



Equal Employment Opportunity Commission (EEOC)



Integrated Mission System (IMS)

Annual Account Certification User's Guide

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Every year, Directors are required to perform an annual review/certification of the network and systems access for the personnel under them. The Equal Employment Opportunity Commission's (EEOC) Office of Information Technology (OIT), notifies Directors by accessing the Annual Account Certification System, selecting the relevant Directors, and ensuring the system sends email notifications to the designated Directors. The Directors perform their review and their updates are sent to a reporting area, the annual certification report is generated, and EEOC OIT is sent the latest certification report.

1. The Director clicks on the link provided in the email and the screen shown below appears:

First Name	Last Name	Network Access	IMS Access	IMS Admin/Utility Access	DMS Access	Action On User Account
Holly hadfield	Aguilar	Y	N	N	N	Remove Network Account
James	Allen	Y	Y	N	N	Remove Network Account Remove IMS Account
Rex	Anglin	Y	Y	N	N	Remove Network Account Remove IMS Account

2. The blank fields at the top of the columns (First Name, Last Name, etc.) may be filled in by the Director as desired to filter and sort the list of displayed personnel. **Note:** The number of buttons in the "Action on User Account" column indicates the number of permitted system accesses the person has. Not every person necessarily has access to all systems!
3. When the Director clicks on a button in the "Action on User Account" column, a dialog box appears.
4. Click "Submit" and the individual is placed in the removal list for review later. The button that was selected in Step 3 changes to read "(name of resource) Removed" and turns red.
5. Repeat steps 4 and 5 as needed until all certification updates are selected.
6. Click the "Review Removed List" in the top right corner of the screen to review the list of removed persons.

7. If a person's resource was accidentally selected and they were added to the removed list, select the resource button that you selected to indicate that this person's access be removed, then click "Cancel" when the dialog box appears and that person's resource access will not be selected for removal. In addition, the removed list will be updated to reflect this change.
8. When finished, click "Certify" at the bottom center of the table. A pop-up appears rendering the Directors name along with a table of the users access to be updated. When clicking Yes in the pop-up and the following occurs:
 - a. If the removed user(s) had an IMS account, a physical update is performed by the system marking the person as deleted and inactive along with adding your comments for their removal. Finally, their record of removal is recorded in a reporting table.

The remaining user(s) who was not selected for removal have their certification timestamp updated and recorded in the IMS data resource.