



oneAccess Approver User Guide

Version 1.0

October 20, 2017

Admin Portal

Home Page

Approval or rejection of user SSO account requests is handled through the oneAccess admin 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: Approvers may have the same or fewer options and links on the screen, which is based on the user permissions. To confirm a successful login, the page will load to the portal with a welcome message directed to the user, as highlighted.



Figure 1

View Requests

To view a current request, navigate to the 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**.

Note: The navigation pane may appear differently, depending on the user's access rights. The screenshot emphasizes the relevant sections necessary to handle requests.



Figure 2

[View Request Details](#)

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

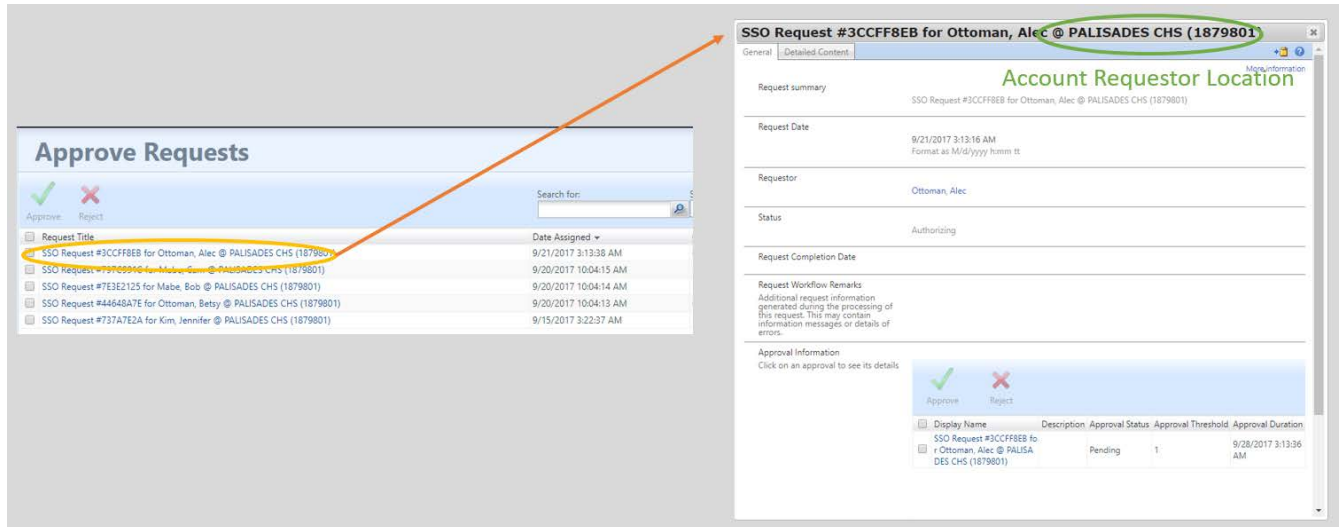


Figure 3

[Approve or Reject a Request](#)

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

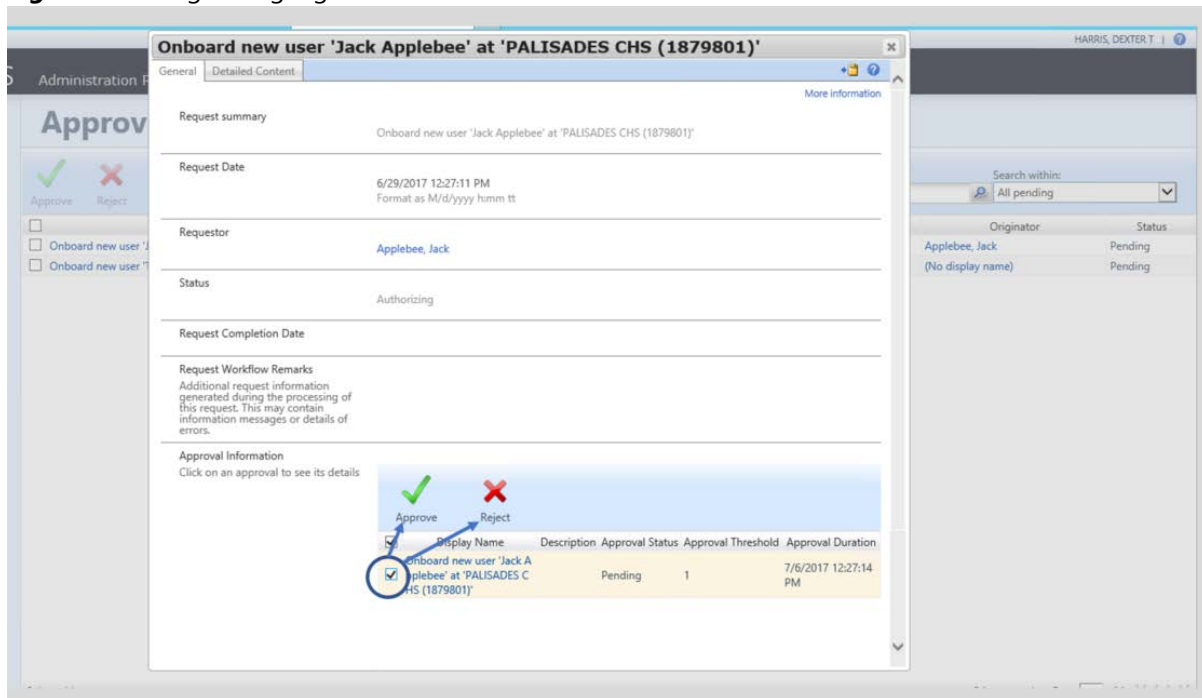


Figure 4

Once the box is checked, users may either approve or reject the request which will bring up an additional dialogue box in order to click **Submit** (Figure 5).

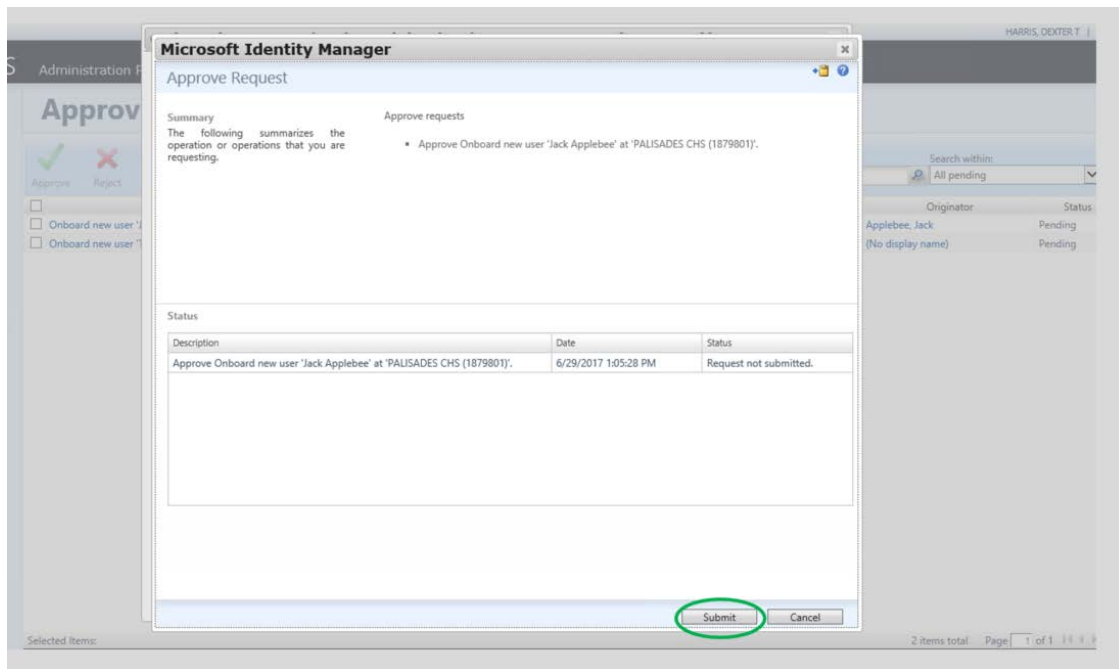


Figure 5

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

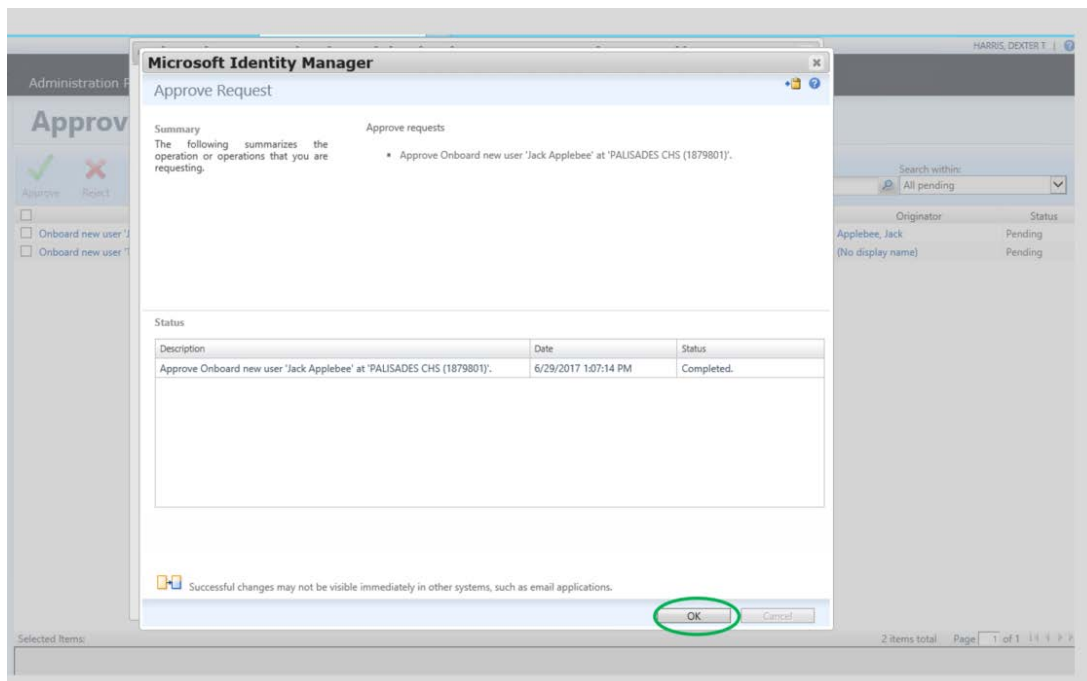


Figure 6

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.

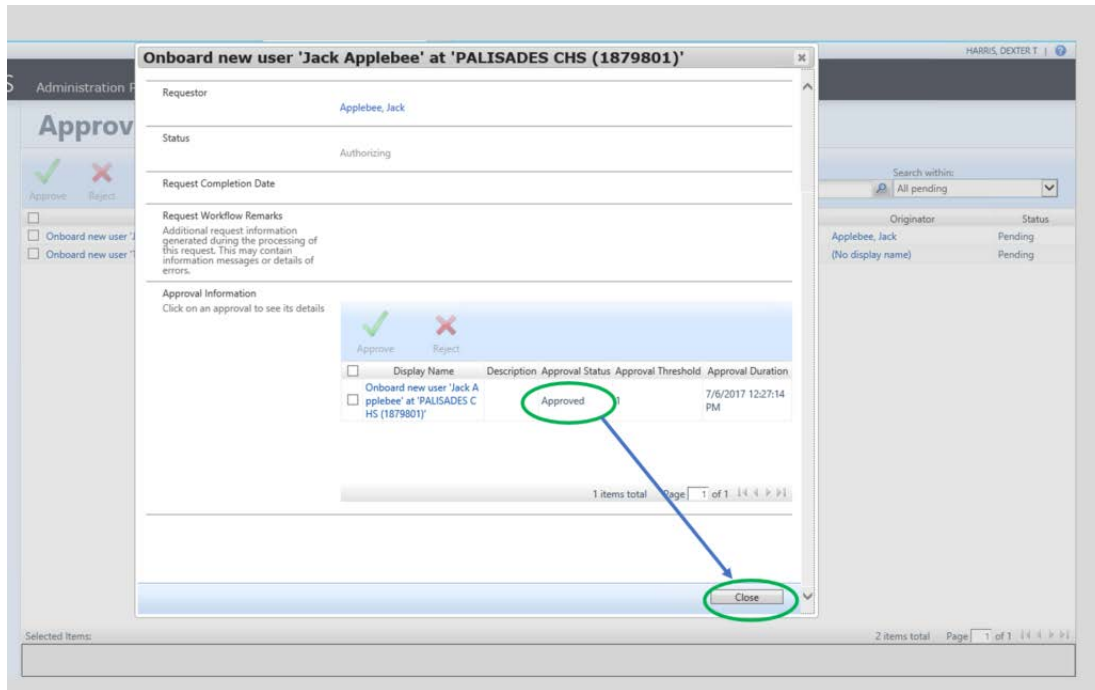


Figure 7

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

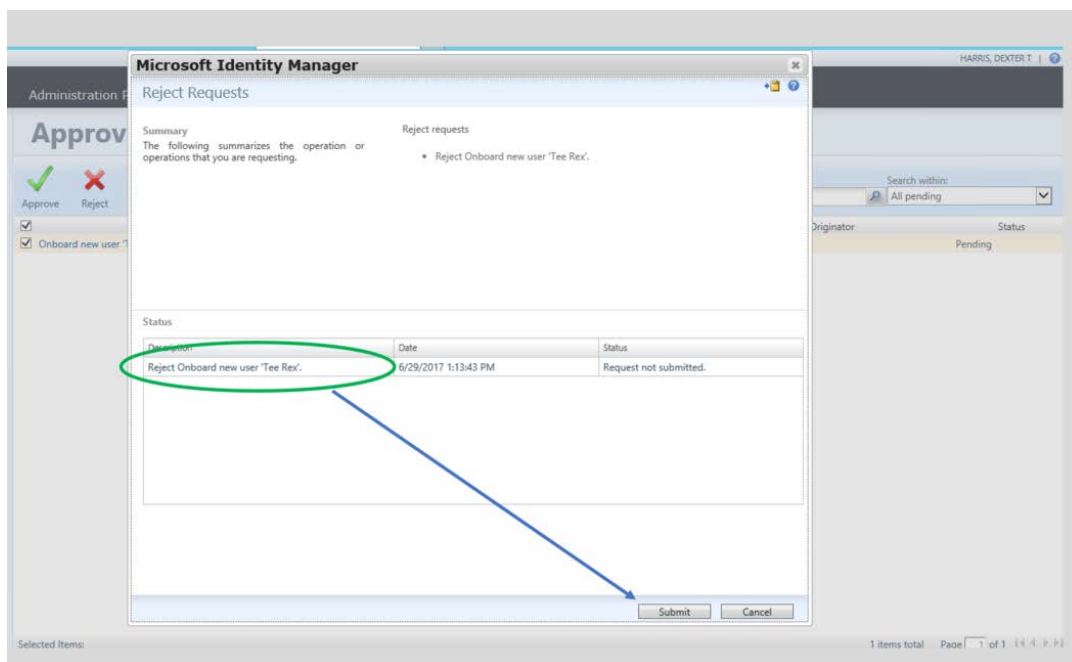


Figure 8

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

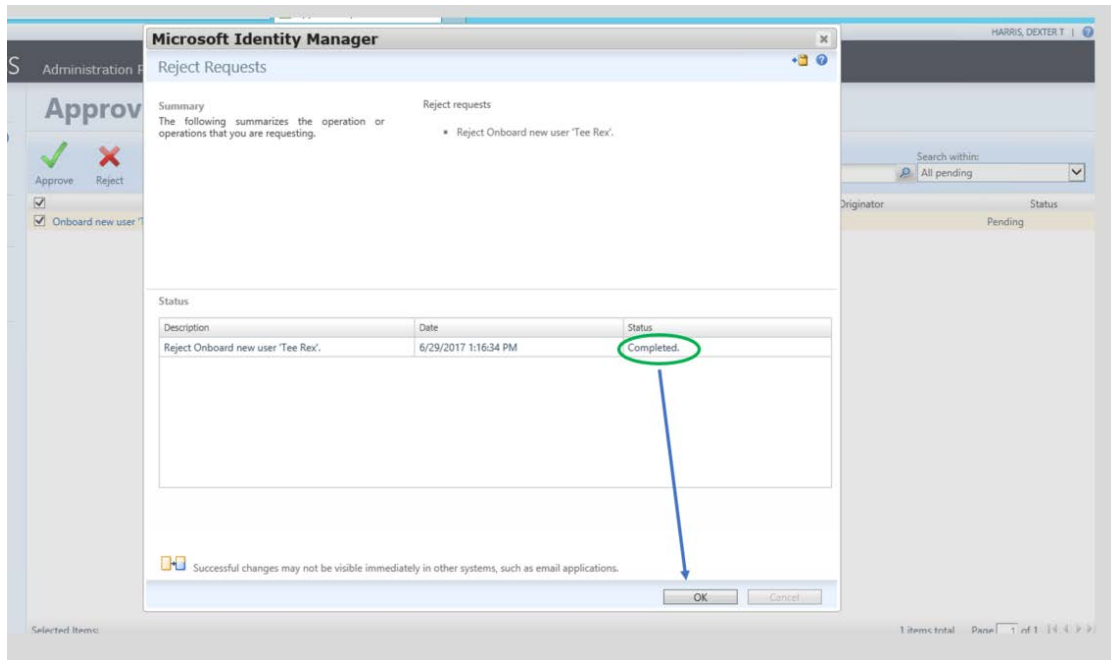


Figure 9

Email Notifications

Both the 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 (mary.reese@sean.show)

For Location:
PALISADES CHS ([1879801](#)) ;

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 ([1879801](#)) ;

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

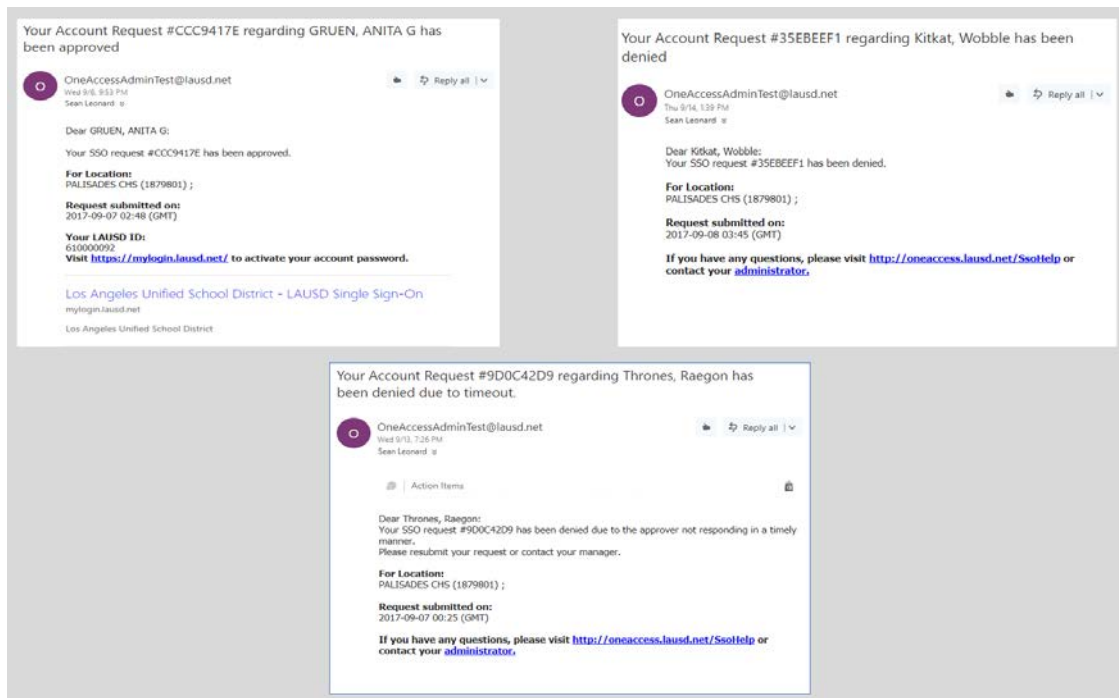


Figure 11 – Top Left: Approved, Top Right: Rejected, Bottom: Time Out Rejection