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Overview

This Procedure is used by the Section Chief or his/her proxy as part of the User Access Provisioning process to a) confirm the Umoja Enterprise roles requested are in alignment with the Staff Member's responsibilities, and b) approve or reject the User Access Provisioning request. Please note the Staff Member should have completed the required training before the Enterprise Roles are provisioned.

Objectives

The User Access Provisioning scenario will demonstrate:

- How to navigate to the pending User Access Provisioning request
- How to review the Enterprise Roles being requested
- How to approve or reject the User Access Provisioning request

Intended Audience

- Section Chief and his/her proxy

Reference

Additional information on the Umoja User Access Provisioning process is available on iSeek and on the Umoja website. Inspira and iSeek list the training courses that should be completed before provisioning an Enterprise Role.

Global Process

- The Security Liaison Officer works with the Staff Member and Section Chief to determine the appropriate roles to be requested in order for the Staff Member to perform his/her duties.
Note: the Staff Member should ensure that all required training is completed.
- The Security Liaison Officer enters the User Access Provisioning request in SAP, and the request is routed to the Staff Member.
- The Staff Member receives an email indicating that a User Access Provisioning request is pending and action is required.
- The Staff Member logs into the Umoja Portal and reviews the User Access Provisioning request. The Staff Member checks the Enterprise Roles being requested for completeness and accuracy, and enters the name of the Section Chief (or proxy if the Section Chief is unavailable) who will approve the request.
- The Section Chief (or proxy) receives an email indicating that a User Access Provisioning request is pending and action is required.
- The Section Chief (or proxy) approves or rejects the User Access Provisioning request.
- Approved User Access Provisioning requests are routed to Functional Approver.
- Functional Approvers review and approve or reject the User Access Provisioning request.
- Enterprise Roles for approved requests are automatically provisioned (typically within two hours of the final approval).

- An iNeed ticket is automatically created if workflow table updates are required.
- The appropriate party or parties will update workflow tables.

Pre-requisites

- The Staff Member should already have activated his/her Unite Identity account.
- The Staff Member should have completed the requisite training classes for each Enterprise Role being requested.
- The Security Liaison Officer must have entered the User Access Provisioning request.
- The Staff Member must have confirmed the User Access Provisioning request.

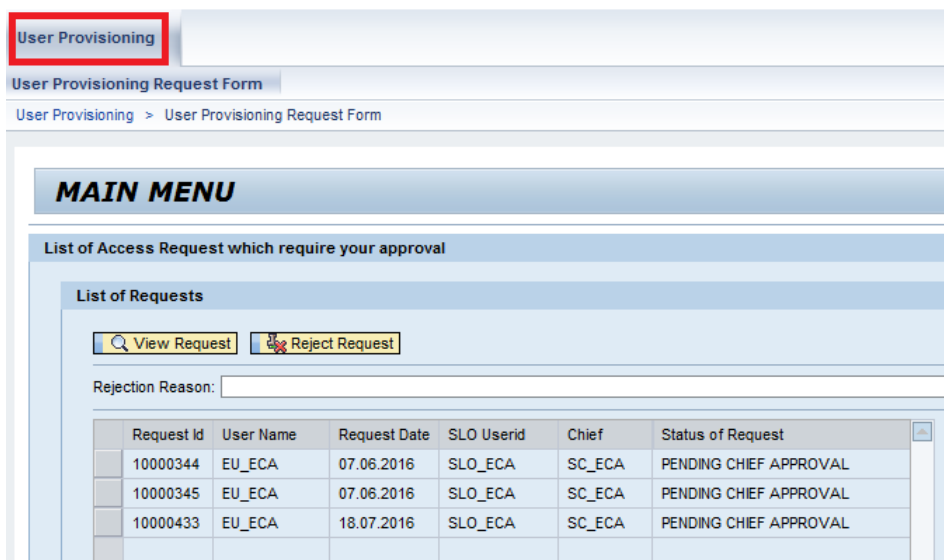
Scenario

A Staff Member has rotated to a new Duty Station and needs BI, Source-to-Acquire and Service Delivery Enterprise Roles. The Security Liaison Officer has entered a User Access Provisioning request for the roles, and the Staff Member has confirmed the request. As Section Chief, you must approve or reject the request for Umoja access.

Process Steps

Menu Path

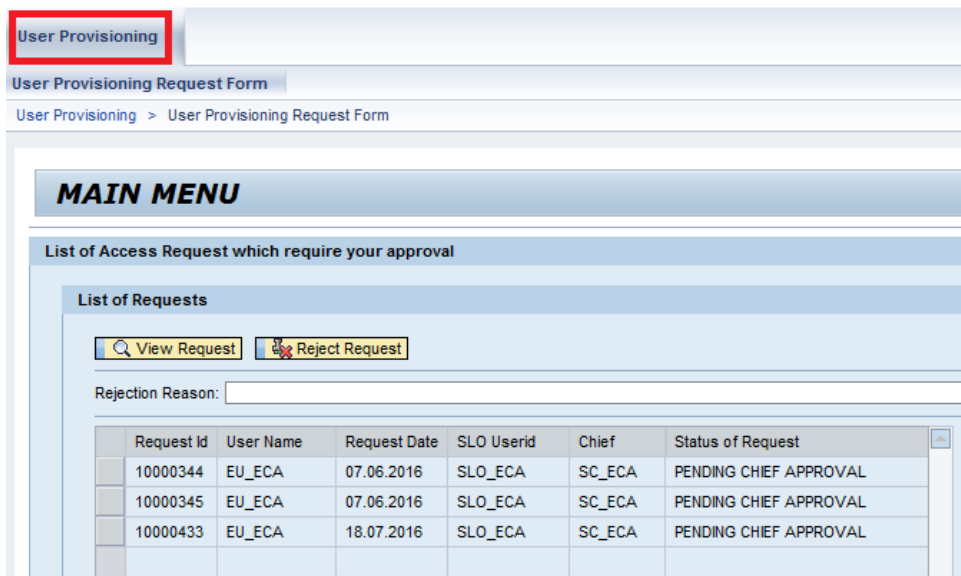
Log into the Umoja Portal at <https://login.umoja.un.org>. Click on the User Provisioning tab.



Procedure

1. Review the list of outstanding User Access Provisioning requests.

After clicking on the User Provisioning tab in the Umoja Portal the list of outstanding UAP requests will be displayed (status is **Pending Chief Approval**).

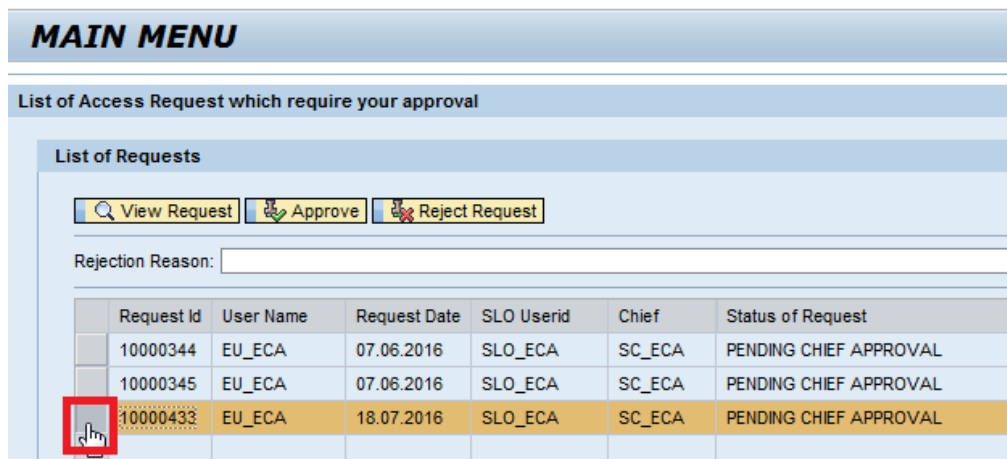


The screenshot shows the 'User Provisioning Request Form' interface. At the top, the 'User Provisioning' tab is highlighted with a red box. Below the breadcrumb 'User Provisioning > User Provisioning Request Form', there is a 'MAIN MENU' section. Underneath, a heading reads 'List of Access Request which require your approval'. This is followed by a 'List of Requests' section containing two buttons: 'View Request' and 'Reject Request'. A 'Rejection Reason:' text box is also present. The main content is a table with the following data:

Request Id	User Name	Request Date	SLO Userid	Chief	Status of Request
10000344	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000345	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000433	EU_ECA	18.07.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL

2. Select User Access Provisioning request

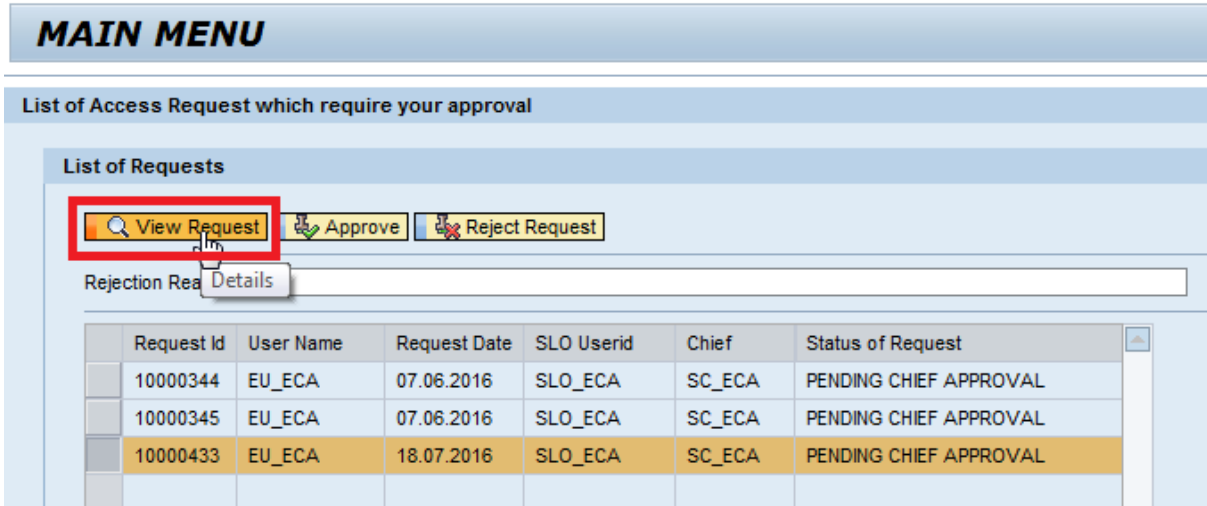
Select the User Access Provisioning request for review by clicking on the box directly to the left of the Request Id (in this example, 10000433). The request selected will be highlighted.



This screenshot shows the same interface as the previous one, but with an additional 'Approve' button next to the 'View Request' and 'Reject Request' buttons. The request with Request Id '10000433' is now highlighted in orange. A red box with a mouse cursor icon is positioned over the selection checkbox to the left of the Request Id '10000433' in the table.

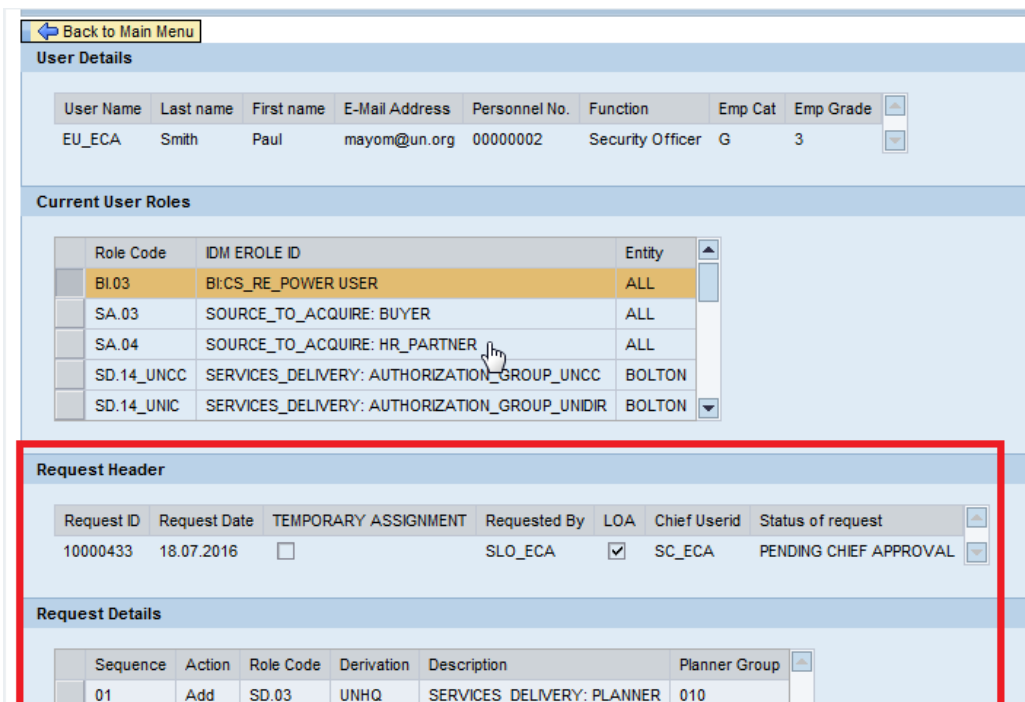
Request Id	User Name	Request Date	SLO Userid	Chief	Status of Request
10000344	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000345	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000433	EU_ECA	18.07.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL

3. Click the View Request button to view the User Access Provisioning request.



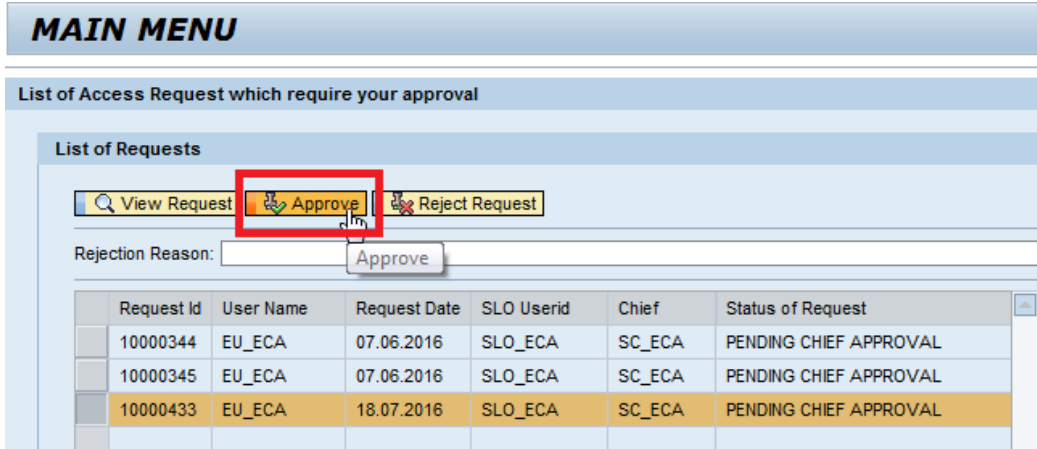
4. Review the User Access Provisioning request.

The **Request Header** section shows the Request ID/Date, SLO who raised the request and the status of the request. The **Request Detail** section shows a list of all the Enterprise Roles on the User Access Provisioning request, and the associated workflow elements.



5. Approve the User Access Provisioning request.

Click the 'Approve' button.



MAIN MENU

List of Access Request which require your approval

List of Requests

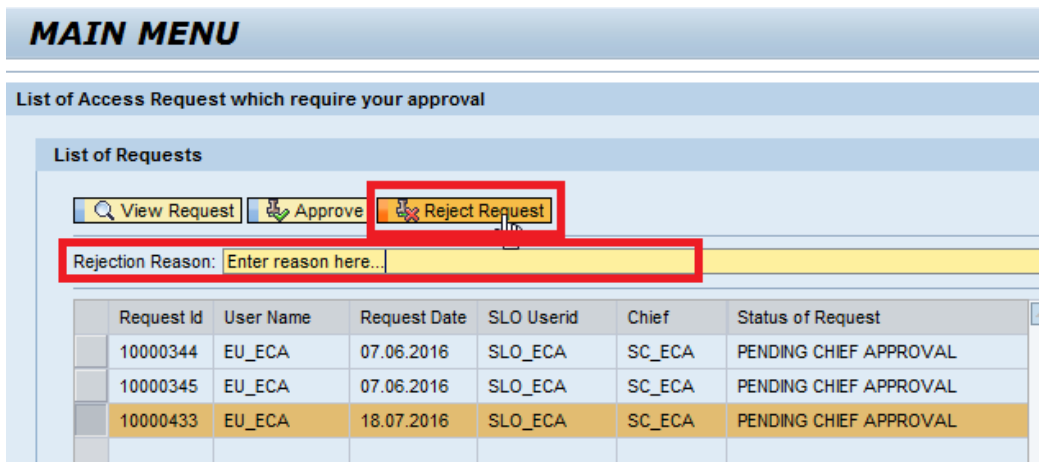
View Request Approve Reject Request

Rejection Reason: Approve

Request Id	User Name	Request Date	SLO Userid	Chief	Status of Request
10000344	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000345	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000433	EU_ECA	18.07.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL

Reject a Request

If you identify any problems with the User Access Provisioning request and think that changes are required, you can reject the request. The request will be returned to the SLO. Please contact the Staff Member and SLO to discuss the changes, and the request can be revised and resubmitted.



MAIN MENU

List of Access Request which require your approval

List of Requests

View Request Approve Reject Request

Rejection Reason: Enter reason here...

Request Id	User Name	Request Date	SLO Userid	Chief	Status of Request
10000344	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000345	EU_ECA	07.06.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL
10000433	EU_ECA	18.07.2016	SLO_ECA	SC_ECA	PENDING CHIEF APPROVAL