

# Manage User Access

## Contents

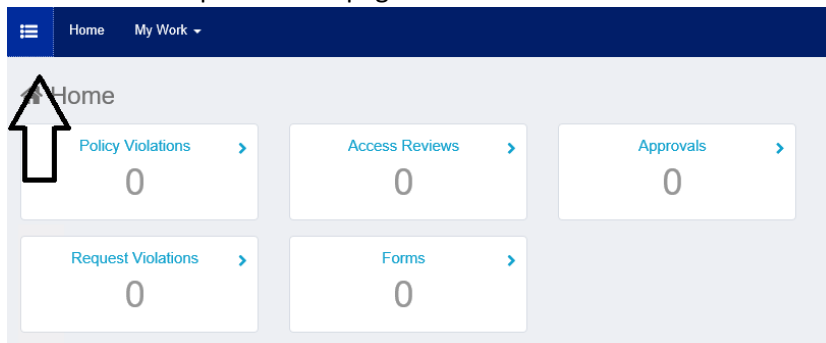
|  |    |
|--|----|
| Purpose of this document.....                  | 1  |
| Add AD groups to NM AD account.....            | 1  |
| Remove group from a user NM AD account.....    | 3  |
| Add AD groups to UNMC AD account.....          | 6  |
| Remove group from a user UNMC AD account ..... | 8  |
| Track my requests.....                         | 10 |

## Purpose of this document

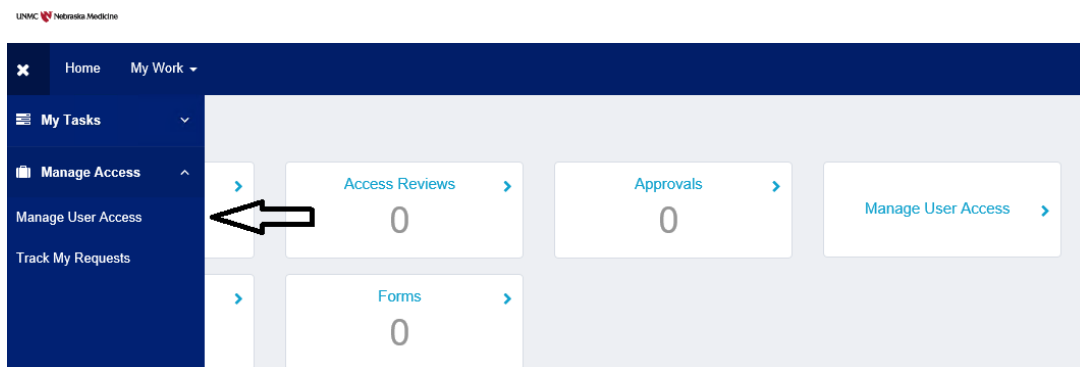
This document is for requesting AD groups via IdentityIQ (IIQ) to user AD accounts for either Olympus (NM Active Directory) or UNMC (UNMC Active Directory) domains.

## Add AD groups to NM AD account

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

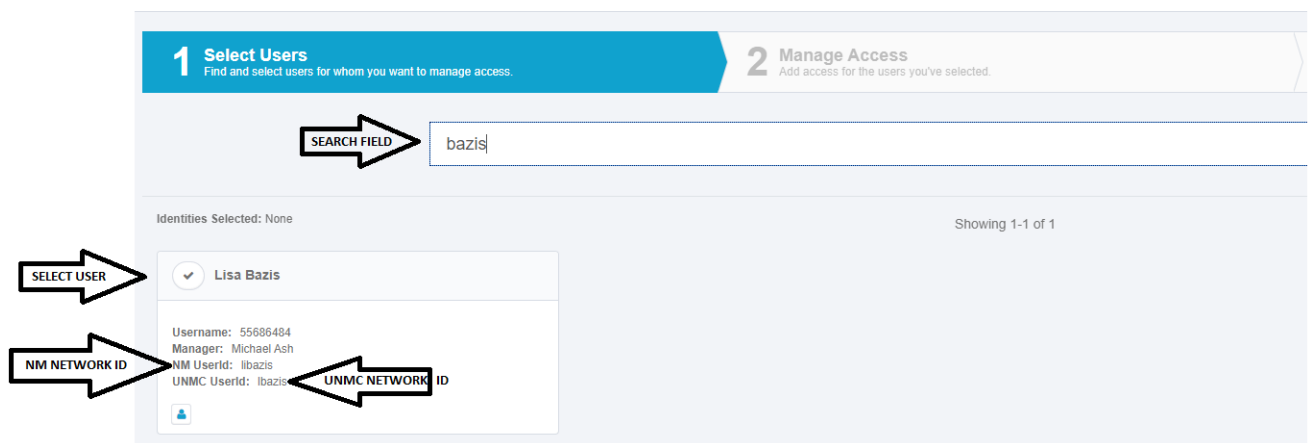


- Click on **Manage User Access** QuickLink like below



- 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 user has a NM AD Account,
    - 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



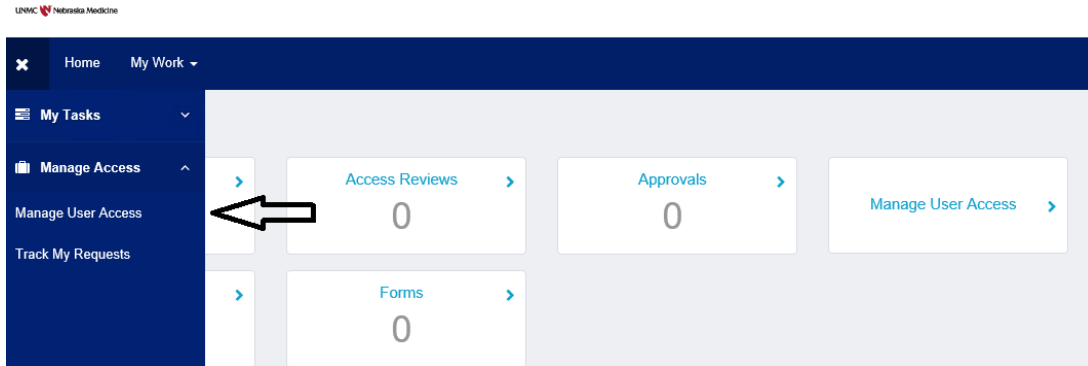
- Searching for the group to add (please see below image for help with steps outlined)
  1. Select **Add Access** in case not selected on default
  2. Click **filter**
  3. Select "**NM Active Directory**" from the Entitlement Application drop down as we are trying to add NM AD group for a NM AD account
  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

- 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

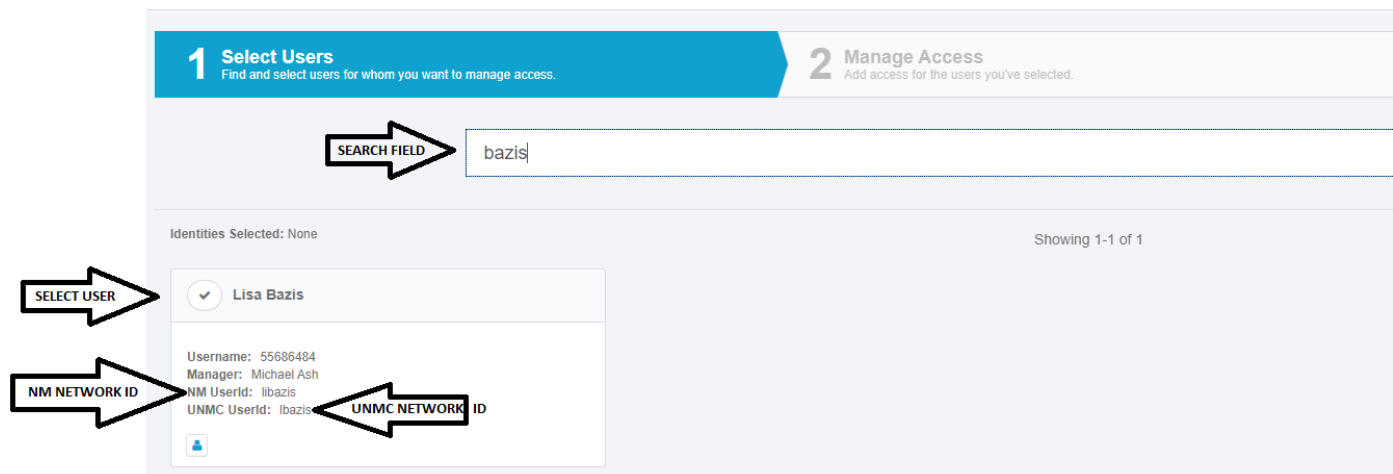
- Follow following steps if need to remove NM AD Group from NM AD account
- Go to IdentityIQ (IIQ/ NM SailPoint) <https://sailpoint.nebraskamed.com/identityiq/>
- Click on 3 bars on top left of the page

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



- 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,
    - 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

Manage User Access



- 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**  
Find and select users for whom you want to manage access.

2 **Manage Access**  
Add access for the users you've selected.

3 **Review and Submit**  
Look over your selections and confirm.

Add Access

1. Remove Access

IT Total **5. search group**   **2. filter**

**6. click search**

Identities Selected: [Lisa Bazis](#) Showing 1-1 of 1

Filter Current Access

Status  Role Type  Entitlement Application  Entitlement Attribute

Entitlement Owner  Entitlement uniqueId  Entitlement Distinguished Name

**4. apply filter**

IT Total **7. select group**

Security Group for IT Total

Type: Entitlement Owner: NM\_AD\_Group\_Owners Application: NM Active Directory Attribute: memberOf Account: libazis [More](#)

**8. next**

- 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**  
Find and select users for whom you want to manage access.

2 **Manage Access**  
Add access for the users you've selected.

3 **Review and Submit**  
Look over your selections and confirm.

Identities Selected: [Lisa Bazis](#)

Remove Access **1**

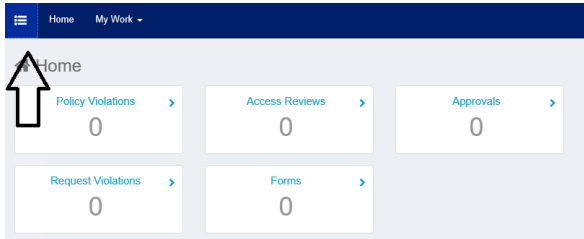
IT Total

Security Group for IT Total

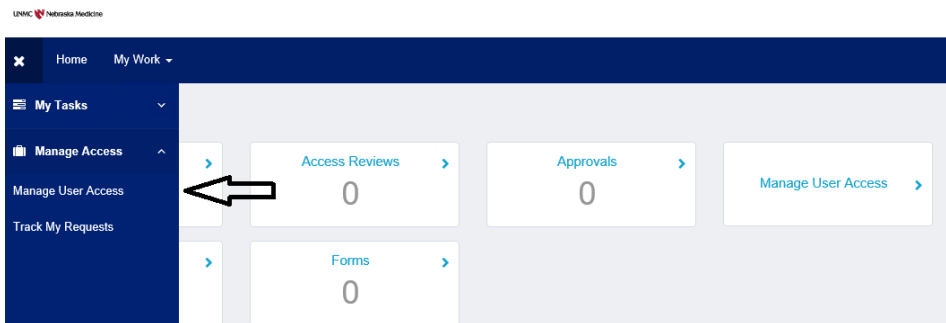
Type: Entitlement Owner: NM\_AD\_Group\_Owners Application: NM Active Directory Attribute: memberOf Account: libazis

## Add AD groups to UNMC AD account

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

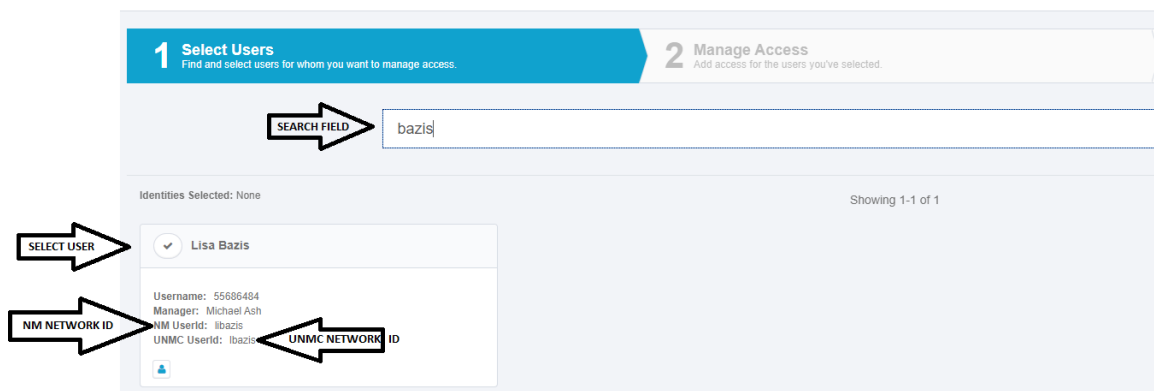


- Click on **Manage User Access** QuickLink like below



- 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 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

Manage User Access



- 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

Manage User Access

The screenshot shows the 'Manage User Access' interface. At the top, there are three tabs: '1 Select Users', '2 Manage Access', and '3 Review and Submit'. Below the tabs, there is a search bar with 'test' entered. The 'Entitlement Application' dropdown is set to 'UNMC Active Directory'. The 'Apply' button is visible. Below the filters, a list of groups is shown, with 'Surgery-IntuaDesign Test' selected. The interface includes various dropdown menus for 'Role Type', 'Entitlement Application', 'Entitlement Attribute', and 'Entitlement Owner'. There are also 'Clear' and 'Apply' buttons for the filters.

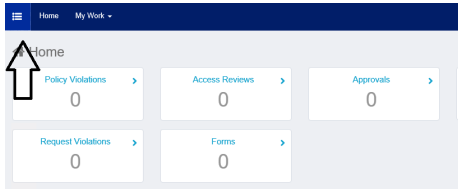
- Review selected user and groups before submitting
  - This page will show all the groups that you have selected to add for users
  - Confirm the items that are ready to submit
  - Click **submit** on bottom of the page
  - Use **Track My requests** section in this document to see all the requests that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

Manage User Access

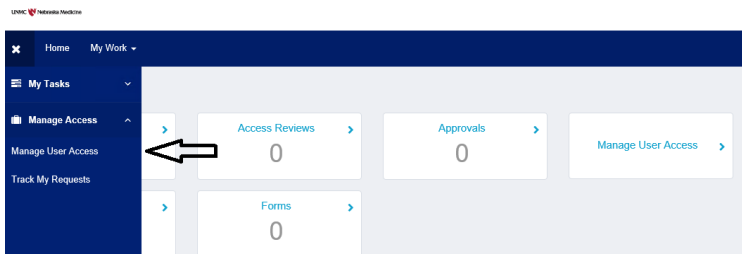
The screenshot shows the 'Add Access' section of the 'Manage User Access' interface. It displays a list of selected groups, with 'Surgery-IntuaDesign Test' highlighted. Below the group name, there are details: 'Group - Form Designer Test (Audrey Honeycutt)', 'Type: Entitlement', 'Owner: UNMC\_AD\_Group\_Owners', 'Application: UNMC Active Directory', and 'Attribute: memberOf'. The interface includes a search bar and a 'Filters' button.

## 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

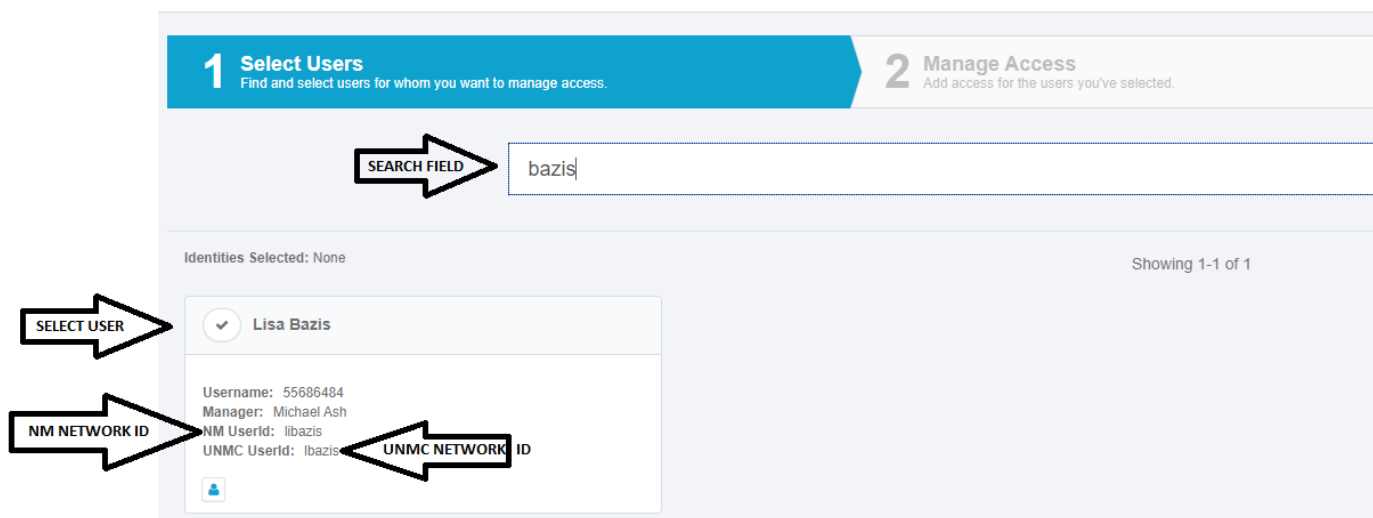


- Click on **Manage User Access** QuickLink like below



- 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

### Manage User Access





- 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

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.

**3 Review and Submit**  
Look over your selections and confirm.

Add Access

Remove Access

Search Current Access

Q

Filters ^

Identities Selected: Lisa Bazis

Showing 1-12 of 40

| Filter Current Access   | Role Type  | Entitlement Application   | Entitlement Attribute   |
|---|--|---|---|
| <div style="font-size: 0.7em; margin-bottom: 5px;">Status</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%;"></div>            | <div style="font-size: 0.7em; margin-bottom: 5px;">Role Type</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%;"></div>            | <div style="font-size: 0.7em; margin-bottom: 5px;">Entitlement Application</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%; background-color: #f2f2f2;">UNMC Active Directory</div> | <div style="font-size: 0.7em; margin-bottom: 5px;">Entitlement Attribute</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%;"></div> |
| <div style="font-size: 0.7em; margin-bottom: 5px;">Entitlement Owner</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%;"></div> | <div style="font-size: 0.7em; margin-bottom: 5px;">Entitlement uniqueId</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%;"></div> | <div style="font-size: 0.7em; margin-bottom: 5px;">Entitlement Distinguished Name</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 100%;"></div>  |   |

Clear

Apply

x

account import

Type: Entitlement   Owner: UNMC\_AD\_Group\_Owners   Application: UNMC Active Directory   Attribute: memberOf   Account: lbazis   [More](#)

Previous

Next

- 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**  
Find and select users for whom you want to manage access.

**2 Manage Access**  
Add access for the users you've selected.

**3 Review and Submit**  
Look over your selections and confirm.

Identities Selected: Lisa Bazis

Remove Access 1

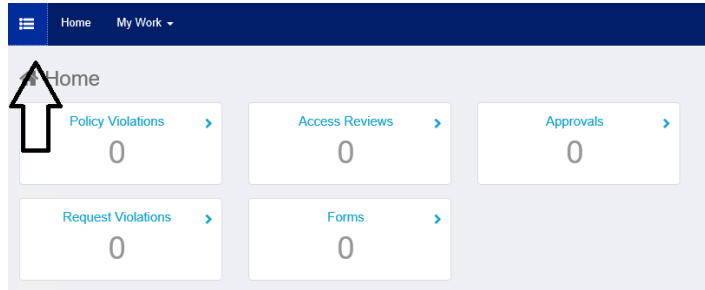
x

account import

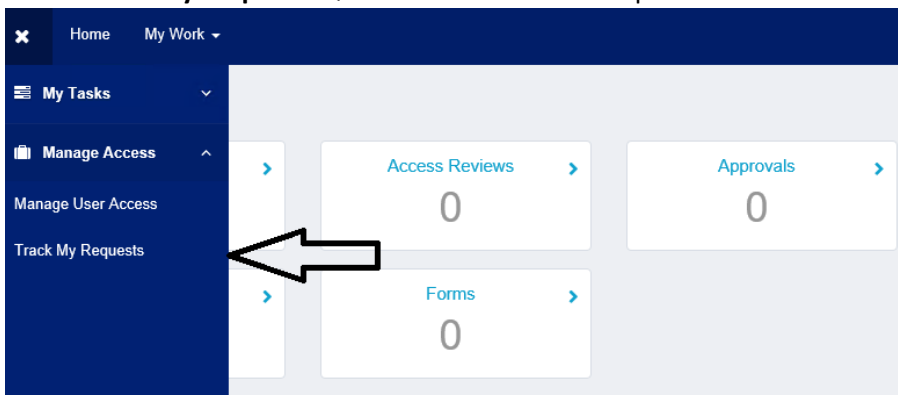
Type: Entitlement   Owner: UNMC\_AD\_Group\_Owners   Application: UNMC Active Directory   Attribute: memberOf   Account: lbazis

## Track my requests

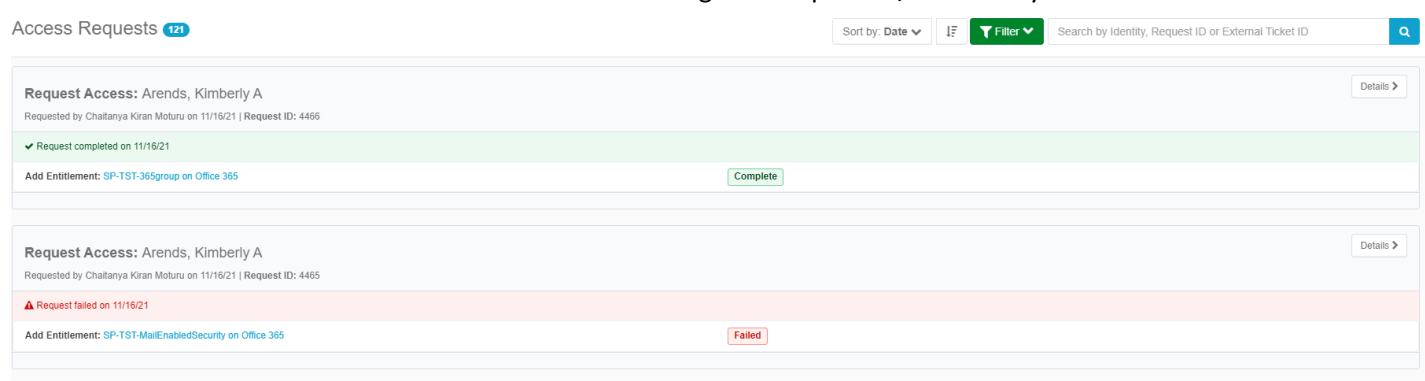
- Follow following steps if requests that you made in IIQ
- Go to IdentityIQ (IIQ/ NM SailPoint) <https://sailpoint.nebraskamed.com/identityiq/>
- Click on 3 bars on top left of the page



- 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

A screenshot of the 'Access Requests' page. At the top, there is a header with 'Access Requests' and a count of '121'. To the right, there are controls for 'Sort by: Date', a search icon, and a 'Filter' button. Below the header, there is a list of requests. The first request is 'Request Access: Arends, Kimberly A', requested by 'Chattanya Kiran Moturu' on 11/16/21, with Request ID: 4466. It shows a green bar indicating 'Request completed on 11/16/21' and a 'Complete' button. The second request is also 'Request Access: Arends, Kimberly A', requested by 'Chattanya Kiran Moturu' on 11/16/21, with Request ID: 4465. It shows a red bar indicating 'Request failed on 11/16/21' and a 'Failed' button. Each request entry has a 'Details' link on the right.