

Requesting Security Roles through IAM

Log into IAM at <https://oim.iam.wisconsin.edu/xlWebApp/>

Select your campus

UW SYSTEM

UW System Home -- Authentication Redirector

Select your organization

This service requires you to authenticate with your local organization, please select it from the list below.

- University of Wisconsin - Colleges
- University of Wisconsin - Eau Claire
- University of Wisconsin - Extension
- University of Wisconsin - Green Bay
- University of Wisconsin - La Crosse
- University of Wisconsin - Madison
- University of Wisconsin - Milwaukee
- University of Wisconsin - Oshkosh
- University of Wisconsin - Parkside
- University of Wisconsin - Platteville
- University of Wisconsin - River Falls
- University of Wisconsin - Stevens Point
- University of Wisconsin - Stout
- University of Wisconsin - Superior
- University of Wisconsin - System Administration
- University of Wisconsin - Whitewater

Remember Me (requires cookies)

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Log in using your campus credentials; (click 'yes' if you get trusted sites security warnings)

MY UW SEARCH PEOPLE

WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

[Activate my NetID](#) [Modify my NetID](#)

NetID Login

The application or resource you requested requires you to login.

Once your login is successful, you'll be returned to the application you've requested.

LOGIN

NetID
[What is my NetID? \(ie. bbadger\)](#)

Password
[Forgot your password?](#)

Close **all** web browser windows when you are finished (quit on a Mac). When you login with your NetID, you are automatically logged in to other services that use the NetID Login Service.

[What is this site?](#) [Security Best Practices](#) [Information for Web Developers](#)

Click requests, then request resources

Identity and Access Management

UNIVERSITY OF WISCONSIN SYSTEM **IAM**
Identity and Access Management

Welcome KATHLEEN LUKER

- My Account
- My Resources
- To-Do List
- Requests
 - Request Resources**
 - Manage Resources
- Help

Welcome To The Oracle Identity Manager Administrative And User Console

Quick Status

Requests raised by you in the last 30 days	1
Requests raised for you in the last 30 days	1

Manage Your Account

[My Proxy](#)

Manage Your Resources

[My Resources](#)
[My Requests](#)

Click the Myself radio button

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Create a Request To Provision Resources

Step 1: Select User

Who is this Request for?

Myself Others

[Cancel Request\(s\)](#) [Continue >>](#)

Click continue

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Step 1: Select User

Who is this Request for?

Myself Others

EmplID	Employee Name	Campus	Div/Dept	Job	
00160011	LUKER, KATHLEEN	UW Madison	G SERV/OFFICE OF QUALITY	SR INFO TECH STRAT CN	remove

[Cancel Request\(s\)](#) [Continue >>](#)

Click search

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Create a Request To Provision Resources

Step 2: Select Resources

Resource Search

Resource Name:

Search

Done

EmplID	Employee Name	Campus	Div/Dept
00160011	LUKER, KATHLEEN	UW Madison	G SERV/OFF

Cancel Request(s) << Back Continue >>



Select PSFT UM Server and click Done

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Create a Request To Provision Resources

Step 2: Select Resources

Resource Search

Resource Name:

Search

Done

Search Results:

Resource Name	Select
PSFT UM Server	<input checked="" type="checkbox"/>



Click Add

Identity and Access Management 

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Create a Request To Provision Resources

Step 2: Select Resources

Resource Name

PSFT UM Server

Search

EmplID	Employee Name	Campus	Div/Dept	Job
00160011	LUKER, KATHLEEN	UW Madison	G SERV/OFFICE OF QUALITY	SR INFO TECH STRAT CN

Cancel Request(s) << Back Continue >>



Enter your supervisor, leave level of data access as is, put IR in filter and scroll down to all of the IR roles (they will be all together).

Identity and Access Management

UNIVERSITY OF WISCONSIN SYSTEM IAM Identity and Access Management

Welcome KATHLEEN LUKER

Create a Request To Provision Resources

Step 2: Select Resources

Resource Name: PSFT UM Server

Choose Resource Entitlements

Supervisor Name:

Level of Data Access:

Filter: Clear Filter

Roles

- AM Supervisor:** SupervisorApprove and Manage their employee's absence request. View Absence History and Balances.
- Campus Direct Retro Approver:** FI Campus User: Direct Retro Approver Access. This access includes the ability to approve direct retros and prepare them to process through to SFS Financials.
- Campus Funding One BU:** FI Campus user access to enter funding for their Business Unit. The role provides access to the custom Funding Entry Page to enter and change funding for employee/job for user's campus only.

Submit Changes Close

Select the roles you want and click submit changes

Identity and Access Management

UNIVERSITY OF WISCONSIN SYSTEM IAM Identity and Access Management

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Create a Request To Provision Resources

Step 2: Select Resources

Resource Name: PSFT UM Server

Choose Resource Entitlements

IR EPM AM Query Library: This role is to be requested by users of the Query Library for related Absence Management data views. Note: Individual ODBC database access is included with this role.

IR EPM BN Snstve Query Library: This role is to be requested by users of the Query Library for related Time & Labor data views. Note: Individual ODBC database access is included with this role.

IR EPM FI Query Library: This role is to be requested by users of the Query Library for related Finance Integration data views. Note: Individual ODBC database access is included with this role.

IR EPM HR Query Library: This role is to be requested by users of the Query Library for related Human Resources data views. Note: Individual ODBC database access is included with this role.

IR EPM HR Snstve Query Library: This role is to be requested by users of the Query Library for related Time & Labor data views. Note: Individual ODBC database access is included with this role.

IR EPM PY Query Library: This role is to be requested by users of the Query Library for related Payroll data views. Note: Individual ODBC database access is included with this role.

Submit Changes

Enter supervisor and click continue

Identity and Access Management

UNIVERSITY OF WISCONSIN
IAM
Identity and Access Management

Welcome KATHLEEN LUKES HOME | LOGOUT | ABOUT

Create a Request To Provision Resources

Step 2: Select Resources

Resource Name
PSFT UM Server Add

Search

User Name	Resource Name	Level of Data Access	Rules	Supervisor's Name	Actions
LUKES, KATHLEEN	PSFT UM Server		JL EDM...	Maureen Cotter	Active Details

Cancel Request(s) << Back Continue >>

Read and agree to compliance agreement, click continue

Identity and Access Management

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Create a Request To Provision Resources

Step 3: Compliance Agreement

PURPOSE
As an employee of the University of Wisconsin, you may be entrusted with certain responsibilities and special privileges. During the normal execution of your job you may encounter or have access to sensitive or confidential information. Access, modification, destruction or disclosure of sensitive or confidential information may violate University policy, State or Federal laws. The handling of restricted data is governed by State and Federal privacy laws.

Information governed by these laws may include, but is not limited to:

- Academic records, tests and grades or other academic information.
- Financial information.
- Social security numbers and all other personally identifiable information.

As an employee of the University of Wisconsin, you must take reasonable steps to protect confidential or sensitive information that you may have access to in the course of business and the normal execution of your job.

RESPONSIBILITY
The granting of access carries with it an implicit bond of trust that:

- You will store under secure conditions all data that you obtain from on-line pages, data warehouse or extracted datasets, including printed data as well as on-line transmissions of data (email, fax). Using and storing Social Security Numbers is strongly discouraged.
- Encrypt confidential information on my university-owned computer, laptop, mobile device or removable storage device (e.g. thumb drive) whenever possible.
- You will be a responsible user of data, whether it is data relating to your own unit or another unit. This is especially important given the shared environment of HRS.
- You will make every reasonable effort to interpret data accurately and in a professional manner.
- You will make every reasonable attempt to maintain the integrity of the data. This includes making only the changes that you are authorized to make and doing so in an appropriate manner.
- You will sign out of HRS when not using it.
- You will not share your account and password with others.
- You will access only that information you need to perform your job at the University. This means no casual browsing of data.
- You will make every reasonable effort to maintain privacy of the data. This includes knowing what constitutes "directory" or public information and observing the employee's right to withhold this information.
- Whenever personal identifiable student information is requested from you, if you are not certain of the requestor's "legitimate educational need to know," or the employee's desire to withhold information, you will refer that request to the Data Custodian for your area.
- Report any actions which violate confidentiality to my supervisor or the Information Technology Security Officer.

VIOLATIONS
To preserve and protect the integrity of information technology resources, there may be circumstances where the university must immediately suspend or deny access to the resources. Should a student's access be suspended under these circumstances, the university shall inform the student immediately and shall afford the student an opportunity to respond. The university shall then determine whether disciplinary action under Chapter UWSS 17, Wisconsin Administrative Code, or some alternative course of action, is warranted and shall follow the procedure established for such cases.

CERTIFICATION
I understand my obligations as a responsible user of the data to which I have been granted access. By signing this form I certify I am a user of HRS data and I agree to abide by the state and federal laws and University of Wisconsin policies that apply to the proper use of data.

I HAVE READ, UNDERSTAND & AGREE TO THE ABOVE TERMS.

I agree to the terms and conditions.

Cancel Request(s) << Back Continue >>

Click submit now

Identity and Access Management

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Welcome KATHLEEN LUKES HOME | LOGOUT | ABOUT

Create a Request To Provision Resources

Step 4: Request Summary

User Name	Resource Name	Level of Data Access	Rules	Supervisor's Name	Actions
LUKES, KATHLEEN	PSFT UM Server		JL EDM...	Maureen Cotter	View Commitment View Details

Cancel Request(s) << Back Submit Now

Wait for your request to be submitted successfully and log out.