# APS Training Overview

- APS is the new system SCC Supervisors will use to revoke and/or recertify access for their direct reports with CCA access.

- The next few slides will show you the screens you will use to revoke a user and to recertify user(s) that report to you.

- Each Wednesday, you will receive an email asking you to recertify each of your direct reports continual need for CCA access.

- In the event a revocation is required, there is a 7 day process for users that are changing departments, retiring, etc., and a 24 hour process for employees being released for cause.

Revocation Process – Step 1
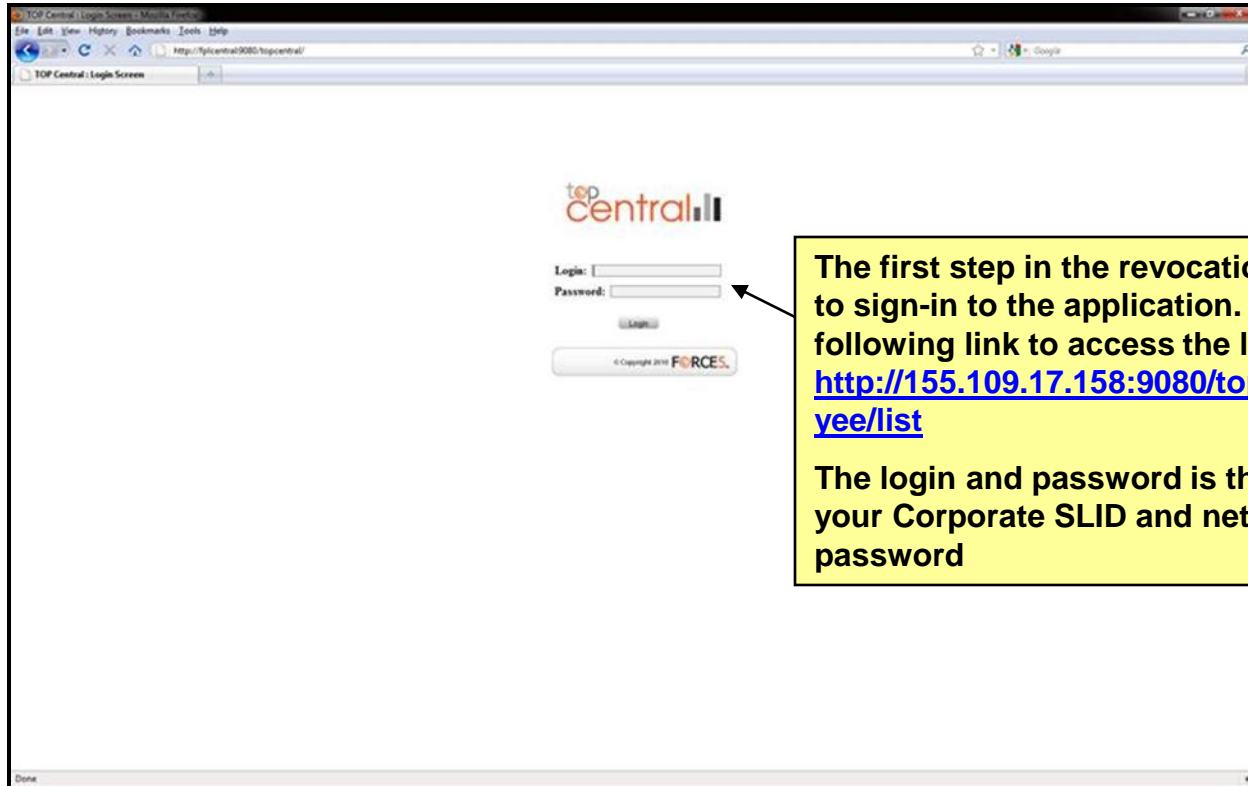
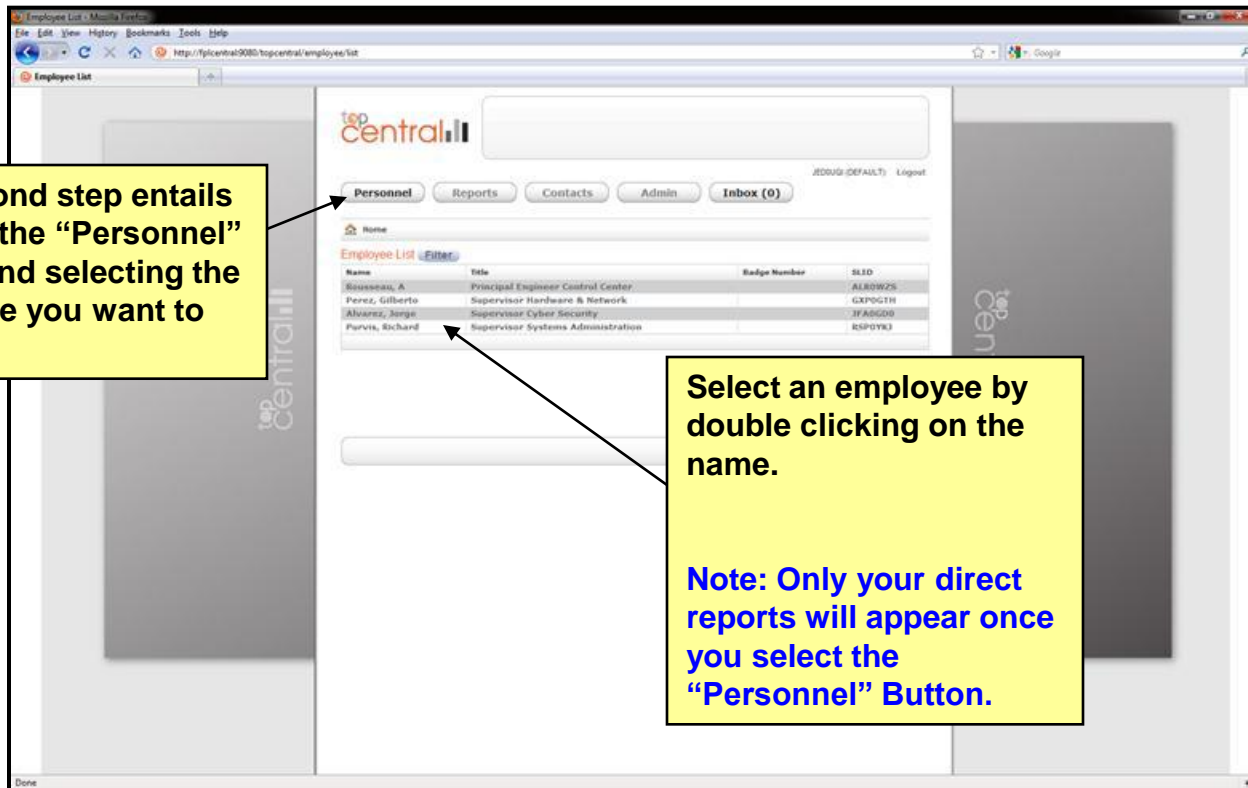**The first step in the revocation process is to sign-in to the application. Use the following link to access the login screen: http://155.109.17.158:9080/topcentral/employee/list**

The login and password is the same are your Corporate SLID and network password

Revocation Process – Step 2

Revocation Process – Step 3

The employee details will open once you have made your selection. Next step is to click "access."

Revocation Process – Step 4

Once "Access" is selected, the current status for that employee will appear. Note the "Active" status.
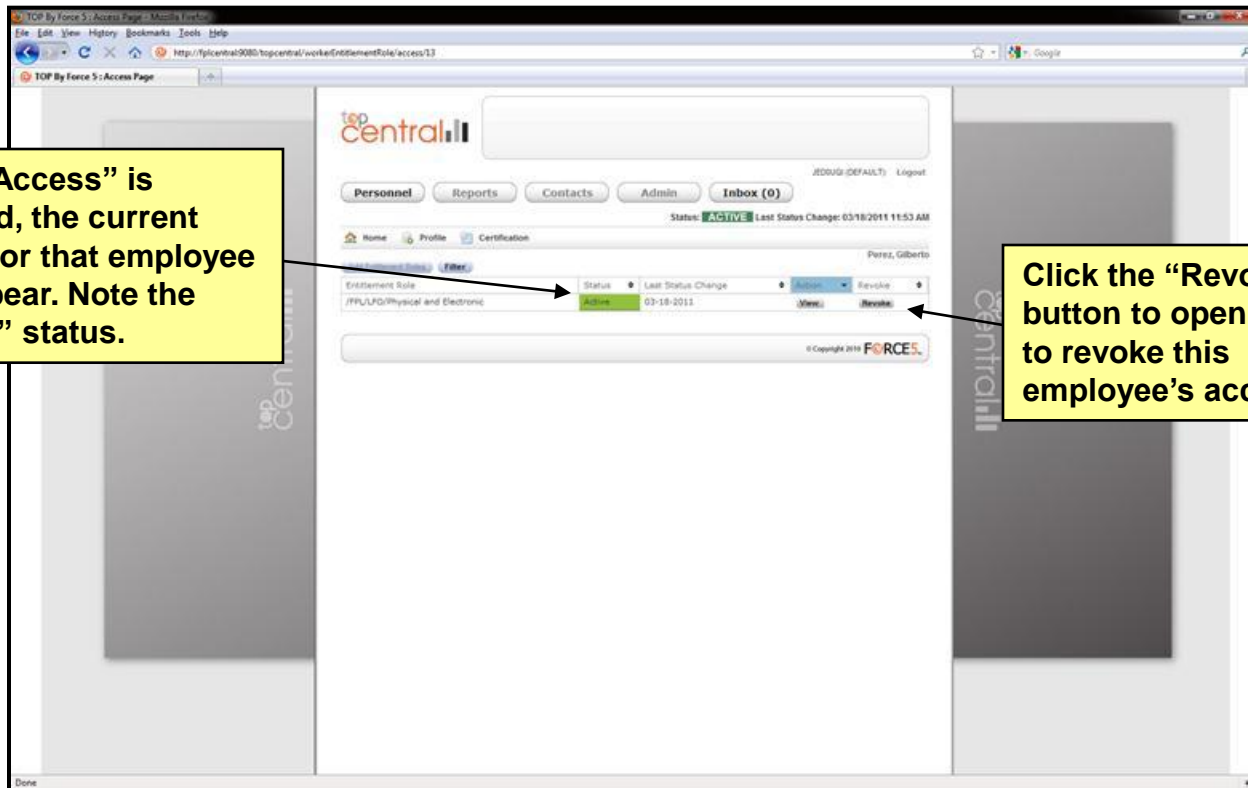
Click the "Revoke" button to open up a task to revoke this employee's access.

Revocation Process – Step 5

The Revoke Access Window will appear and you have to select either a 24 hour revocation or a 7 day revocation. Choose 24 hours in cases of termination for cause.

You will also need to enter the effective date.

Revocation Process – Step 6

The next step is to choose a justification. Choose from the drop down and it will populate an explanation. If one of the choices does not satisfy the reason for the revocation, choose "other." You can also make additional comments in the "explanation" box as needed.
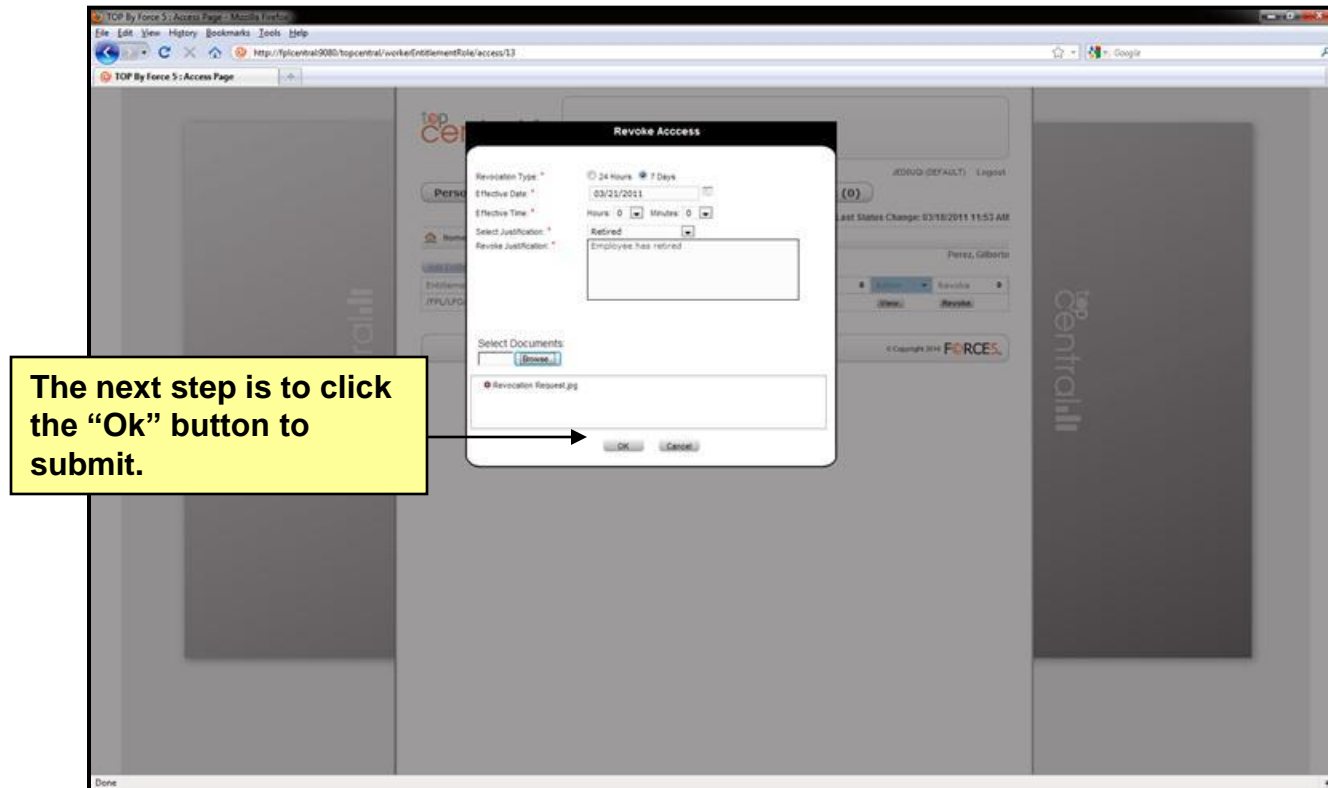
Revocation Process – Step 7

The next step allows you to attach any documents (emails, word, excel, PDF, etc.) files that can be later used for evidence in audits, etc. Attach files as needed.
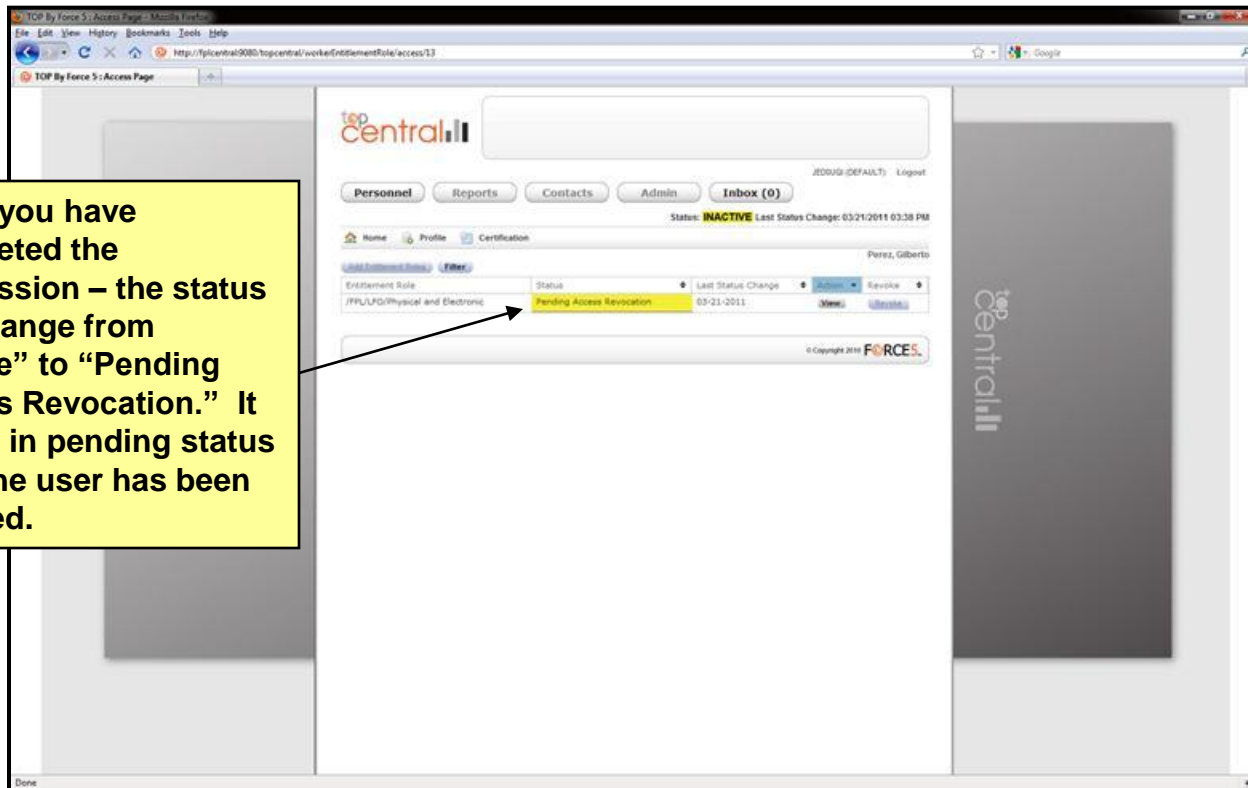
Revocation Process – Step 8


The next step is to click the "Ok" button to submit.
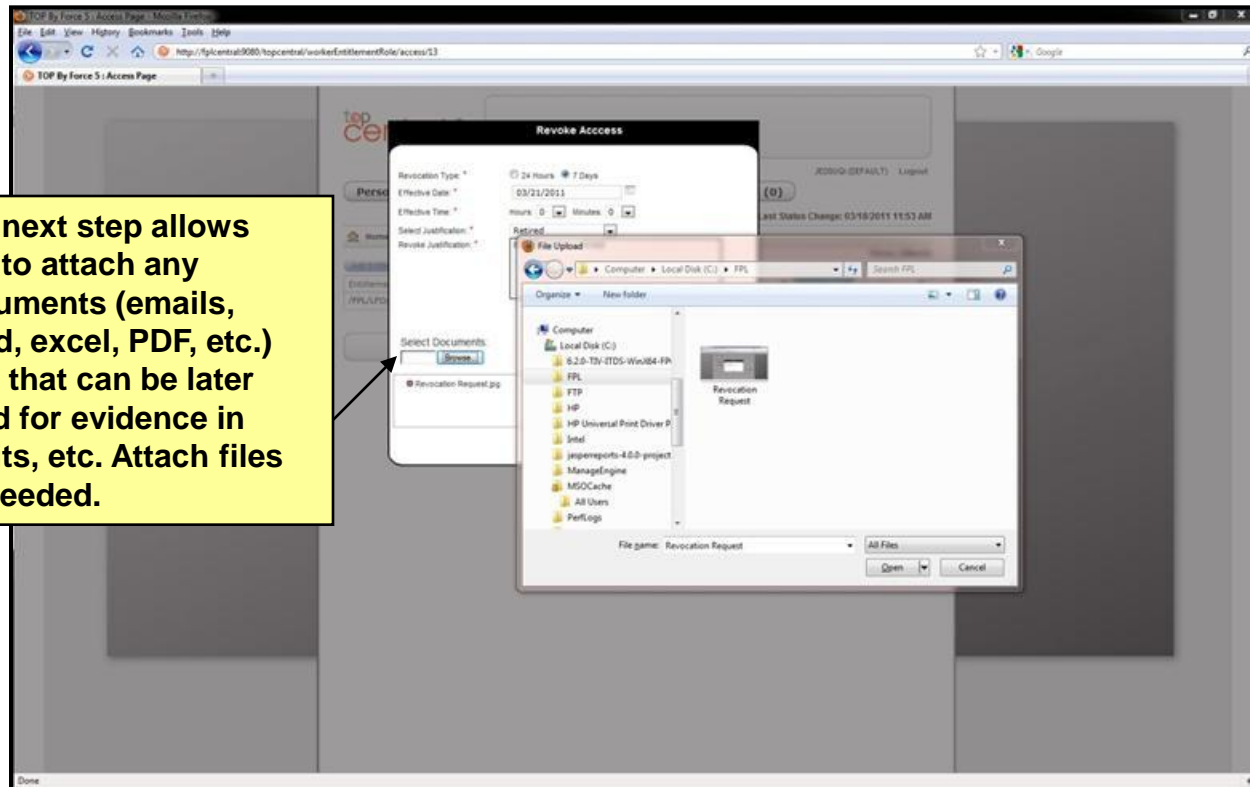
Revocation Process – Submission Complete

When you have completed the submission – the status will change from "Active" to "Pending Access Revocation." It will be in pending status until the user has been revoked.

Revocation Process – Revocation Complete

When the revocation is completed – the status will change to "revoked" and you will also receive an email notification that it was completed.
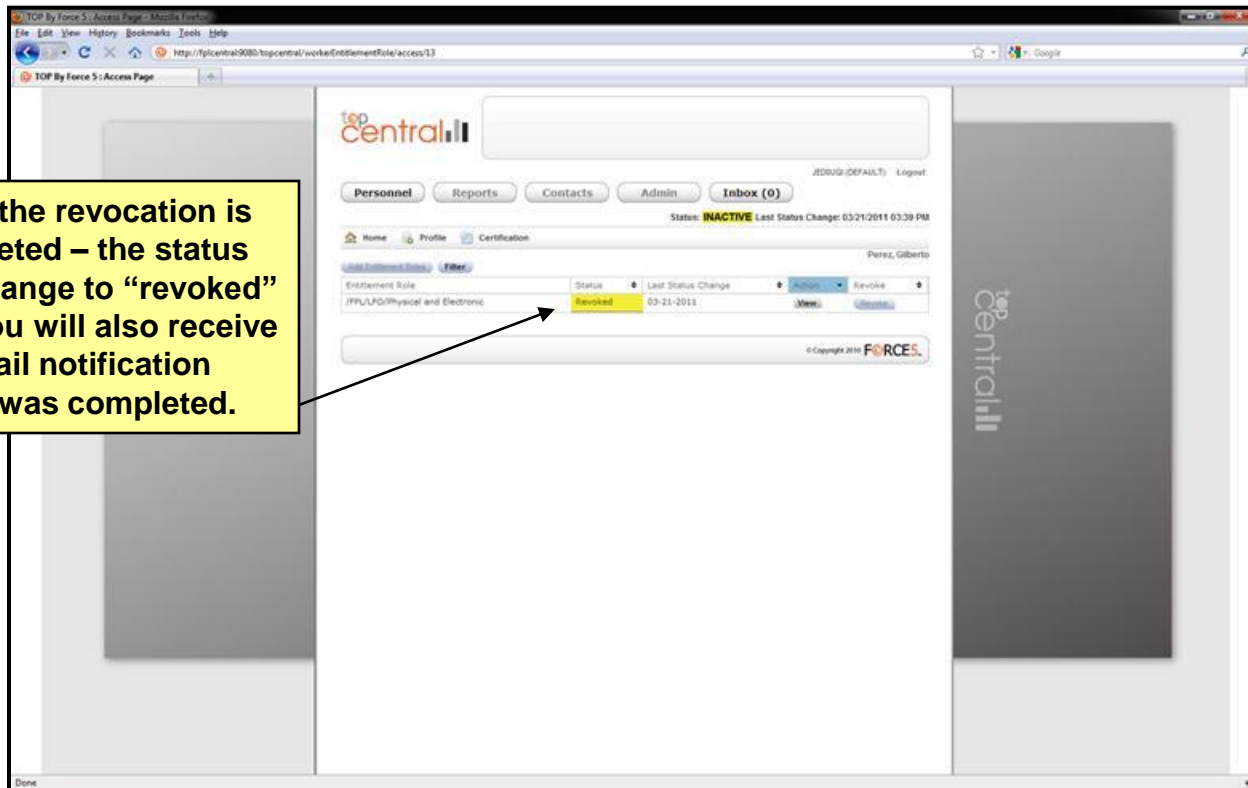
APS Recertification Process - Email

You will receive an email similar to this and be asked to recertify access to the list of people you supervise – two options are presented – confirm as appropriate or make changes.

Click on Link to confirm access is appropriate – you will then see a confirmation complete webpage open for the application. This operation can be done from Outlook or a smart device such as a BlackBerry.

Click on this Link to make changes (i.e. revoke an employee's access). The follow the revocation process outlined previously.

Questions?

- If you have any questions, please contact either Aadil Ameerally (305-442-5652) or Joel De Granda (305-442-5271).