Bravura Identity:

Creating a new user profile

Hitachi ID Bravura Identity provides authorized users with the ability to create a new profile to request access for a newly hired user.

Terminology

Profile A record within *Hitachi ID Bravura Identity* describing a user, the associated accounts, and other data such as attributes or access controls.

Requester The user submitting a request.

Recipient The user who will be affected by a request. This may be the same as the requester.

Authorizer The user responsible for reviewing a request. An authorizer may approve, deny, or change a request depending on their privileges.

In many organizations authorizers are typically managers, security staff, or application owners.

Pre-defined request A *Bravura Identity* configuration to help users to request access changes. Pre-defined requests can:

- Define common requests in terms that are familiar to users.
- Reduce the number and complexity of steps required to make a request.

This document contains:

- Requirement
- Solution
- Use case: Create a new user profile

1 Requirement

Hitachi ID Bravura Identity must create new profiles for newly hired users in order to provide access for them.

2 Solution

Hitachi ID Bravura Pattern: Workforce Edition provides all the necessary configuration to allow users to submit onboarding requests for new employees, using the NEW-EMPLOYEE pre-defined request.

3 Use case: Create a new user profile

This user case shows you how to create a new user profile using a pre-defined request NEW-EMPLOYEE.

Requirement

This use case assumes that:

- You have installed *Hitachi ID Bravura Pattern: Workforce Edition* so the pre-defined request NEW-EMPLOYEE has been added.

- You have linked the template account AD_TMEPLATE to an actual account on the Active Directory target system.

- You have updated the im_policy_authorization rule for the pre-defined request (PDR) NEW-EMPLOYEE.

Create a new user

To create a new user:

1. Log into the *Hitachi ID Bravura Identity* web app as an end user.

2. Click **Create a new user profile**.

3. Select ▣ **New employee basic setup**.

> **Note:** The **New employee basic setup** request will be automatically triggered if it is the only available request type in the **Create a new user profile** menu.

4. Enter **Basic information** for the new user.
   Click **Next**.

5. Enter **Mobile information**.
   Click **Next**.

6. Enter **Personally identifying information**.
   Click **Next**.

7. Enter **Work contact information**.

8. Click **Submit**.

9. Click the link at the top of the page to check the status of the request.
   The status is displayed in the *Requests* app, which users use to track their requests.

Approve the request

To approve the submitted NEW-EMPLOYEE request:

1. Log into the *Hitachi ID Bravura Identity* web app as one of the authorizers of the request.

   > **Note:** By default, the authorizers are selected by the authorization plugin from members of the HR department. You can update the im_policy_authorization rule for the NEW-EMPLOYEE PDR to assign authorizers.

2. From the main menu, click **Requests**.
   The *Requests* app opens.

3. From the Results panel, select the request you want to review.
   Bravura Identity displays the details in the Actions panel panel on the right.

4. Review the request.

5. Click **Approve** and confirm the approval by clicking the **Approve** button below the notes field.

Track the results of the request

To check the status of the submitted NEW-EMPLOYEE request as the requester:

1. Log into the *Hitachi ID Bravura Identity* web app as the requester.

2. From the main menu, click **Requests**.
   The *Requests* app opens.

3. From the Results panel, select the request you want to review.
   Bravura Identity displays the details in the Actions panel panel on the right.
   At first the status will change to "Approved, performing requested operations".
   After a few more minutes click the **Refresh** button on the request and you should see the status change to "Processed" with a comment in the Results column that says, "Success Created with login ID" indicating that the account has been created on Active Directory.

See also:

- The *Bravura Security Fabric* Documentation for more information about templates and account creation.