

OIM – Expire 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.

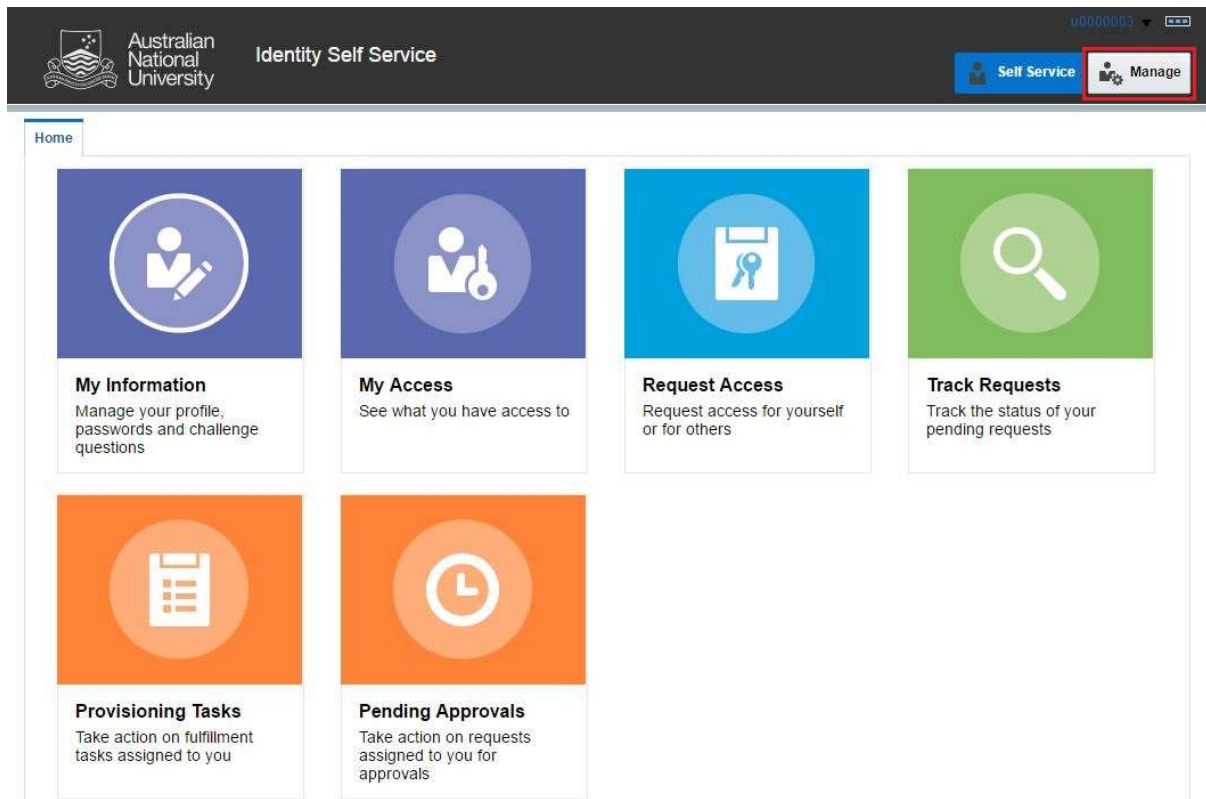


The screenshot shows the 'Sign In' page with the following elements:

- Header: Sign In
- Text: Sign in with your account
- Form fields: User ID (with a vertical cursor), Password
- Buttons: Sign In (highlighted with a red box), 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 expire Functional Accounts, the administrator must click on the 'Manage' button on the top right corner.



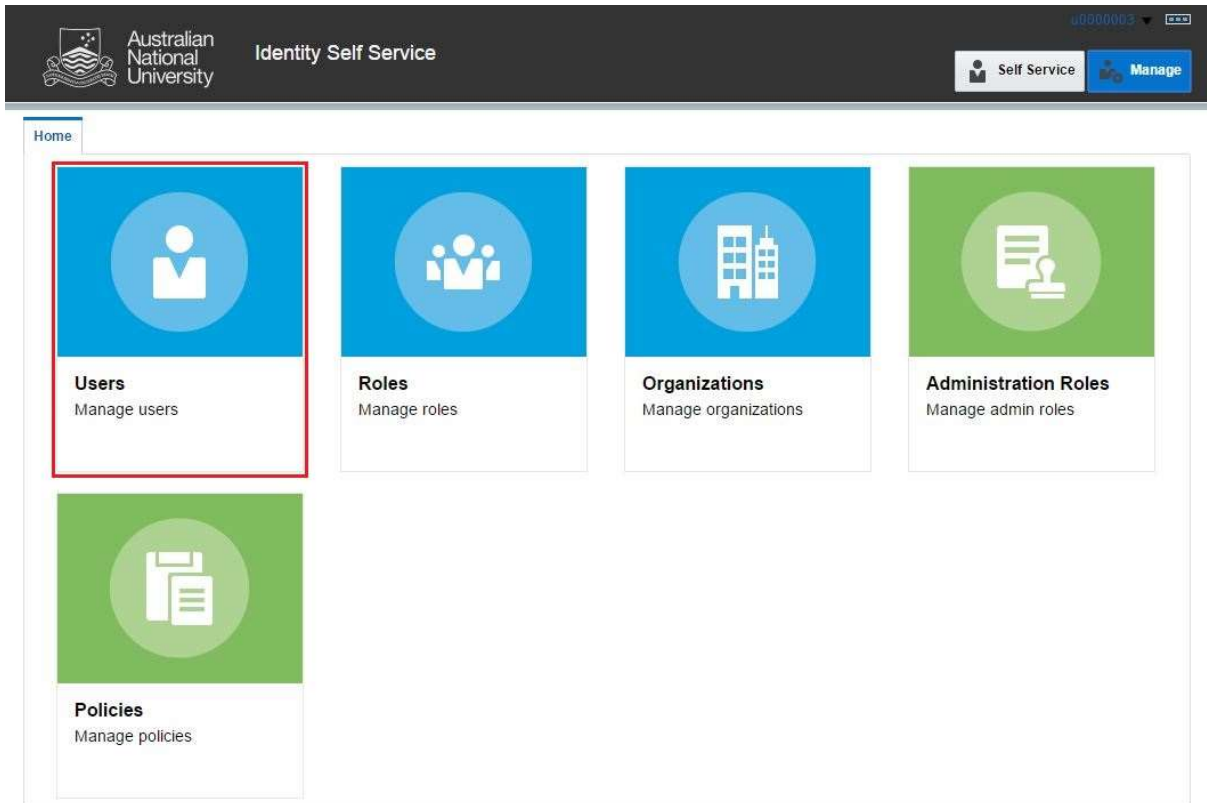
The screenshot shows the 'Identity Self Service' homepage with the following elements:

- Header: Australian National University logo, Identity Self Service, user ID (00000003), and navigation buttons for Self Service and Manage (highlighted with a red box).
- Home tab selected.
- Grid of six service 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.
 - 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.

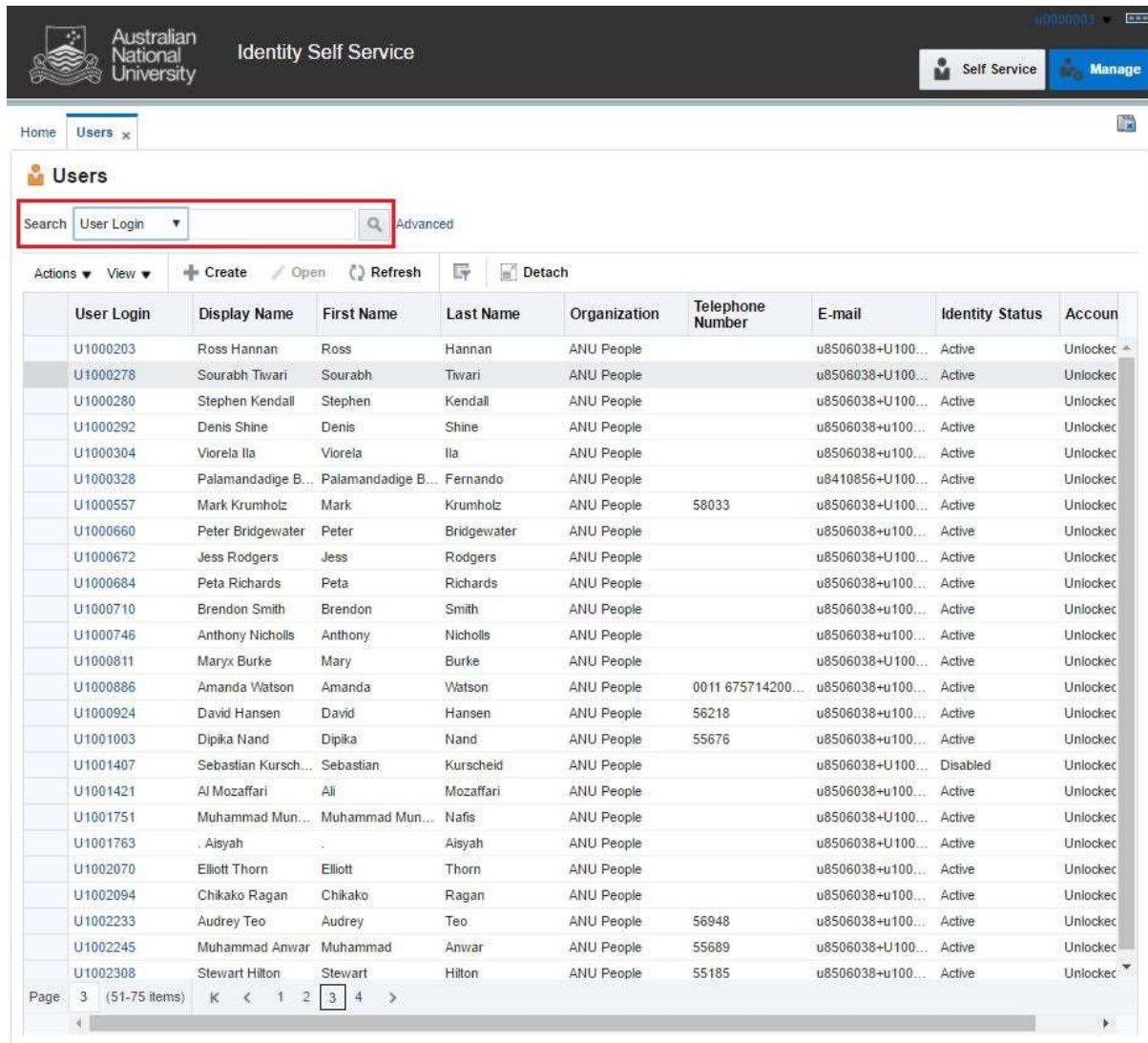


The screenshot shows the 'Identity Self Service' interface. At the top, there is a navigation bar with the Australian National University logo, the text 'Identity Self Service', and two buttons: 'Self Service' and 'Manage'. The 'Manage' button is highlighted in blue. Below the navigation bar, there is a 'Home' tab and a grid of five tiles. The 'Users' tile is highlighted with a red border. The tiles are:

- Users**: 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.



Users

Search:

Actions:

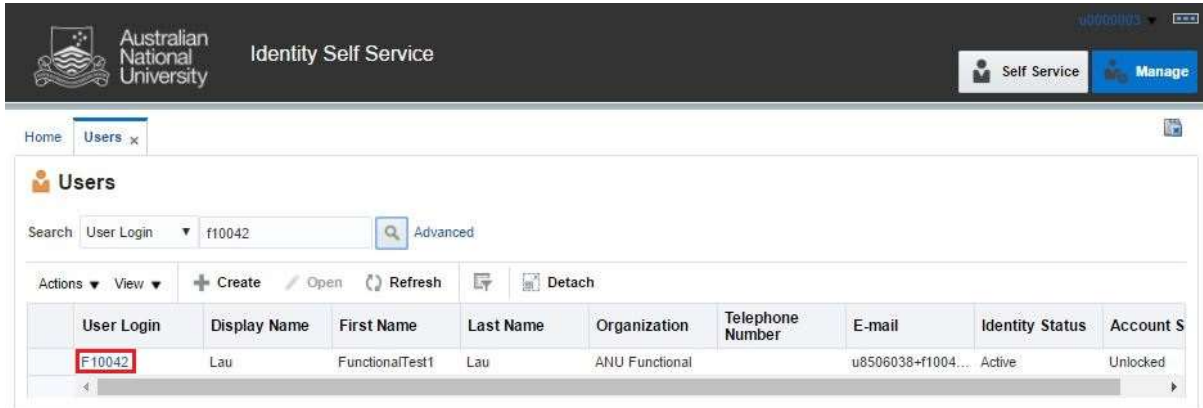
User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account
U1000203	Ross Hannan	Ross	Hannan	ANU People		u8506038+U100...	Active	Unlocked
U1000278	Sourabh Tiwari	Sourabh	Tiwari	ANU People		u8506038+U100...	Active	Unlocked
U1000280	Stephen Kendall	Stephen	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

Page: 3 (51-75 items) | < 1 2 3 4 >

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).

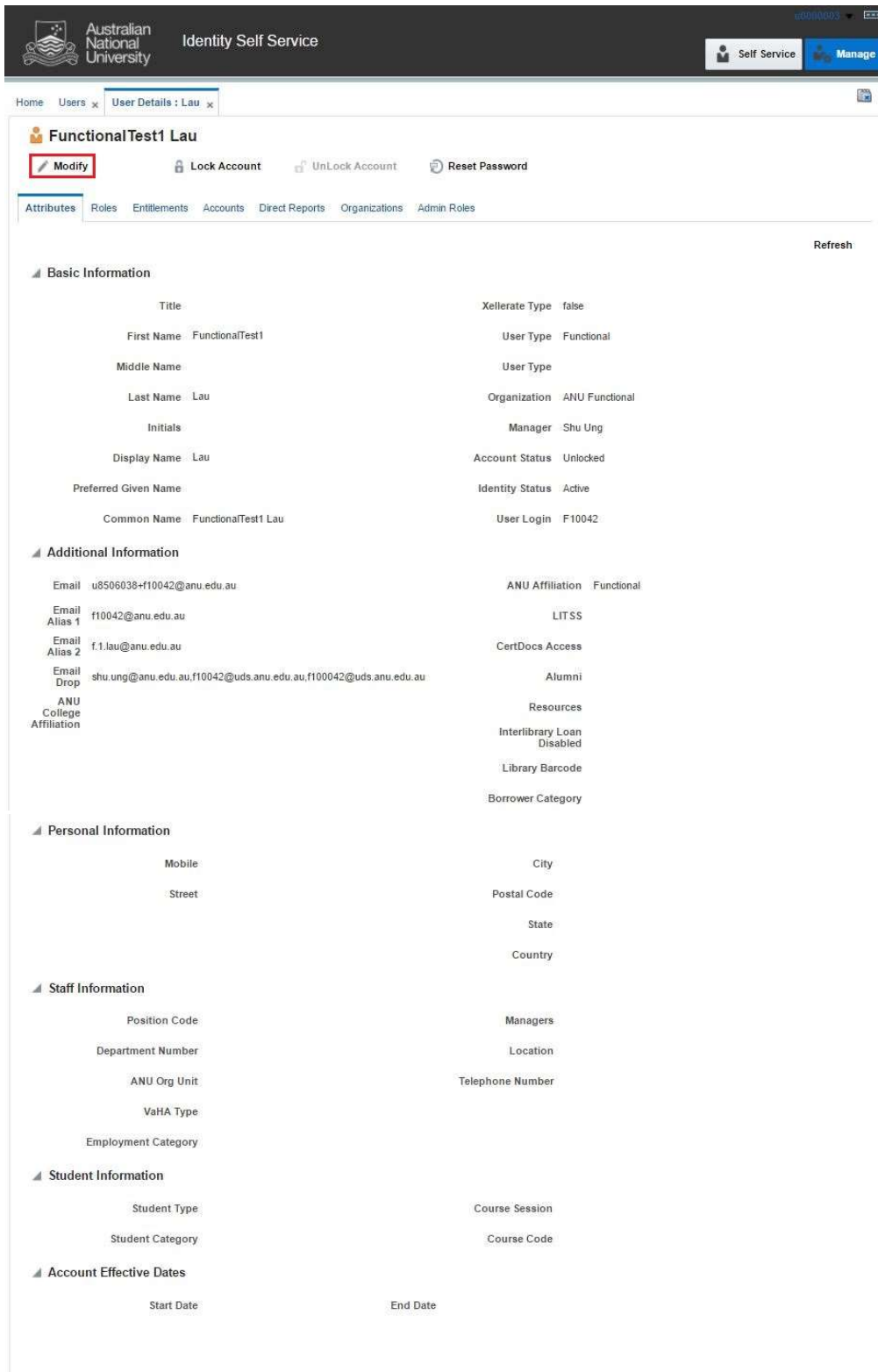


The screenshot shows the 'Identity Self Service' interface for Australian National University. The 'Users' section is active, displaying a search results table. The search criteria are 'User Login' with the value 'f10042'. The table contains one entry where the 'User Login' field is highlighted with a red box.

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.

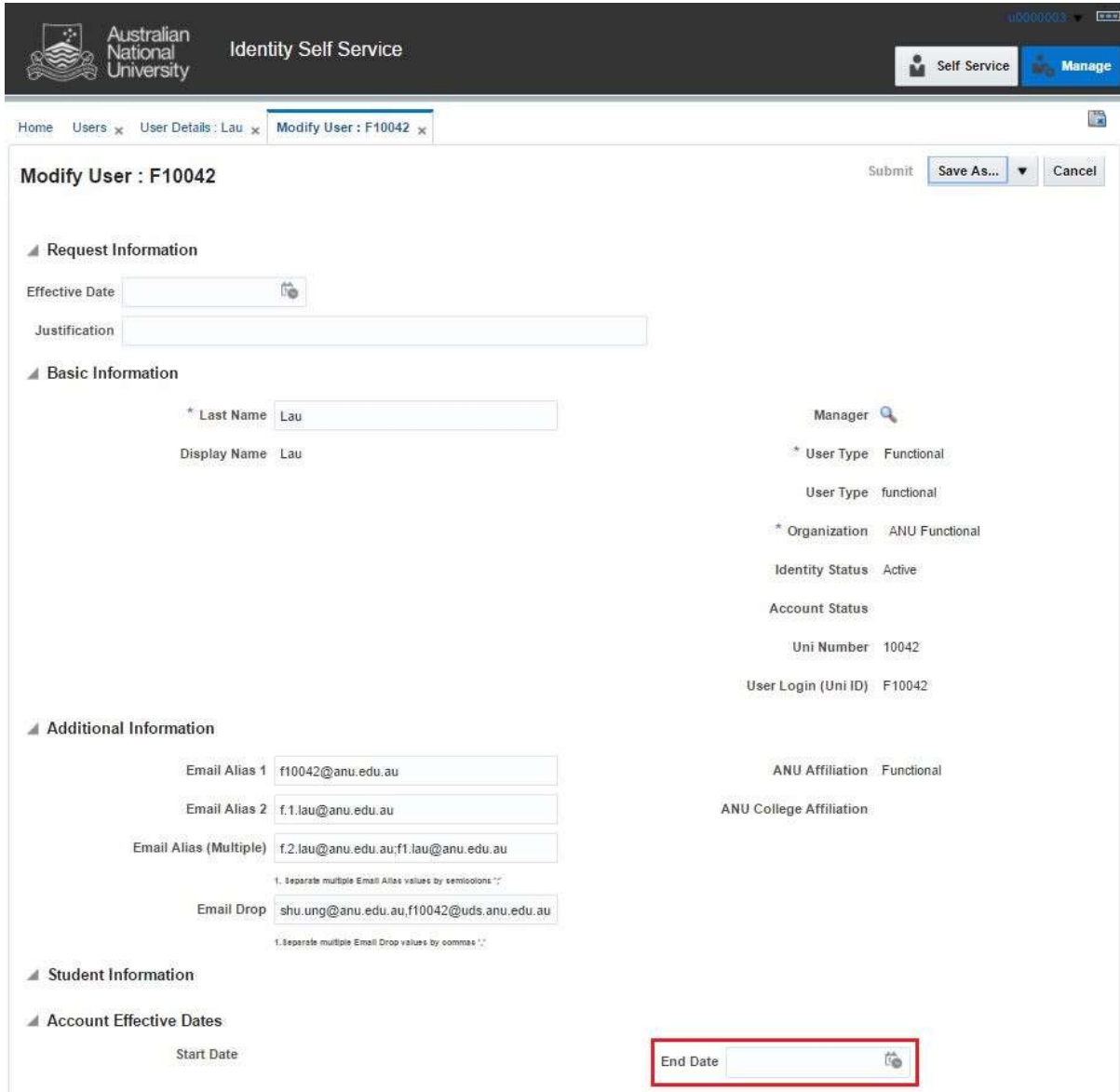


The screenshot shows the 'Identity Self Service' interface for user 'FunctionalTest1 Lau'. The 'Modify' button is highlighted with a red box. The page is organized into several sections:

- 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. Expire User

Select 'End Date' as the current date. Click on 'Save As' and click 'Submit'.



The screenshot shows the 'Modify User : F10042' page in the Identity Self Service portal. The page includes a navigation bar with 'Home', 'Users', 'User Details: Lau', and 'Modify User : F10042'. The main content area is divided into several sections:

- Request Information:** Contains 'Effective Date' and 'Justification' fields.
- Basic Information:** Contains 'Last Name' (Lau), 'Display Name' (Lau), 'Manager', 'User Type' (Functional), 'Organization' (ANU Functional), 'Identity Status' (Active), 'Account Status', 'Uni Number' (10042), and 'User Login (Uni ID)' (F10042).
- Additional Information:** Contains 'Email Alias 1' (f10042@anu.edu.au), 'Email Alias 2' (f.1.lau@anu.edu.au), 'Email Alias (Multiple)' (f.2.lau@anu.edu.au;f1.lau@anu.edu.au), and 'Email Drop' (shu.ung@anu.edu.au,f10042@uds.anu.edu.au).
- Student Information:** (Section header)
- Account Effective Dates:** Contains 'Start Date' and 'End Date' fields. The 'End Date' field is highlighted with a red box.

At the top right of the form, there are buttons for 'Submit', 'Save As...', and 'Cancel'.