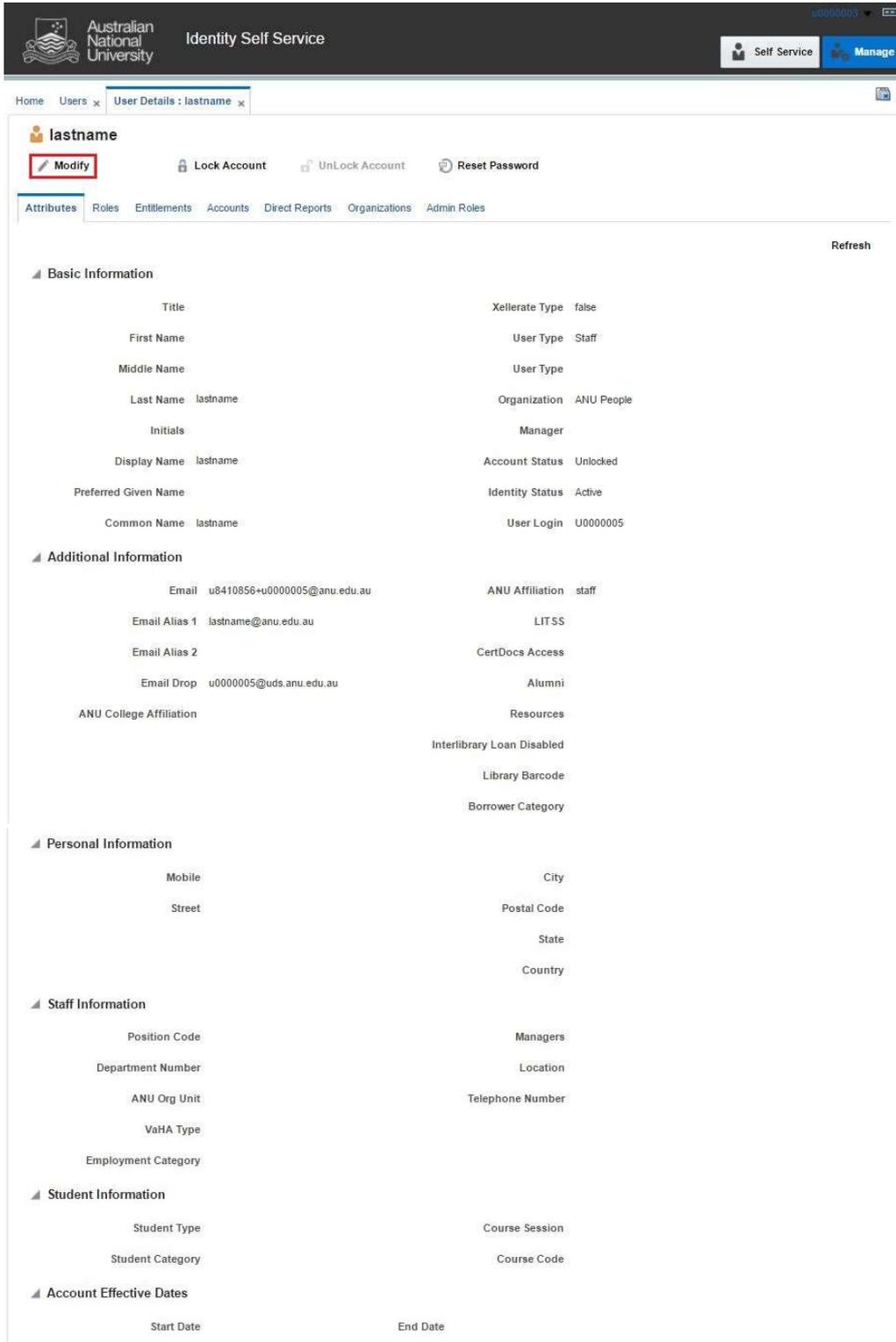


The screenshot shows the 'Identity Self Service' interface. At the top, there is a navigation bar with the Australian National University logo, the text 'Identity Self Service', and buttons for 'Self Service' and 'Manage'. Below this, there are tabs for 'Home' and 'Users'. The 'Users' tab is active, and the page title is 'Users'. A search bar is present with a dropdown menu set to 'User Login' and a search input field containing 'u0000005'. Below the search bar, there are action buttons: 'Create', 'Open', 'Refresh', and 'Detach'. A table displays the search results 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 data has 'u0000005' in the 'User Login' column, which is highlighted with a red box. The other columns in this row contain 'lastname', 'lastname', 'ANU People', 'u8410856+u000...', 'Active', and 'Unlocked'.

User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account S
u0000005	lastname		lastname	ANU People		u8410856+u000...	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 a user named 'lastname'. The page includes a navigation bar with 'Self Service' and 'Manage' buttons. Below the navigation, there are tabs for 'Attributes', 'Roles', 'Entitlements', 'Accounts', 'Direct Reports', 'Organizations', and 'Admin Roles'. The 'Attributes' tab is active, displaying a list of user attributes organized into sections: Basic Information, Additional Information, Personal Information, Staff Information, Student Information, and Account Effective Dates. A 'Modify' button is highlighted with a red box.

Basic Information	
Title	Xellerate Type false
First Name	User Type Staff
Middle Name	User Type
Last Name lastname	Organization ANU People
Initials	Manager
Display Name lastname	Account Status Unlocked
Preferred Given Name	Identity Status Active
Common Name lastname	User Login U0000005

Additional Information	
Email u8410856+u0000005@anu.edu.au	ANU Affiliation staff
Email Alias 1 lastname@anu.edu.au	LITSS
Email Alias 2	CertDocs Access
Email Drop u0000005@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'.



**Modify User : U0000005**

Submit Save As... Cancel

**Request Information**

Effective Date

Justification

**Basic Information**

Title  Manager

First Name  \* User Type Staff

Middle Name  User Type staff

\* Last Name lastname  \* Organization ANU People

Initials  Identity Status Active

Display Name lastname  Account Status

Preferred Given Name  Uni Number 0000005

User Login (Uni ID) U0000005

**Additional Information**

Email Alias 1 lastname@anu.edu.au  ANU Affiliation staff

Email Alias 2  Resources

Alumni Email Alias  LITSS

Email Drop u0000005@uds.anu.edu.au  CertDocs Access

1. Separate multiple Email Drop values by commas.

Card Serial Number  Alumni

ANU College Affiliation

Interlibrary Loan Disabled

Library Barcode

Borrower Category

**Personal Information**

Mobile  City

Street  Postal Code

State

Country

**Student Information**

Student Type  Course Session

Student Category  Course Code

**Account Effective Dates**

Start Date  End Date

### Effective Date

This attribute can be left blank.

### Justification

This should include the ServiceNow job reference number.

### **Preferred Given Name**

If the user has not specified a value for this attribute, the system will use the value in 'First Name'.

### **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'.

### **Alumni Email Alias**

Email alias for Alumni. It must be in the format 'firstname.lastname@alumni.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').

### **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

### **Note:**

- After modifying the user attributes, close the 'Modify User' and 'User Details' tabs, and go to 'Users' tab to view the updated fields in the system.