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.
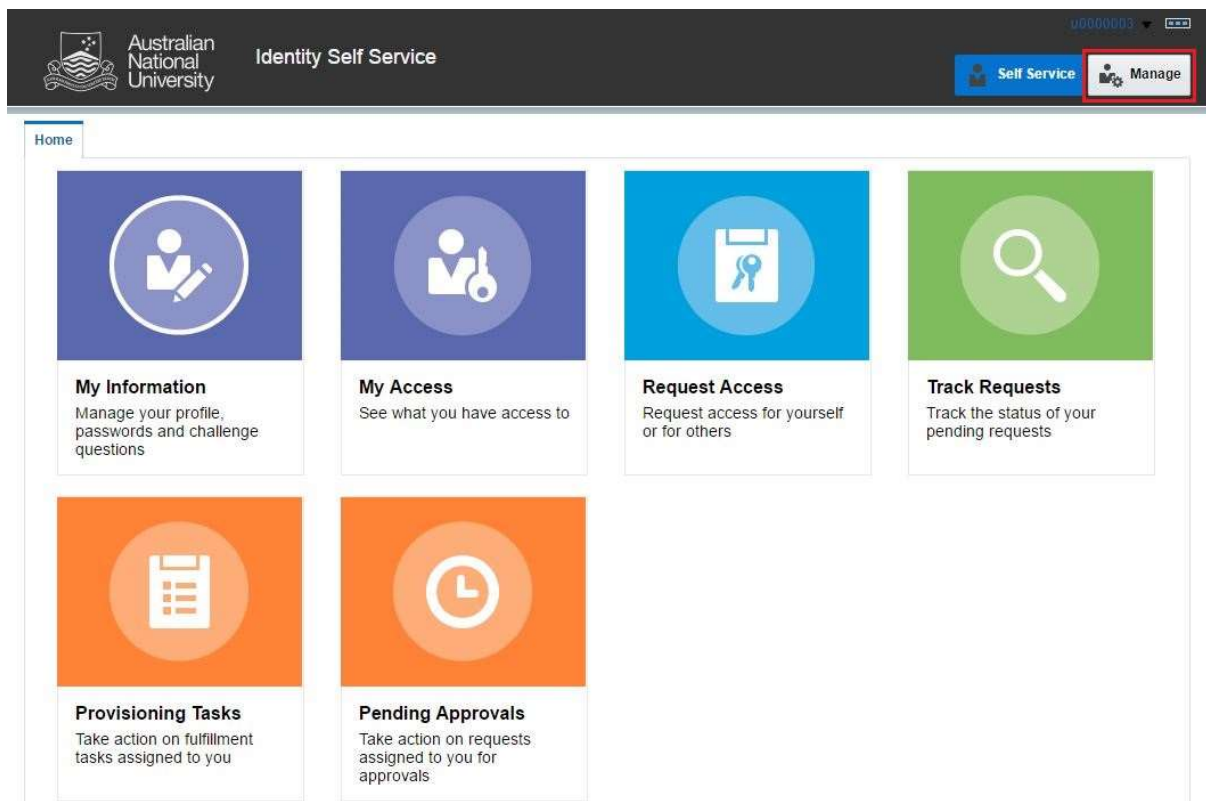
The URL for the new system will be https://identity.anu.edu.au.

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

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.
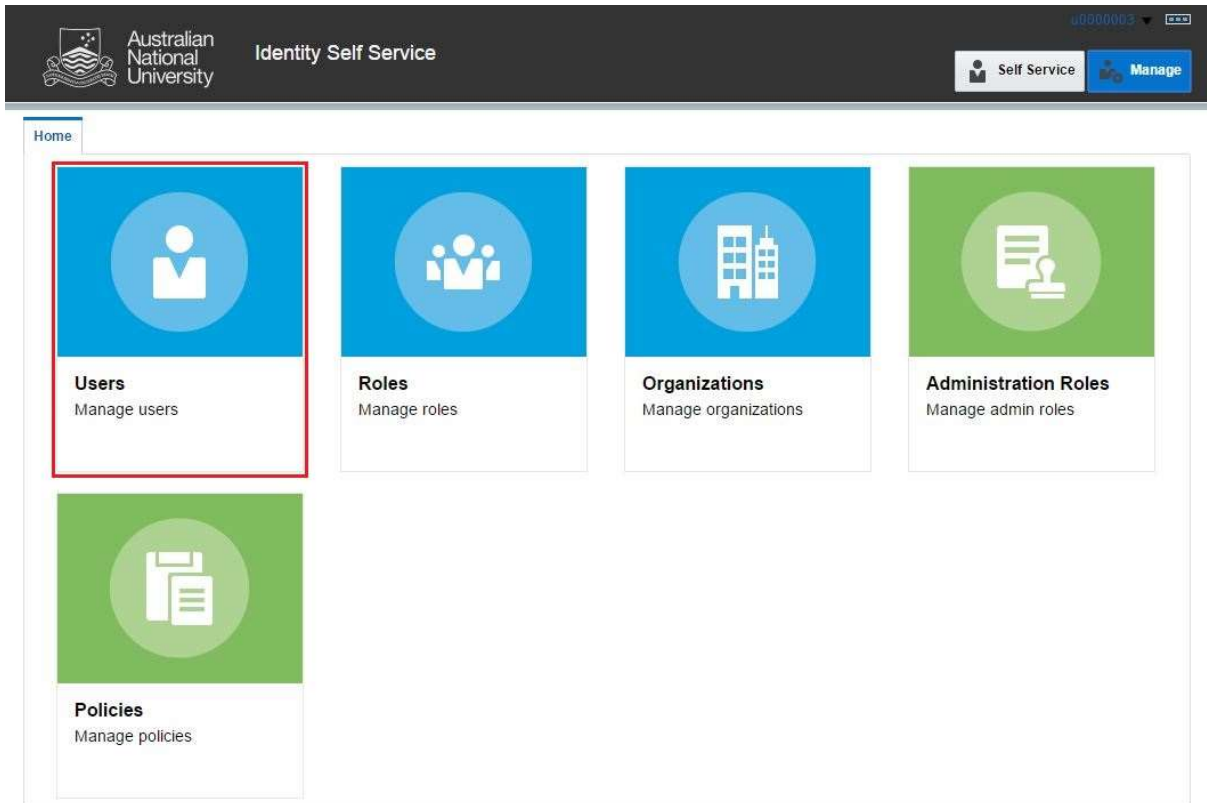

This will then launch the 'Manage' Screen.

1. Manage Screen

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

2. Create Account

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

3. Create Auxiliary Account

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

4. Complete Request Form

Complete the form with appropriate values for the various attributes (described below) and click on '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/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:

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:
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- 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.