ADD a SPS USER

BEFORE adding any new SPS user ids, first execute multiple searches to ensure that the user does not already exist in the SPS Security table. Be thorough in your searching in order to prevent users from having multiple production user ids.

There are three ways you can filter/search for users: 1) NEXT KEY: which is used to search by a SPS user id, 2) SEARCH NAME: which is used to search by the user’s name (first name then last name), and 3) “eyeballing” the entries/records in the SPS Security table.

The most common search is executed by using the NEXT KEY field.

There are multiple ways that you can execute a search using the NEXT KEY field. For example:

1. Typing a full SPS user id
2. Typing a partial SPS user id (but they must be the beginning characters)
3. Typing the first character of a SPS user id

If your NEXT KEY search results in a match, the SPS user information will display on the screen.

After executing a NEXT KEY search, be sure to check the result screen in its entirety (plus subsequent screens, if applicable) for possible matches.

If your NEXT KEY search does not result in a match, you will NOT receive a message stating no match found. Instead, the search results will display a screen that will not contain any matches to your search.

The second most common search is executed by using the SEARCH NAME field.

The SEARCH NAME field is more stringent because it requires more of an exact name match to be found.

**NOTE1:** When searching by the user name (SEARCH NAME field), you can only input as many characters as the search field allows.

**NOTE2:** When searching by the user name (SEARCH NAME field), you must enter the maximum number of search characters that you can.

If the user name search finds a match, the user information will display on the screen.

After executing a SEARCH NAME search, be sure to check the screen results in their entirety for possible matches. In addition, you must also REPEAT the same name search by depressing the F5 key repeatedly until the search results return the NO MORE MATCHES FOUND message.

If your earlier searches DID return a match for the new SPS user request (meaning the user already has a SPS user id), then send the user an email containing their existing USERID (SPS user id), OFF (office code) and PASSWD (password) information. This new SPS user request is now complete and you can stop here.

But if your earlier searches did NOT return a match for the new user request (meaning the user does not already have a SPS user id), then you must proceed with the new user request by executing a brand new search for the model id.

**NOTE:** The model id provided may be a SPS user id or it may be an ATTUID. Therefore, you will need to identify what the actual SPS user id is that is associated with the model id in order to know what to search for next.

Type the SPS user id that represents the model id in the NEXT KEY field and press Enter.

The user information belonging to the model id will display on the screen.

Verify that the correct model id is displayed. If the correct model id is displayed, then all you have to do is type in the new user information over the model id user’s information and then type an “A” for add in the “ACT” column of that same record and then press Enter. Move your cursor from field to field by using the Tab key.

For instance, move your cursor to the “action” column (ACT) of the model id and type an “A”. Then move your cursor to the first character in the “USERID” column of the model id and overtype the existing USERID with the new user’s ATTUID (the USERID is always going to be the new user’s ATTUID unless you are adding a Miscellaneous/Mech ID). Now go to the “office” column (OFF) and enter an office code (the user should provide you with one--if not use the model id’s office code.---if neither have one, you will have to create an OFF code for that group. This will be explained in different notes). Now move to the “PASSWORD” column (PASSWD). There is no format that the password must follow other than 1) it is not the user’s ATTUID or USERID (SPS user id), 2) it is the maximum allowed of 6 characters long, and 3) it follows ASPR policies. Other than that, you can create the password with whatever you want. For the SBCUID column, you just need to put the user’s ATTUID there or the ATTUID of the Miscellaneous/Mech ID sponsor. When you get to the TRNG column (training), that should be blank unless the SPS user id request is for training access instead of production access. When you get to the CUS and UNT columns, they will probably be the same as the model id. In the NAME column, just put the new users first name followed by their last name as it is listed in WEBPHONE (but do NOT enter any middle initials). Once all that info has been entered, double checked the new user info before pressing Enter. Since you will NOT receive a message indicating whether the new user was successfully added or not you must therefore execute a new search for the new user you just created and verify that the new user information was successfully added and that the information is correct.

Next you want to do a search to verify that the new user id (ZZ2987) was actually added and that the user information is correct. Therefore, enter your search criteria and press Enter. Keep in mind that there are numerous ways for you to execute such a search.

Next, send an email to the new user with their SPS user id (USERID), office code (OFF), and password (PASSWD) information. This information will be needed for the SPS SIGN-ON screen.