DACSS/UCPATH DEMO

DEMO ON PROVISIONING A USER WITH UCPATH ACCESS IN DACSS
Log Onto DACSS Web

**Note:**
DSAs will be notified when they can log-in to DACSS Web to begin provisioning USERS.
Enter Log-on Credentials

**Note:**
Log-on will require MFA.
Check “My Profile”

**Steps:**
Once you log-on check “My Profile” to make sure you are set-up as a DSA.
Check Your Profile (DSA & PH Functions)

Steps:
Check that you...
1) Are a “Role_DSA”
2) Have UCPath functions (“PH....”)
Refer to Security Access Worksheet
(Provided by UCPath Security Team)

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<tr>
<td>Audit</td>
<td>Lynne Yorita</td>
<td>1234</td>
<td>Susan Chan</td>
<td>Audit</td>
<td>Department</td>
<td></td>
<td>3030</td>
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**Note:**
This worksheet will indicate the:
- **USER** you should provision.
- **TEMPLATE(S)** the user should have.
- **PHOVALUE(S)** assigned to the user.
- **ONLY** provision USERS who have completed the required UCPath training courses.
Provision Users (with “Manage Access”)

Note:
- Click on “Manage Access” or “Add, Edit or Delete access...” icon
- DO NOT go to “Manage Templates”
Search for the User
(Search By User’s UID)

Steps:
1) Search for the user by their UID.
2) Click on “Find User.”
Initial Provisioning: Ensure Clean Profile

Steps:
1) Select “Functions.”
2) Scroll to functions leading with “P…” (Functions are alphabetized).
3) Ensure user has no “PH…” functions.
Provisioning the User: “Apply Templates”

Steps:
1) Click on “Apply Template.”
(Refer to Security Access Worksheet)
Provisioning the User: Select “Template”

**Steps:**

1. Click on the template name to apply template.
   - *Template names begin with “UCPath...”* (Refer to Security Access Worksheet)
   - Lynne should have templates HCM-I and HCM-A2.
Provisioning the User: Confirm “Template”

**Steps:**
(Refer to Security Access Worksheet)

- Lynne should have templates HCM-I and HCM-A2.

1) Click on template: “UCPath HCM-I ‘Initiator’

2) Verify the correct template was selected, press “OK” to apply.
Provisioning the User: Verify PH Functions

Steps:
1) Double check that “PH” functions were added to user’s Functions List.
Provisioning the User: Apply More Templates

**Steps:**
(Refer to Security Access Worksheet)
- Lynne should have templates HCM-I and HCM-A2.

1) Click on template: “UCPath HCM-A2 ‘Approver 2’

2) Verify the correct template was selected, press “OK” to apply.
Provisioning the User: Apply More Templates
(Partially Applied Template Notification)

Note:
• This message (partially applied template) is prompted because the two templates share some of the same functions.
Provisioning the User: Add “PHOVALUE” (Search and Add Function)

Steps:
1) Search and Add the “PHOVALUE” function.
Provisioning the User: Add “PHOVALUE” (Add The Value)

Note:
(Refer to Security Access Worksheet)
• Lynne should be assigned Dept. 3030 (PHOVALUE).

Steps:
1) Verify that “Loc” is set to 4 (for UCLA).
2) Enter 3030 in “Dept” field.
3) Press green checkmark to validate value.
Provisioning the User: Add “PHOVALUE”

Note: (Refer to Security Access Worksheet)
- Lynne should be assigned Dept. 3030 (PHOVALUE).

Steps:
1) If the entered value turns green that means it is a valid value.
2) Press “Add Value” to add additional values (if applicable).
3) Press “Commit Changes” to apply values.
Removing PHOVALUE: Removing a Value

**Steps:**
1) Select the value to be removed and click on “Remove Selected Value(s).”
2) Click “Commit Changes.”
Removing PHOVALUE: Removing the Function

Steps:
1) Find the “PHOVALUE” function in the Functions List.
2) Select the “PHOVALUE” function.
3) Click on “Remove Function.”
4) Press “OK” in confirmation message.
Removing Functions in DACSS: Example
Select Function & Confirm Removal

Steps:
1) Locate the PH function from the Functions List.
2) Select the PH function.
3) Click on “Remove Function.”
4) Press “OK” in confirmation message.
Removing Functions in DACSS: Example

Function Removed Confirmation Message

**Steps:**
- A confirmation on the successful removal of the function appears.
Provisioning A User: Summary

- Refer to the Security Access Worksheet you are provided.
- Log-on to DACSS Web:
  - Check your profile (Role_DSA).
  - Go to “Manage Access” to search for the user.
- Provision the user:
  - Apply Templates.
  - Add/Delete PHOVALUEs.
- Be very careful when applying the templates (deletion of functions must be done one-by-one/ no mass deletions option).