*The IDM Web Site Book*

This document discusses the technical modules within the IDM web site and how the script and HTML code are linked together.

1. Overview
2. The Admin Portal
3. Associate Termination
4. Active Directory Account Creation
5. One-Drive Delegation
6. Adding, removing and fixing Admin Portal access.
7. Overview
   1. This web site provides both informational post for all audiences as well as applications gears toward Human Resources and Identity Management personnel.
   2. The main page of the portal provides three buttons, each of which provide the follow:
      1. **Admin Portal**
         1. This allows those individual who have registered direct access to the Admin Portal.
      2. **IDM Reports**
         1. Links to reports which are available for everyone to review.
      3. **Admin Portal Registration**
         1. This provides a form for those individual who believe they need Admin Portal access to submit a request to the Identity Management department.
         2. Upon receipt, the Identity Management department will review the request and respond in a timely manner to the requester.
8. The Admin Portal
   1. The majority of this document will be dedicated to the Admin Portal as this is where the applications reside.
   2. If this section we will discuss three major applications which support both the Human Resources and Identity Management departments.
   3. These three applications are:
      1. Associate Termination
      2. Active Directory Account Creation
      3. One-Drive Delegation
9. Associate Termination
   1. The purpose of this application is to initiate a sequence of events involving the termination of an employee within our organization.
   2. To launce this application, log into the Admin Portal and click on the Terminate Associate Button.
   3. This will bring up Associate Termination initial screen as shown below:  
        
      A screenshot of a computer application

      Description automatically generated
   4. As you start to enter the associates Employee ID number in the oval box at the top of the screen, names matching the number will appear as show below:  
        
      A screenshot of a computer

      Description automatically generated
   5. To the left of each name entry of a circle. To select a particular associate for termination, simply click on that circle to the left of their name.
   6. This will bring up the associates record with their employment information displayed for easy identification as shown below:  
        
      A screenshot of a computer

      Description automatically generated
   7. At this point you can elect to cancel the termination by clicking on the Cancel button to execute the termination request by clicking on the Submit button.
   8. Once you click on the submit button, you will see the following screen appear:  
        
      A blue screen with yellow text

      Description automatically generated
   9. This is an active screen so once the termination process starts to run, the Enabled column state for each account will go from True to False.
   10. At this point you can safely navigate away from this screen back to the main Admin Portal screen and the termination process will continue to run in the background.
   11. Finally, you can click on the Event Logs icon under the Informative Links section in the lower left part of the screen.
   12. There you will find the latest entries at the bottom of the page as shown below:  
         
       A screenshot of a computer program

       Description automatically generated with low confidence
   13. If you inadvertently terminate the wrong associate, please contact the Identity Management department immediately.
10. Active Directory Account Creation
11. One-Drive Delegation