

autoAccess

UCSF Departmental Access Administration Tool

The autoAccess screens are designed to be used by departmental Access Administrators to give system access to departmental data to individuals who are authorized to use those systems. The Access Administrator is designated and responsible for providing access to department resources for one or more departments.

AutoAccess consists of two or more screens that are presented in order. The first screen collects the name, UCSF ID number, and email address of both the Access Administrator and the user who is being given access. It is important that the email address of both the Access Administrator and the user who is to receive access correspond to the email address that is registered to this individual in the CLS system. If the email address that is entered does not match the email address in the CLS system, the request will be rejected.

UCSF Online Access Order Form - Microsoft Internet Explorer

Address: <http://www.ucsf.edu/sfaisjm/>

autoAccess

UCSF Departmental Access Administration Tool

ACCESS ADMINISTRATOR

First Name: Jane
Last Name: Accessadmin
UCSF ID: 021111111
email Address: jaccess@ucsf.edu

USER

First Name: Joe
Last Name: User
UCSF ID: 022222222
email Address: juser@ucsf.edu

The University of California, San Francisco, CA 94143.
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The top of the second screen repeats the Access Administrator and the user that was entered on the first page, and provides a series of choices for the Access Administrator:

Remove Userid From System: Entering a userid here causes that user to be removed from ALL the following systems: OLPPS, Identity Management, AFP / DEP, Payroll Time Reporting, RFS, and WebLinks.

Revoke Access to Department: By entering the department code, the Access Administrator may remove access to a single department (and all of its descendants).

Note: If the Access Administrator wants to remove a userid or remove access to a department and also give access to another department, these must be handled as separate transactions; they cannot be done at the same time.

Identity Management: Giving a user Identity Management Functions will allow that user to add or change data on the Identity Database (IDB). Although a new employee can be established on the IDB by using OLPPS, as it is done today, a user authorized in this panel can establish an ID in the system so that the new employee can get immediate access to UCSF resources (like an ID card) before OLPPS paperwork is ready. This can also be used to capture identity information for non-employees who need access to UCSF resources. The Identity Management Function is not department-specific.

Access Department Data: Enter a department code that the Access Administrator has authority to grant access for, and then select options under:
OLPPS entry/update
OLPPS Inquiry
OLPPS Payroll Time Reporting Entry/Update
RFS Entry/Update (only for School of Medicine Depts.)
RFS Inquiry (only for School of Medicine Depts.)
AFP/DEP Entry/Update
AFP/DEP Inquiry
WebLinks Options.

UCSF Online Access Order Form - Microsoft Internet Explorer

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Requestor: Jane Accessadmin
021111111
jaccess@ucsf.edu

User: Joe User
022222222
juser@ucsf.edu

REMOVE USERID FROM SYSTEM
Userid to be removed:
Remove Userid

REVOKE ACCESS TO DEPARTMENT
Department to be removed:
Remove Department Access

IDENTITY MANAGEMENT
Add/Remove Identity Management Functions: No Selection

ACCESS DEPARTMENTAL DATA

Department Code:

OLPPS Entry/Update: No Selection

OLPPS Inquiry: No Selection

OLPPS Payroll Time Reporting Entry/Update: No Selection

RFS Entry/Update: No Selection

RFS Inquiry: No Selection

AFP/DEP Entry/Update: No Selection

AFP/DEP Inquiry: No Selection

WebLinks:

- General Ledger
- Accounts Payable/PO
- Employee Data
- Department Payroll Expense
- Revoke** WebLinks Access

Submit Access Order

Add Another Department

start | Microsoft... | Internet... | RUMBA... | Restorative... | Suitcase | Adobe Acro... | Document2... | 1:14 PM

When completed with access selections, the Access Administrator may provide access to another department for this individual by clicking the “Add Another Department” button. The system will respond with a full set of departmental access actions for another department. Up to 8 departments may be submitted on a single request.

When the form is completed, click the “Submit Access Order” button. This will cause the access request to be processed. The system will send email to the requestor within one hour of submission. The email will detail the request and indicate the action that was taken to satisfy the request. If a new userid was issued or a previously issued userid used, the email will identify the userid.