



# **OneAccess Approver User Guide**

Version 3.2

October 30, 2019

# Admin Portal

Preferred browser for OneAccess Admin Portal is Chrome. Landing Page

Administrative Approvers should go to URL: (<u>https://oneaccess.lausd.net</u>). On the right hand side under the label Are you an Administrators?

Users should click button Admin Approver Portal. Once clicked, please enter your user name (full email address i.e. username@lausd.net) and password.

This will take you to the home page described in Figure 1 below.



### **Home Page**

Approval or rejection of user SSO account requests is handled through the oneAccess Admin Approver Portal located at the following URL: (http://oneaccessadmin.lausd.net/IdentityManagement). The home page that loads will be similar to the view in Figure 1.

Note: that you may have the same or fewer options and links on the screen that loads for you based on your user permissions. To confirm successful login, the page will load to the portal with a welcome message directed to you as highlighted.





#### **View Requests**

To view current request, navigate to **Request & Approvals** section on the left hand navigation bar and click **Approve Requests.** The page with any current requests will load on the screen as seen in Figure 2.

<u>Note</u>: The navigation pane may appear differently to you depending on your access rights. The screenshot emphasizes the relevant sections necessary to handle requests.

one ACCESS	Administration Portal				Magee, Pam	10
Home	Approve Requests					
Requests & Approvals Approve Requests	Approve Reject		Search for:	Search within:		Y
	Request Title     SSO Request #BFC91033 for Salvador, Jessica @ PALISADES CHS (1879801)	Date Assigned 👻 10/20/2017 11:38:17 AM	Orig Salvi	inator ador, Jessica	Status Pending	

Figure 2

# **View Request Details**

To view the details of the request, click on the blue hyperlink text under *Request Title* column as highlighted in Figure 3. A detail pane of the request will show up on the screen.

		SSO Request #3CCFF8	3 for Ottoman, Alec @ PALISADES CHS (1879801)					
		Request summary	Account Requestor Location					
oprove Requests		Request Date	9/21/2017 3:13:16 AM Format as M/d/yyyy txmm tt					
×	Search for: 5	Requestor	Ottoman, Alec					
Reject	Date Assigned +	Status	Authorizing					
quest #3CCFF8EB for Ottoman, Alec @ PALISADES CHS (1879807)	9/21/2017 3:13:38 AM 9/20/2017 10:04:15 AM	Request Completion Date						
Vergetser - Version (and example, final de l'instances en la (1996)) D'Regetser - Version (1996)) D'Regetser - Version (1996)) D'Regetser - Version (1996)) O Regetser - Version (1996)) O Regetser - Version (1996)) O Regetser - Version (1996))	9/20/2017 10:04:14 AM 9/20/2017 10:04:13 AM 9/15/2017 3:22:37 AM	Request Workflow Remarks Additional request information generated during the processing of this request. This may contain information messages or details of errors.						
		Approval Information Click on an approval to see its details	Approve Reject Poplary Name Description Approval Status Approval Threshold Approval Duration SSD Researt #32CFR8E 8-0 9282007 31336					



# Approve or Reject a Request

To approve or reject a request, you must check the box of the specific request(s) Figure 4. The figure highlights the check box in the blue circle

	Onboard new user 'Ja	ck Applebee' at 'PALISADES CHS (1879801)'	×		HARRIS, DEXTER T
tration D	General Detailed Content	-2 0			
ation P	Request summary	More information		_	_
rov	request summary	Onboard new user 'Jack Applebee' at 'PALISADES CHS (1879801)'			
ĸ	Request Date	6/29/2017 12-27-11 PM		Search within:	
		Format as M/d/yyyy hmmm tt		All pending	~
	Requestor			Originator	Status
user '		Applebee, Jack	AP (No	o display name)	Pending
	Status	Authorizing			
	Request Completion Date				
	Request Workflow Remarks				
	Additional request information generated during the processing of this request. This may contain information messages or details of errors.				
	Approval Information				
	Click on an approval to see its detai	s 🖌 🗙			
		Approve Reject			
		Display Name Description Approval Status Approval Threshold Approval Duration			
		Control of the second s			

# Figure 4

Once the box is checked, you may either approve or reject the request which will bring up an additional dialogue where you must click *submit* (Figure 5).



	Microsoft Identity Manage	er		×		
tration P	Approve Request			+2 0		
orov ×	Summary The following summarizes the operation or operations that you are requesting.	Approve requests  Approve Onboard new u	ser 'Jack Applebee' at 'PALISADES	CHS (1879801)'.	Search within:	
					Originator	Status
ew user 'J					Applebee, Jack	Pending
Onboard new user "					(No display name)	Peoding
	Description Approve Onboard new user 'Jack Applebee' a	t 'PALISADES CHS (1879801)'.	Date 6/29/2017 1:05:28 PM	Status Request not submitted.		

Figure 5

Lastly, a confirmation dialogue pops up. Click **OK** to exit out of the dialogue. (Figure 6).

	Microsoft Identity Manager			×		
F	Approve Request			+🗎 🥝		
v	Summary Appr The following summarizes the operation or operations that you are requesting.	ove requests Approve Onboard new us	er 'Jack Applebee' at 'PALISADE!	S CHS (1879801)'.	Search within:	×
ew user 'l ew user 'l					Originator Applebee, Jack (No display name)	Status Pending Pending
	Status				-	
	Description		Date	Status		
	Approve Onboard new user 'Jack Applebee' at 'PALI'	SADES CHS (1879801)'.	6/29/2017 1:07:14 PM	Completed.		



Note that the last popup window shows the request with the updated status of the request. In Figure 7, note the new status of the request and click **OK** to exit out of the dialogue.

	Onboard new user 'Jack	Applebee' at 'PALISADES CHS (1879801)'	ж		н	ARRIS, DEXTER T
ation F	Requestor	Applebee, Jack	^			
rov	Status	Authorizing	_			
K ·	Request Completion Date		-	P	Search within: All pending	
user 'J user 'T	Request Workflow Remarks Additional request information generated during the processing of this request. This may contain information messages or details of errors.			Applebee, Jack (No display na	)riginator : me)	Status Pending Pending
	Approval Information Click on an approval to see its details	Approve Reject Display Name Description Approval Status Approval Threshold Approval Durat Display Name Description Approval Status Approval Threshold Approval Durat Display Name Description Approved 1 TV6/2017 1227: HS (1879801) I Rems total Cage 1 of 1 1440	ion, 14 ▶1			
		Close	<b>D</b> ~	2 ite	ms total Page	1 of 1 4 4

Figure 7

To reject a request, you must check the box next to the request as in Figure 4 and click **X Reject** button. An action summary window pops up so that the action can be reviewed and then submitted as per Figure 8.



	Microsoft Identity Manager		ж		HARRIS, DE	XTER T
Administration F	Reject Requests		• 💆 🔞			
Approv	Summary The following summarizes the operation or operations that you are requesting.	Reject requests <ul> <li>Reject Onboard new user 'Tee Rex'.</li> </ul>		See & Al	rch within: I pending	~
Onboard new user "				Driginator	Si Pending	tatus
	Status					
6	Reject Onboard new user 'Tee Rey'	Date 6/20/2017 1:13:43 PM	Status Request not submitted			
			_			
			Submit Cancel			

Figure 8

After the action is submitted, a summary is presented where you may note the completed status of the rejection and can exit out of the pop up by clicking OK. (Figure 9)

-			1			
	_	Microsoft Identity Manager		ж		HARRIS, DEXTER T
S	Administration F	Reject Requests		+3 0		
,	Approv	Summary The following summarizes the operation or operations that you are requesting.	Reject requests <ul> <li>Reject Onboard new user 'Tee Rex'</li> </ul>		Search within:	V
	<ul> <li>Onboard new user "</li> </ul>				Driginator	Status Pending
		Status				
		Description	Date	Status		
		Reject Onboard new user 'Tee Rex'.	6/29/2017 1:16:34 PM	Completed.		
		Guccessful changes may not be visible immedia	tely in other systems, such as email application	s. OK Cancel		
	Selected Items:			Sold Deci	1 items total Pa	ne 1 of 1 14 4 ≥ ≥



#### **Email Notifications**

Both end users and request handlers will receive confirmation emails after an action has been performed on the request. The following figures are examples of the scenarios in the previous illustration figures.

#### Approver – Emails

Approval Pending: Account Request#8FC52D48 for reese, mary Yesterday at 14:45

Please approve or reject the following SSO Request:

Requestor: reese, mary (<u>mary.reese@sean.show</u>)

For Location: PALISADES CHS (<u>1879801</u>);

Request submitted on: 2017-09-19 21:44 (GMT)

User:

Display Name: reese, mary First Name : mary Middle Init.: Last Name : reese Organization: Testers Inc.2018 Contract # : 19230 Requested Account Expiration: 2018-03-04 00:00 EmployeeType: Non-Employee

Request details: SSO Request Code: 8FC52D48 Update: Approval Completed: Account Request#386FAB66 - no further action needed Yesterday at 15:53

The following SSO Request does not require any further action. The Request has been approved, rejected, or the approval activity for this Request has expired.

Requestor: Singareddy, Lakshmikanth (lakshmikanth.08@testlausd.net)

For Location: PALISADES CHS (<u>1879801</u>);

**Request submitted on:** 2017-09-19 22:34 (GMT)

Request details: SSO Request Code: 386FAB66

Figure 10- Left: New Pending Request, Right: Request Action Completed



#### End User – Emails



Figure 11 – Top Left: Approved, Top Right: Rejected, Bottom: Time Out Rejection

#### **Revoke or Cancel an Approved Access Request**

To remove a role or access to a location approvers can cancel or revoke access approved in the past by using **OneAccess Portal** (different than the *Admin Approver Portal* above).

1. Starts from URL: https://oneaccess.lausd.net and click the Sign In button



Figure 12 – OneAccess Landing Page

2. Navigate to View User Access Request link on the top of the page

one 🗛 CCESS	Home	Profile	View User Account Requests View User Access Requests lelp Guides	

Figure 13 – OneAccess Portal Top Menu

3. Search request by utilizing *Simple Search* or *Advanced Search*.

For faster search, please filter search to more specific field.

Example below is to use Advanced Search, filtering by User and entering his/her Single Sign-On (without LAUSD.NET)

4. Click the trash bin icon to cancel or revoke access

					one	Access ∗	ome Profile	View User #	Account Reque	ists Viev	User Access	Requests	Help Guid	les	â F	RENSIA WEN [	19:04]	Sign Out	)		
Admin - User	Access Req	uest View																			
Simple Searc Advanced Se	<u>ch</u> earch Search:	User						Ŧ	firensia.we	n				C Search	]						
	Show 10	v entries																			
	id II	Request ID 11	Request Status J1	Remove/Add Access	App Name II	Role Name	Location Name IT	Location Code	Start Date 11	Expire Date ↓↑	User It	First Name 11	Middle Name II	Last Name ↓↑	LAUSD ID ↓†	DOB II	SSN 11	SSO EXP IT	Contact Email	Creator II	Approver I1
	<ul> <li>624395</li> </ul>	DA1D2B9F	Approved		One Access User Portal (For Site Admin and Delegates Only)	Helpdesk User	ITD CUSTOMER SUPPORT (1079501)	0795	10/22/2018	3/8/2046	firensia.wen	Firensia		Wen	01121160	12/23/1979	0841		firensia.wen@lausd.net	firensia.wen	
	<ul> <li>625511</li> </ul>	E41D7302- 7968-45D6- BAF2- 0B0F4B727CA6	AutoApproved	<b>O</b>	One Access User Portal (For Site Admin and Delegates Only)	District SSO Approver	ITD ENT APPS (1148601)	1486	11/1/2018	3/18/2046	firensia.wen	Firensia		Wen	01121160	12/23/1979	0841		firensia.wen@lausd.net	firensia.wen	OneAccessOperationsSA
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Figure 14 – OneAccess Portal – User Access Request search

Cancellation request will be submitted and processed in a couple of hours.