

OIM – Create 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>.

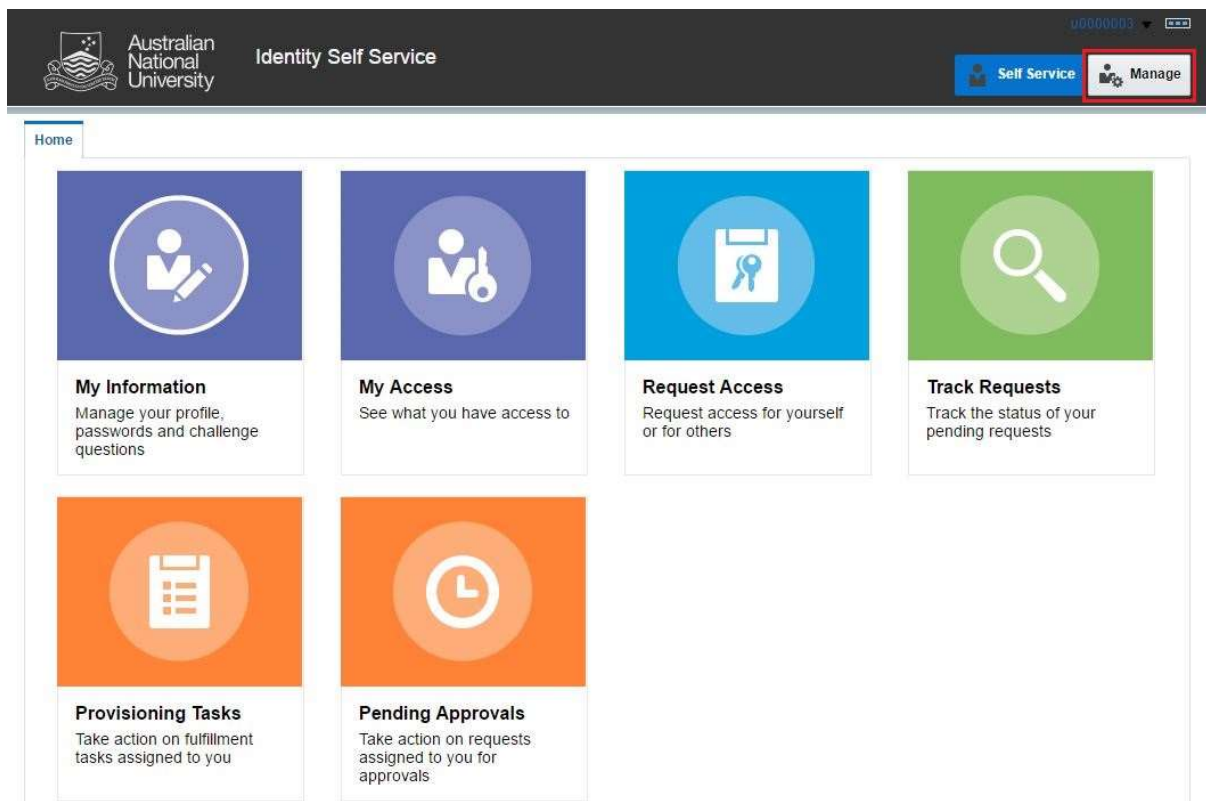
The user must provide their 'User ID' and 'Password', and click on 'Sign In' to log into the system.



The screenshot shows the 'Sign In' page of the Oracle Identity Manager system. It features a 'Sign in with your account' heading, followed by 'User ID' and 'Password' input fields. A 'Sign In' button is highlighted with a red box, and a 'Forgot Password?' link is located below it.

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

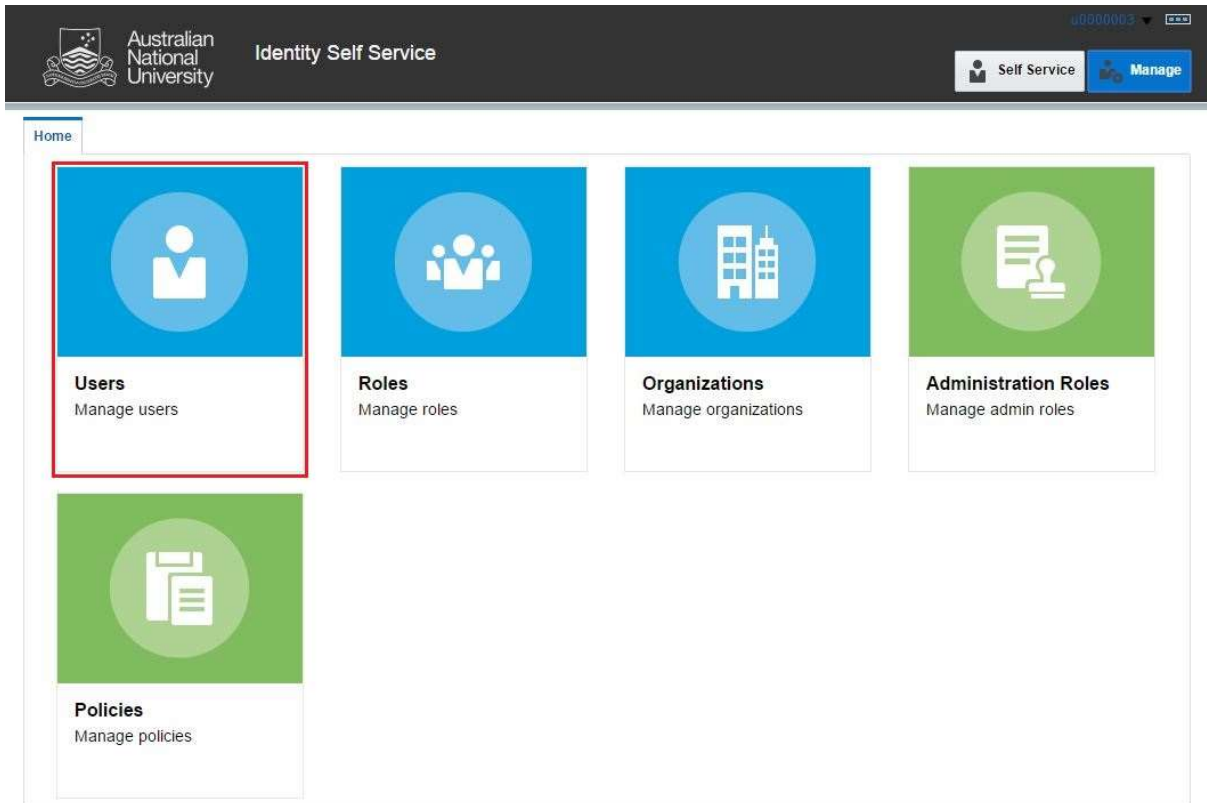


The screenshot displays the 'Identity Self Service' homepage. The header includes the Australian National University logo, the text 'Identity Self Service', and a user profile icon with the ID 'u0000003'. Two buttons, 'Self Service' and 'Manage', are visible in the top right corner, with the 'Manage' button highlighted by a red box. The main content area is titled 'Home' and contains six service tiles: 'My Information' (manage profile, passwords, and challenge questions), 'My Access' (view access), 'Request Access' (request access for yourself or others), 'Track Requests' (track pending requests), 'Provisioning Tasks' (take action on fulfillment tasks), and 'Pending Approvals' (take action on requests for approvals).

This will then launch the 'Manage' Screen.

1. Manage Screen

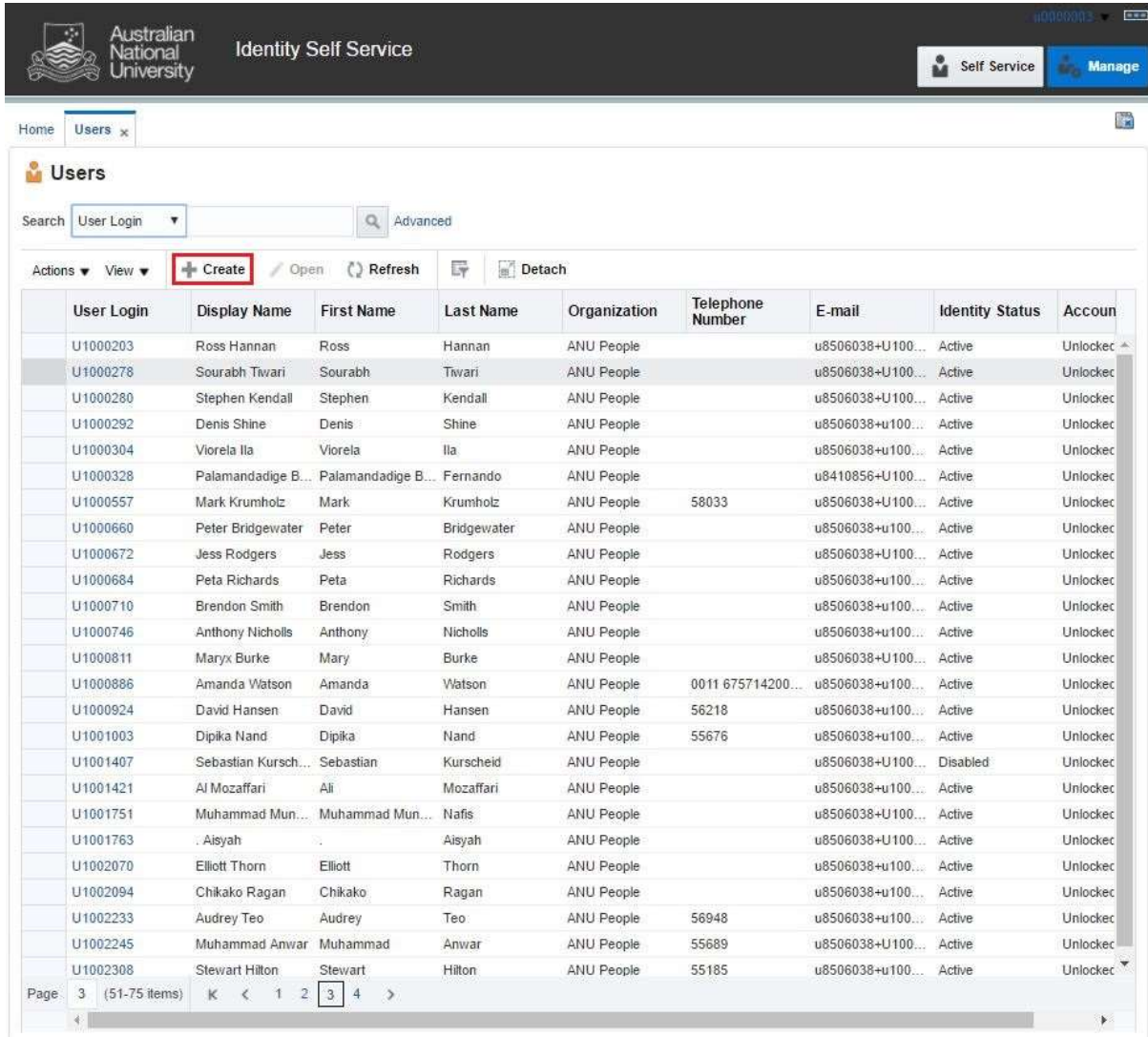
Click on 'Users' (as highlighted below) to create user accounts.



The screenshot shows the 'Identity Self Service' interface. At the top, there is a dark header with the Australian National University logo on the left, the text 'Identity Self Service' in the center, and a user ID '00000003' on the right. Below the header, there are two buttons: 'Self Service' and 'Manage'. The 'Manage' button is highlighted in blue. Below the buttons, there is a 'Home' tab. The main content area contains five tiles: 'Users' (blue background, person icon, highlighted with a red border), 'Roles' (blue background, group of people icon), 'Organizations' (blue background, buildings icon), 'Administration Roles' (green background, document and person icon), and 'Policies' (green background, document icon). Each tile has a title and a subtitle: 'Users' (Manage users), 'Roles' (Manage roles), 'Organizations' (Manage organizations), 'Administration Roles' (Manage admin roles), and 'Policies' (Manage policies).

2. Create Account

Click on 'Create' button (as highlighted below) to create a new account.

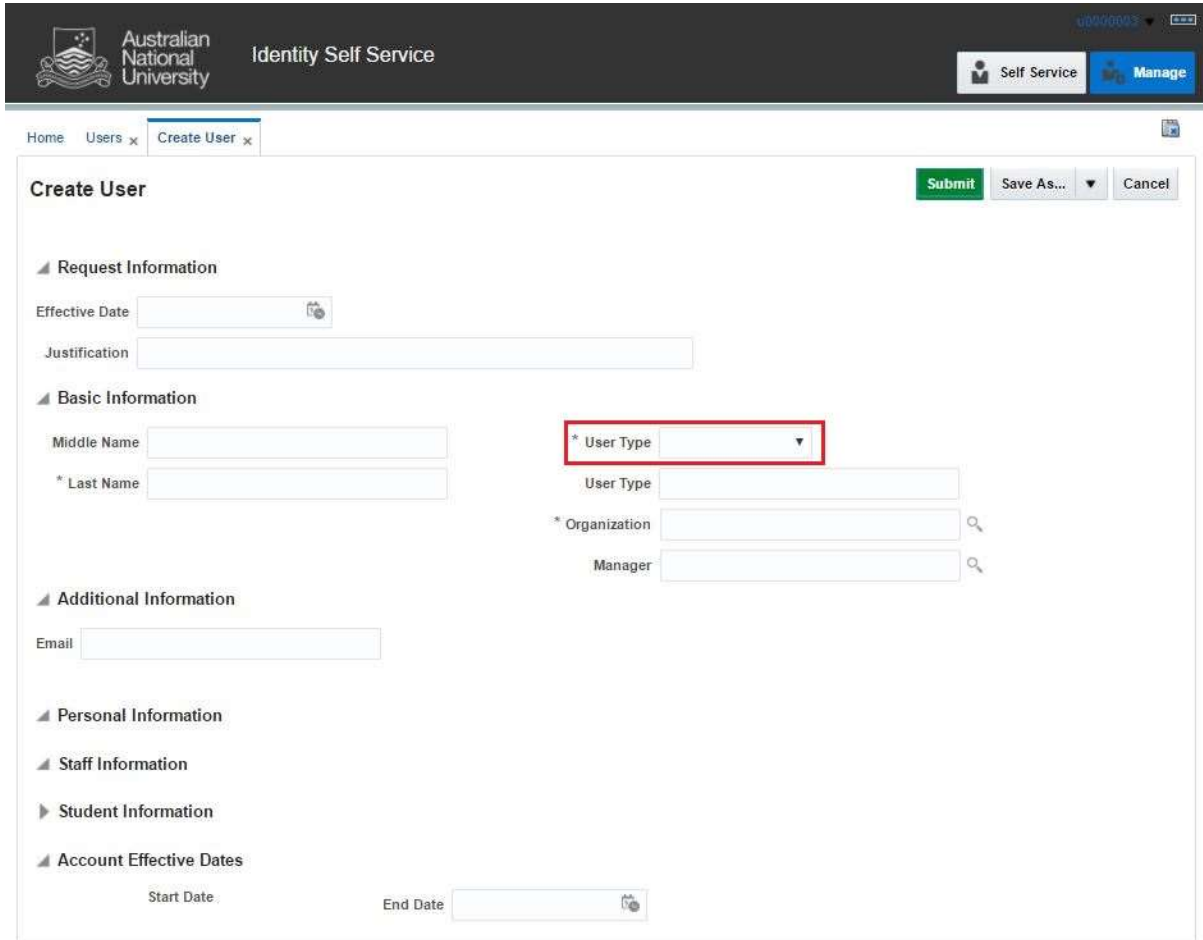


The screenshot shows the 'Identity Self Service' interface for 'Users'. The 'Create' button in the Actions menu is highlighted with a red box. Below is a table of existing users.

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 Auxiliary Account

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



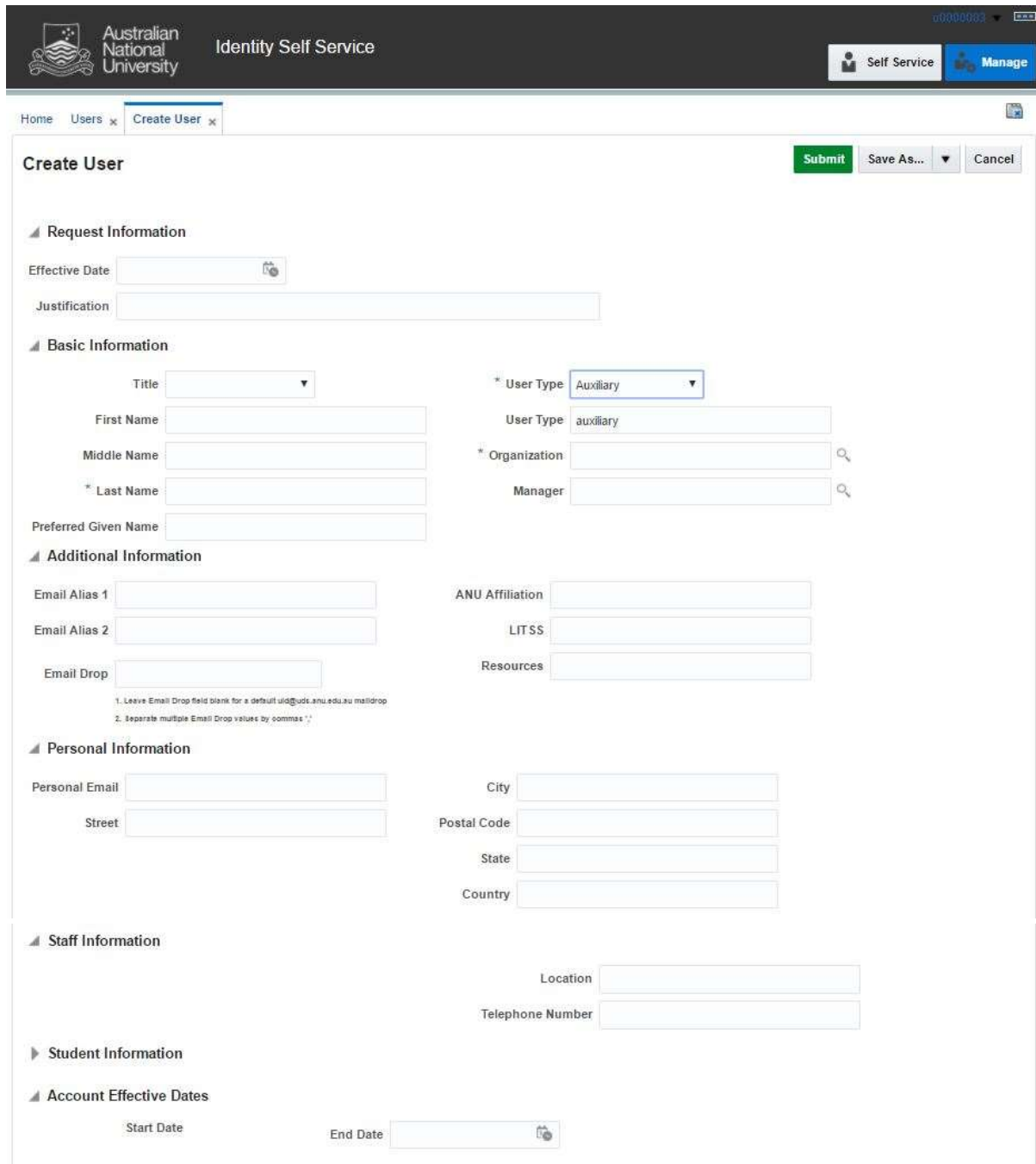
The screenshot shows the 'Create User' form in the 'Identity Self Service' application. The form is divided into several sections:

- Request Information:** Includes fields for 'Effective Date' and 'Justification'.
- Basic Information:** Includes fields for 'Middle Name', '* Last Name', '* User Type' (highlighted with a red box), 'User Type', '* Organization', and 'Manager'.
- Additional Information:** Includes an 'Email' field.
- Personal Information:** A section header.
- Staff Information:** A section header.
- Student Information:** A section header.
- Account Effective Dates:** Includes fields for 'Start Date' and 'End Date'.

At the top right of the form, there are buttons for 'Submit', 'Save As...', and 'Cancel'. The 'User Type' dropdown menu is highlighted with a red box, indicating the required selection.

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 divided into several sections:

- Request Information:** Includes 'Effective Date' and 'Justification' fields.
- Basic Information:** Includes 'Title' (dropdown), 'User Type' (dropdown, currently set to 'Auxiliary'), 'First Name', 'Middle Name', 'Last Name', 'Preferred Given Name', 'Organization' (with search icon), and 'Manager' (with search icon).
- Additional Information:** Includes 'Email Alias 1', 'Email Alias 2', 'Email Drop' (with a note: '1. Leave Email Drop field blank for a default uid@uds.anu.edu.au maildrop. 2. Separate multiple Email Drop values by commas.'), 'ANU Affiliation', 'LITSS', and 'Resources'.
- Personal Information:** Includes 'Personal Email', 'Street', 'City', 'Postal Code', 'State', and 'Country'.
- Staff Information:** Includes 'Location' and 'Telephone Number'.
- Student Information:** (Section is collapsed).
- Account Effective Dates:** Includes 'Start Date' and 'End Date'.

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

Effective Date

This attribute can be left blank.

Justification

This should include the ServiceNow job reference number.

Title/First Name/Middle Name/Last Name/Preferred Given Name

Details of the User's name.

Organization

Select 'ANU Auxiliary' 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:



Search and Select: Manager

Search: User Login (dropdown) uf (text) [Search]

Results

View [dropdown]

Display Name	First Name	Last Name
[Red Box]	[Red Box]	[Red Box]

[Select] [Cancel]

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.

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

Personal Information

These fields will be used to input users personal email address and physical address.

Location

The Department/College/School of the requester.

Telephone Number

The contact number for this account. This phone number will be visible in LDAP and AD directories.

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.