Manage User Access

Contents
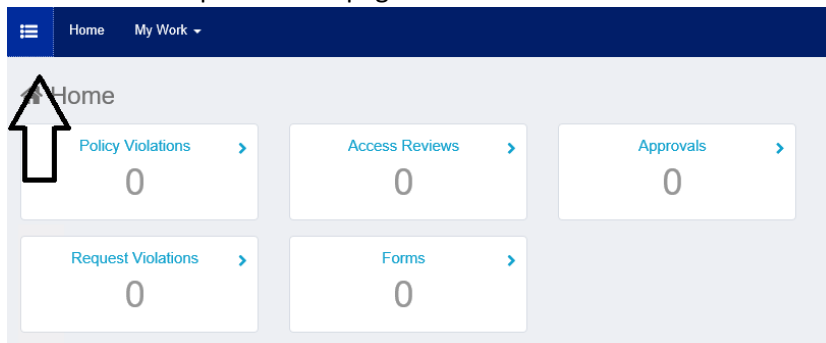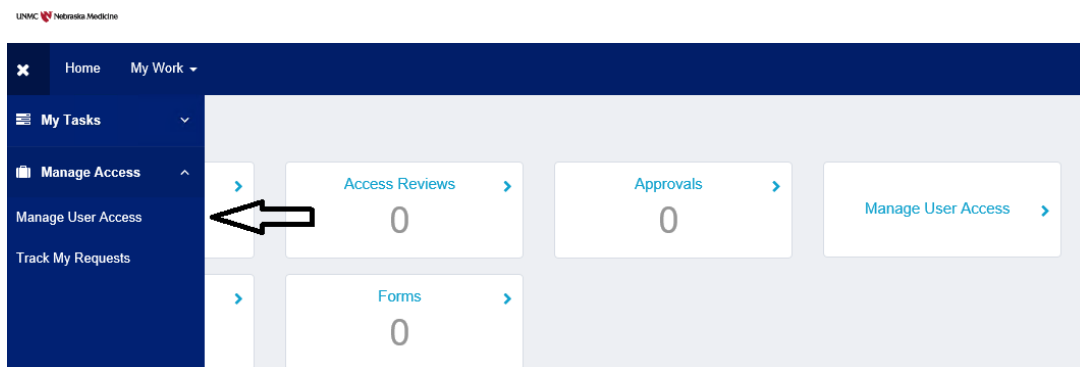
Purpose of this document

This document is for requesting AD groups via IdentityIQ (IIQ) to user AD accounts for either Olympus (NM Active Directory) or UNMC (UNMC Active Directory) domains.

Add AD groups to NM AD account

- o Follow following steps if need to add NM AD Group to NM AD account
- o Go to IdentityIQ (IIQ/ NM SailPoint) https://sailpoint.nebraskamed.com/identityiq/
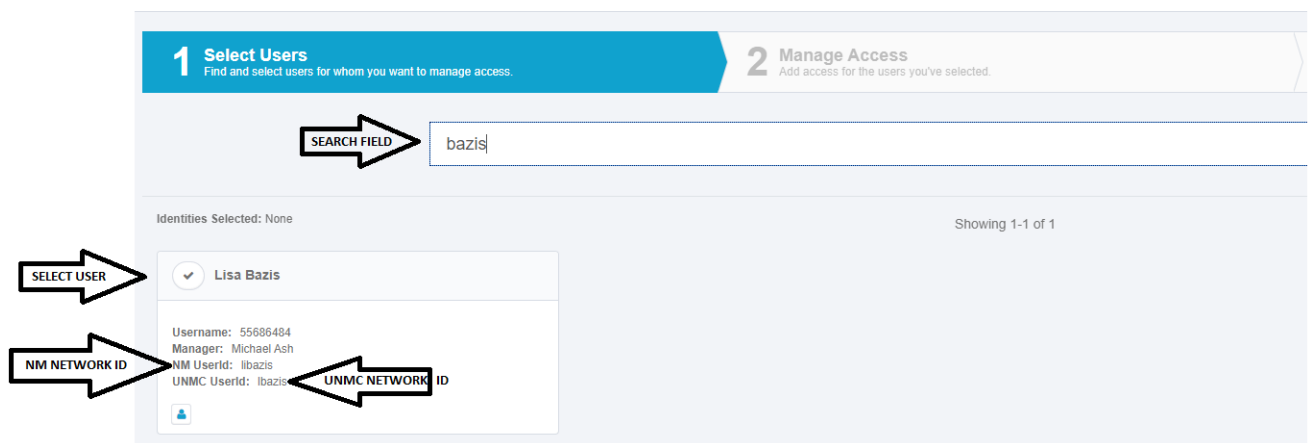- o Click on 3 bars on top left of the page

- o Click on **Manage User Access** QuickLink like below

- o Search for user in the search field and select user (please see below image for help with steps outlined)
  - Search for user with their **first name** and/or **last name** and hit enter
  - Select the user if user has a NM AD Account,
    - o TIP: To verify if a user has a NM AD Account:
      1. Confirm user have a NM UserId
      2. If NM UserId matches with UNMC UserId or if it is not shown that means user does not have NM AD Account. Since the user does not have an NM AD account, do not continue with further steps to add groups to this user
  - Select the NM AD Account by **clicking the check mark next to user's name**
  - Click **next** to continue. It will navigate to the next step where you will need to search for AD group to add

Manage User Access

1 Select Users Find and select users for whom you want to manage access.	**2 Manage Access** Add access for the users you've selected.

SEARCH FIELD → bazis

Identities Selected: None   Showing 1-1 of 1

SELECT USER → ✓ Lisa Bazis

Username: 55686484
Manager: Michael Ash
NM NETWORK ID → NM UserId: libazis
UNMC UserId: lbazis ← UNMC NETWORK ID

- o Searching for the group to add (please see below image for help with steps outlined)
  1. Select **Add Access** in case not selected on default
  2. Click **filter**
  3. Select "**NM Active Directory**" from the Entitlement Application drop down as we are trying to add NM AD group for a NM AD account
  4. **Apply** filter
  5. **Type** group name in the search field
  6. Hit **search** to search the group name with applied filters
  7. Select the groups to add (**click on check mark next to group name**)
  8. Hit **next** for final review on the bottom of the page

Manage User Access

- Review selected user and groups before submitting
  - This page will show all the groups that you have selected to add for users
  - Confirm the items that are ready to submit
  - Click **submit** on bottom of the page
  - Use **Track My requests** section in this document to see all the requests that were made by you

## Remove group from a user NM AD account

- Follow following steps if need to remove NM AD Group from NM AD account
- Go to IdentityIQ (IIQ/ NM SailPoint) https://sailpoint.nebraskamed.com/identityiq/
- Click on 3 bars on top left of the page

o Click on **Manage User Access** QuickLink like below
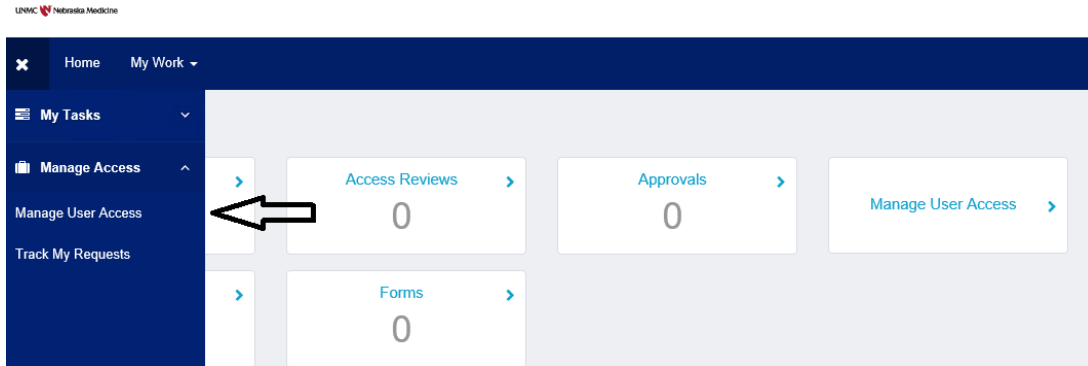
o Search for users in the search field and select user
- Search for user with their **first name** and/or **last name** and hit enter
- Select the user if user has a NM AD Account,
  o TIP: To verify if a user has a NM AD Account:
    1. Confirm user have a NM UserId
    2. If NM UserId matches with UNMC UserId or if it is not shown that means user does not have NM AD Account. Since the user does not have NM AD account, do not continue with further steps to remove groups from this user
- Select the NM AD Account by **clicking the check mark next to user's name**
- Click **next** to continue. It will navigate to next step where you will need search for AD group to remove
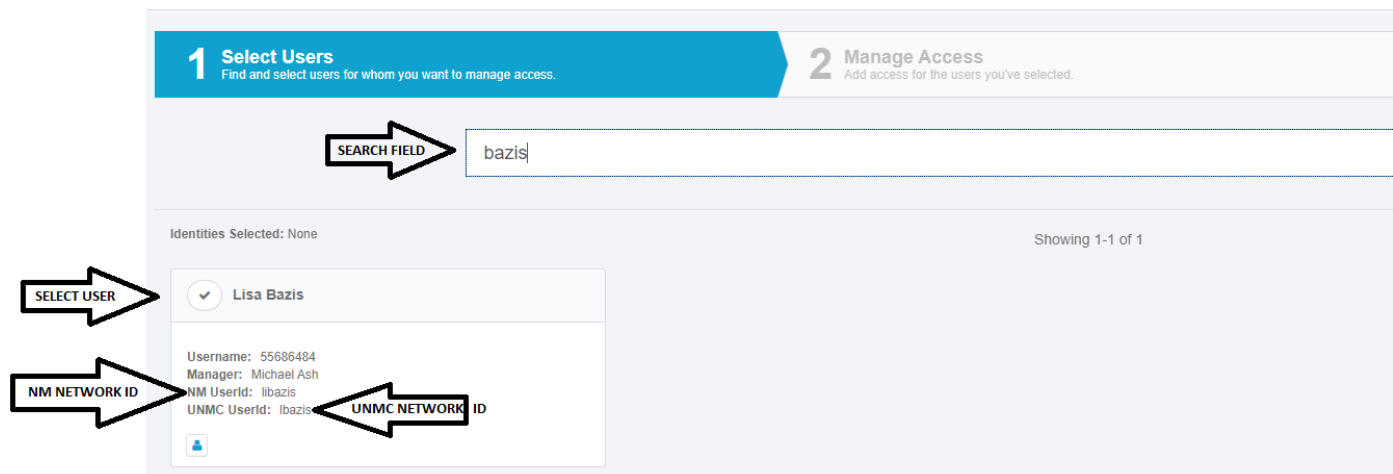
o Searching for the group to remove (please see below image for help with steps outlined)
  1. Select **Remove Access** (Please be careful as Add Access is selected on default on this page)
  2. Click **filter**
  3. Select "**NM Active Directory**" from the Entitlement Application drop down as we are trying to remove NM AD group from NM AD account
  4. Apply **filter**
  5. **Type** the group name in the search field
  6. Hit **search** to search the group name with applied filters

7. Select the groups to remove (**click on check mark next to group name**)
8. Hit **next** for final review on the bottom of the page

Manage User Access

1	Select Users	2	Manage Access	3	Review and Submit
	Find and select users for whom you want to manage access.		Add access for the users you've selected.		Look over your selections and confirm.

Add Access   **1.** Remove Access

IT Total   **5. search group**   🔍 ▼ Filters ⌃   **2. filter**
                                                                       6. click search

Identities Selected: Lisa Bazis   Showing 1-1 of 1

Filter Current Access

Status	Role Type	Entitlement Application	Entitlement Attribute
⌄	⌄	⌄	
		NM Active Directory ✕ **3. select domain**	

Entitlement Owner	Entitlement uniqueId	Entitlement Distinguished Name
⌄	⌄	⌄

Clear Apply   **4. apply filter**

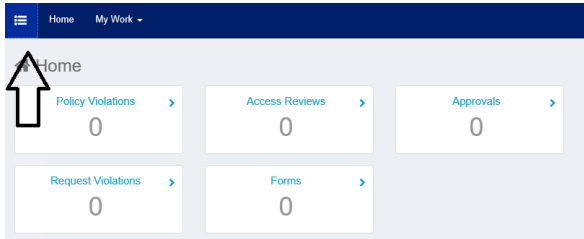✕ IT Total   **7. select group**   Del

Security Group for IT Total
Type: Entitlement   Owner: NM_AD_Group_Owners   Application: NM Active Directory   Attribute: memberOf   Account: lbazis   More

Previous   Next   **8. next**

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- Review selected user and groups before submitting
  - This page will show all the groups that you have selected for users
  - Confirm the items that are ready to submit
  - Click **submit** on bottom of the page
  - Use **Track My requests** section in this document to see all the requests that were made by you

Manage User Access

1	Select Users	2	Manage Access	3	Review and Submit
	Find and select users for whom you want to manage access.		Add access for the users you've selected.		Look over your selections and confirm.

Identities Selected: Lisa Bazis
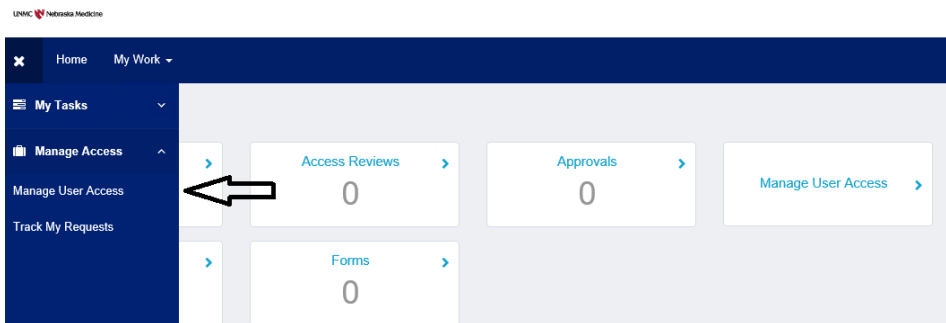
Remove Access ❶

✕ IT Total

Security Group for IT Total
Type: Entitlement   Owner: NM_AD_Group_Owners   Application: NM Active Directory   Attribute: memberOf   Account: lbazis

Previous   Cancel   Submit

Add AD groups to UNMC AD account

o Follow following steps if need to add AD Group to UNMC AD account
o Go to IdentityIQ (IIQ/ NM SailPoint) https://sailpoint.nebraskamed.com/identityiq/
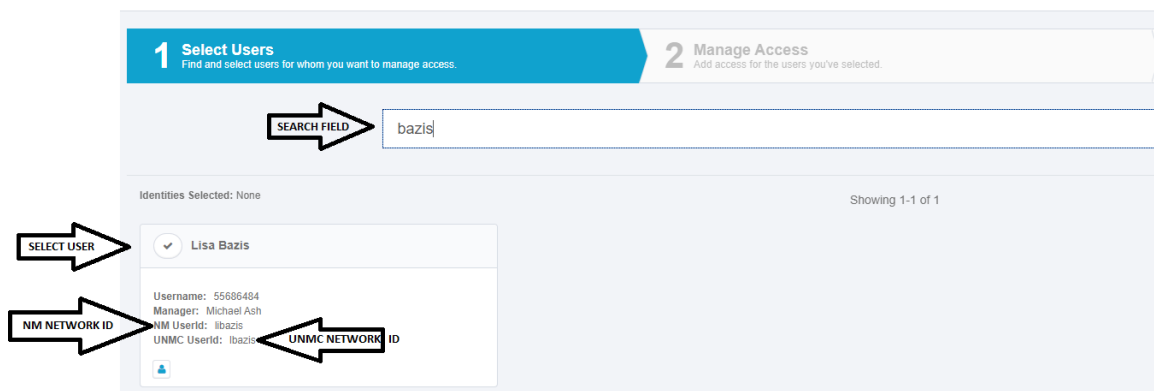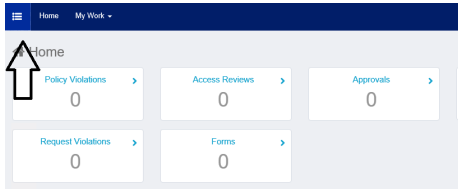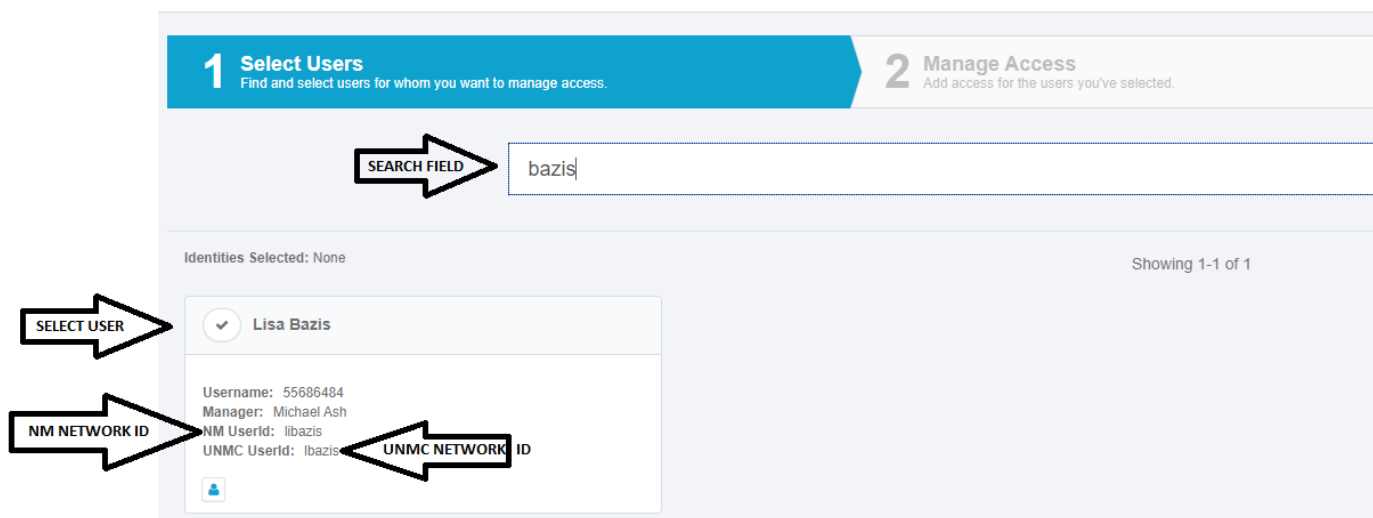o Click on 3 bars on top left of the page

o Click on **Manage User Access** QuickLink like below

o Search for user in the search field and select user (please see below image for help with steps outlined)
   • Search for user with their **first name** and/or **last name** and hit enter
   • Select the user if the user has a UNMC AD Account,
       o TIP: To verify user has a UNMC AD Account:
           1. Confirm user have UNMC UserId
           2. If UNMC UserId is not shown that means user does not have UNMC AD Account. Since the user does not have UNMC AD account, do not continue with further steps to add groups to this user
   • Select the UNMC AD account by **clicking check mark next to user's name**
   • Click **next** to continue. It will navigate to the next step where you will need to search for AD group to add

o   Searching for the group to add (please see below image for help with steps outlined)
1. Select **Add Access** in case not selected on default
2. Click **filter**
3. Select "**UNMC Active Directory**" from the Entitlement Application drop down as we are trying to add UNMC AD group for a UNMC AD account
4. **Apply** filter
5. **Type** for the group name in the search field
6. Hit **search** to search the group name with applied filters
7. Select the groups to add (**click on check mark next to group name**)
8. Hit **next** for final review on the bottom of the page

- Review selected user and groups before submitting
    o   This page will show all the groups that you have selected to add for users
    o   Confirm the items that are ready to submit
    o   Click **submit** on bottom of the page
    o   Use **Track My requests** section in this document to see all the requests that were made by you

Remove group from a user UNMC AD account

- Follow following steps if need to remove AD Group from UNMC AD account
- Go to IdentityIQ (IIQ/ NM SailPoint) https://sailpoint.nebraskamed.com/identityiq/
- Click on 3 bars on top left of the page

- Click on **Manage User Access** QuickLink like below
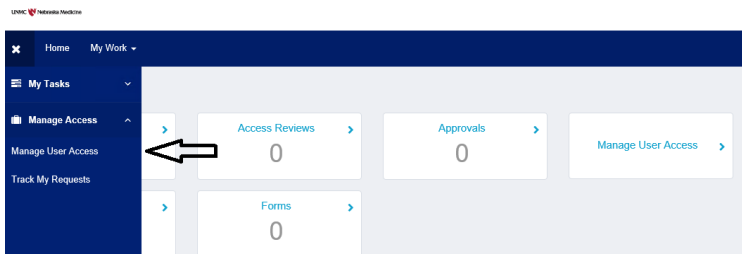
- Search for user in the search field and select user (please see below image for help with steps outlined)
    - Search for user with their **first name** and/or **last name** and hit enter
    - Select the user if the user has a UNMC AD Account,
        - TIP: To verify user has a UNMC AD Account:
            1. Confirm user have UNMC UserId
            2. If UNMC UserId is not shown that means user does not have UNMC AD Account. Since the user does not have UNMC AD account, do not continue with further steps to remove groups from this user
    - Select the UNMC AD account by **clicking check mark next to user's name**
    - Click **next** to continue. It will navigate to next step where you will need search for AD group to remove

- Searching for the group to remove (please see below image for help with steps outlined)
    1. Select **Remove Access** (Please be careful as Add Access is selected on default on this page)
    2. Click **filter**
    3. Select "**UNMC Active Directory**" from the Entitlement Application drop down as we are trying to remove UNMC AD group from UNMC AD account
    4. **Apply** filter
    5. **Type** for the group name in the search field
    6. Hit **search** to search the group name with applied filters
    7. Select the groups to remove (**click on check mark next to group name**)
    8. Hit **next** for final review at the bottom of the page

- Review selected user and groups before submitting
    - This page will show all the groups that you have selected for users
    - Confirm the items that are ready to submit
    - Click **submit** on bottom of the page
    - Use **Track My requests** section in this document to see all the requests that were made by you

Track my requests

- Follow following steps if requests that you made in IIQ
- Go to IdentityIQ (IIQ/ NM SailPoint) https://sailpoint.nebraskamed.com/identityiq/
- Click on 3 bars on top left of the page
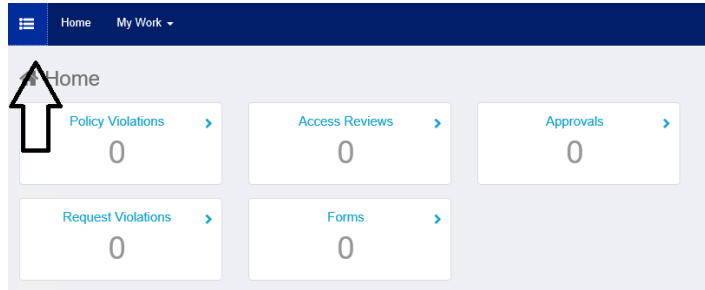
- Select **Track My Requests** QuickLink to see all the requests
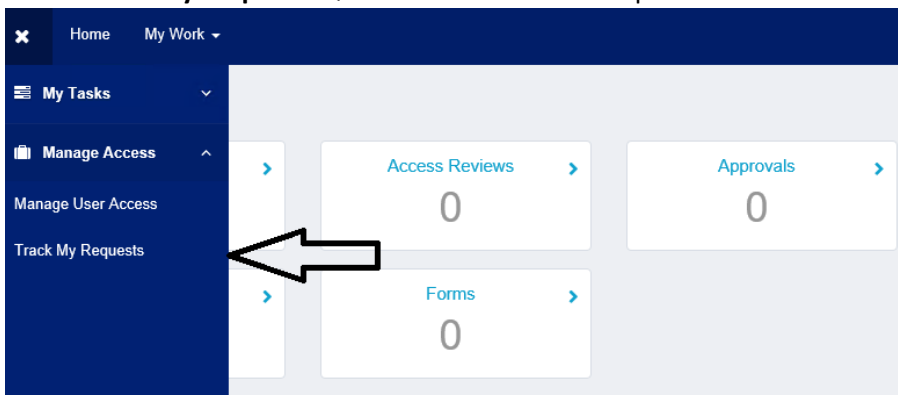
- The following page will show all the requests
  - Use filter to see results based on date ranges or requestee/beneficiary