1 Purpose

This document describes the procedure and a process for creating an account, assigning username and profiles in Ellipse.

2 Scope

This procedure covers first checking if an employee was captured in ellipse and creating the user account.

3 References

SEC I.T Policies

4 Definitions

N/A

5 Responsibilities

The Systems Administrator – only the System Administrator OR an approved IT department employee is responsible creating user accounts in ellipse, on the reception of an authorized IT system access form

The IT Systems Manager – only the IT manager can authorize an employee's system access form.

6 Procedure

6.1 Login to Mincom desktop

- System administrators have administration rights
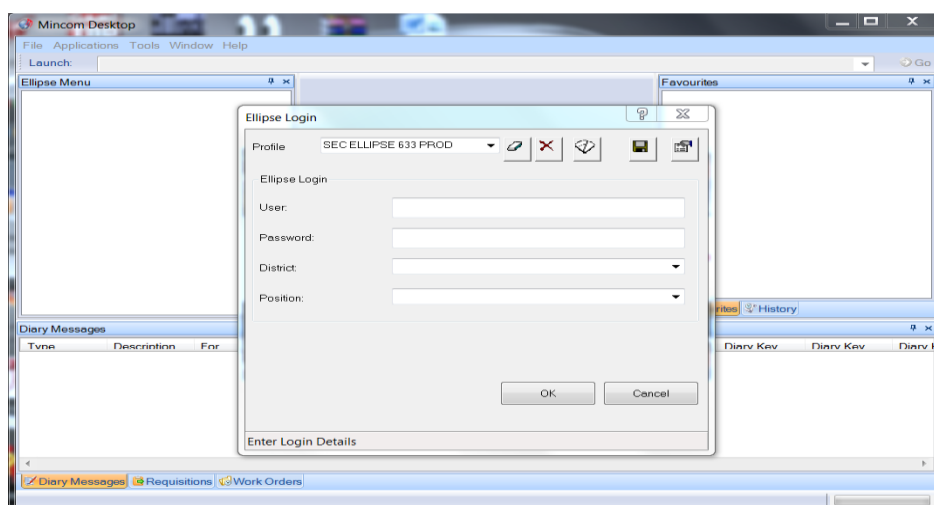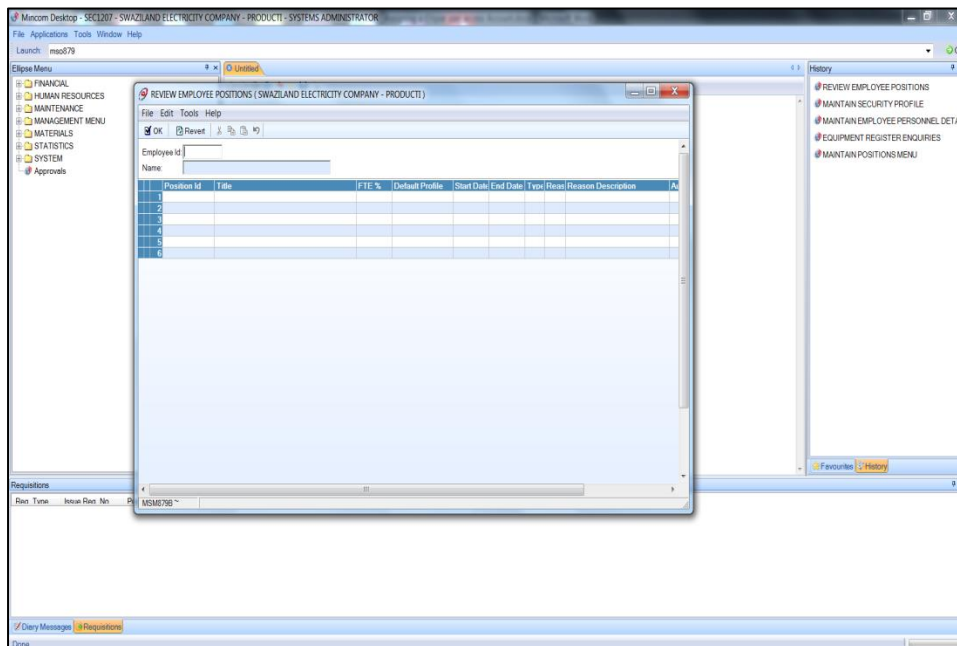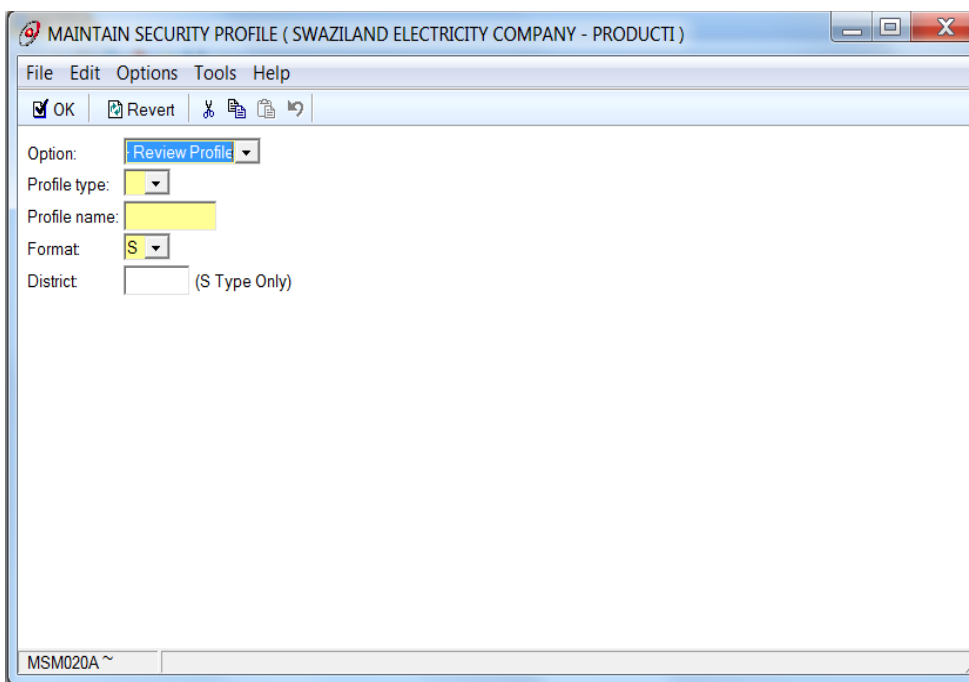
6.2 Launch MSO879

- This is to check if the employee was captured into the Ellipse system

6.3 On Employee ID enter the employee's PF

- If the employee's details do not show contact the HR department

6.4 Launch MSO020

- **Option**: Create Profile
- **Profile type**: S
- **Profile Name**: SEC*<employee PF number>*
- **Format: S**
- **District**: SEB1
- Then click OK
- Select Long form

- **Owner**: *<enter user's name>*
- **Empl. Id**: *<enter user's PF number>*
- **Menu**: *<enter the menu the user will use>*
- **Password**: *<enter default password>*

    6.5 Click 'Save'

7 Records

Reference #	Title	Responsible	Retention Period
Q-F-IT-F-01	System Access Form	Systems Administrator	Indefinite