### **Users**

User management allows you to say who can use the system to do what, and who can access what data.

PHEMI Central user management is organized around user roles and user authorizations. Your user role defines what parts of the Management and Governance Console you can use, and your user authorization together with data visibilities, are used in access policies that specify how user with your access authorizations are allowed to interact with data.

Tell me about user roles

Tell me about user authorizations

Tell me about data visibilities



User information is set and modified on the Manage Users page.

### **User Roles**

User roles define what you are allowed to do within the PHEMI Central Management and Governance Console. Users can be assigned one of three roles.

**Table 1: User Roles** 

Role	Purpose	PHEMI Central Management Console Access
PHEMI Administrator	Configures access to PHEMI Central and to data.	System configuration: password policy, dataset destinations, data retention behavior, data categories, data visibilities, and user authorizations     Configure data sources, including deploying DPFs     Create access policies     Monitor system metrics     Manage users     Perform system maintenance     Monitor audit logs
Privacy Officer	Responsible for governance policies that define the organization's approach for safeguarding data and assigning privileges to users.	The privacy officer has no functional ability within the PHEMI Central Management and Governance Console. The influence of privacy officer occurs before system configuration.
Data Analyst	Submits data for ingestion and consumes data.	<ul><li>Manually ingest data</li><li>Build and execute datasets</li></ul>

### **User Authorizations**

A user authorization is a label, much like Data Visibilities, but applied to users of the system. For example, a user may have "Advanced PII Handling Certification" or "SECRET Clearance". These authorizations are different than the roles a user may have in the system (e.g. a System Administrator) since they pertain to specific user capabilities, not system roles.

Authorizations are configurable properties assigned to PHEMI Central users. Authorizations are defined by the administrator in accordance with the organization's governance policies. Authorizations are combined with data visibilities to determine what permission a user has to interact with different data. For example, a user with Clinician authorization might be allowed to access all forms of health data, including confidential or identifiable information, while a user with Researcher authorization might be allowed to consume only with de-identified or nonidentified information.

Authorizations are used in access policies together with data visibilities that have been applied to data sources. The access policy matches the authorization against the data visibility to determine what action, if any, a user may take with respect to the data.

Some examples of possible user authorizations are as follows:

- C\_LEVEL: The user is a C-Level individual (for example, CEO, COO, CIO, or CTO) with a privileged level of access. Individuals with C\_LEVEL authorization, for example, might be permitted to read data with CONFIDENTIAL visibility.
- DOCTOR: A user with DOCTOR authorization might, for example, be permitted to read any information, including personally identifiable information or personal health information.
- ANALYST: A user with ANALYST information might be restricted to accessing de-identified or nonidentified data.

A user can be assigned multiple authorizations. Authorizations are defined as part of system configuration.



Note: Once defined, a user authorization may be neither edited nor deleted.

### **View System Users**

View system users on the **Manage Users** page.

To view system users:

Open the Manage Users page, by clicking the Users icon in the left navigation bar.

The Manage Users page lists all the users defined on the system.

## Users

Annie Analyst (aanalyst)

PHEMI Admin (admin)

Bob Business (bbusiness)

Peter Privacy (pprivacy)

Tristen Georgiou (tgeorgiou)

Create Us

### **Create a New User**

Create a new user on the Manage Users page.

To create a new user:

1.

in the left navigation bar. Open the Manage Users page, by clicking the Users icon

The Manage Users page lists all users defined in the system so far.

## Users

Annie Analyst (aanalyst)

PHEMI Admin (admin)

Bob Business (bbusiness)

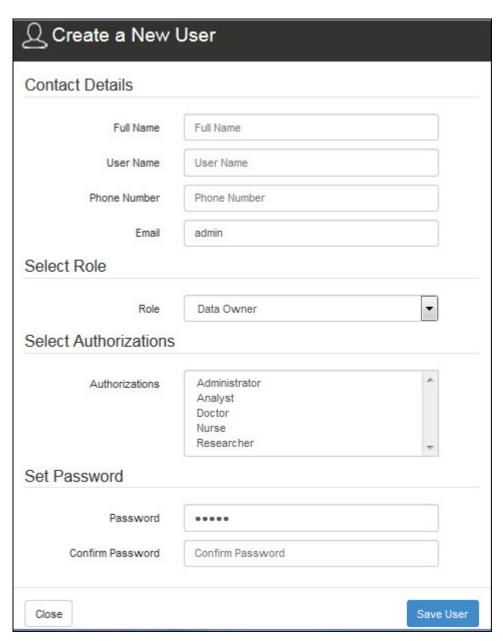
Peter Privacy (pprivacy)

Tristen Georgiou (tgeorgiou)

Create U

2. Click the Create User button.

The Create a New User window opens.



**3.** Enter the user information.

**Option** Description **Full Name** 

Mandatory. The user's full name.

Mandatory. The user ID for this user. The User Name field autopopulates with the first initial and last name entered for as the user's full name. For example, if the user's full name is Jane Smith, the User Name field autopopulates with jsmith. The user ID can be edited after it has been autopopulated. IDs can be up to 16 characters long. Alphabetic and numeric characters are permitted, as well as underscore ("\_")

Optional. The user's phone number. You must configure this field if you want the system to send alerts to the user's phone.

**Phone Number** 

User name

Option	Description
Email	Mandatory. The user's email address. If you configure the system to send email alerts to the user, this is the email address that will be used.
Role	Mandatory. The user's system role. Together with the user authorization configured and the visibility set for data, the user role determines what access the user will have to data. Each user has exactly one role. <i>Tell me about user roles</i> .
Authorizations	Optional. The types of data the user is authorized to access. Use either the <b>Shift</b> key or the <b>Ctrl</b> key to make multiple selections. <i>Tell me about user authorizations</i> .
Password	Mandatory. The password policy (such as minimum and maximum length, whether a password can be reused, and so on) is set by your administrator in system configuration. Passwords must be confirmed by re-entering.

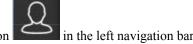
**4.** Save the user information by clicking the **Save User** button. The system confirms when the user has been successfully saved. Click **Close** to close the screen.

### **View User Information**

View user information from the Manage Users page.

To view user information:

1.



Open the Manage Users screen, by clicking the Users icon

# Users Annie Analyst (aanalyst) PHEMI Admin (admin) Bob Business (bbusiness) Peter Privacy (pprivacy) Tristen Georgiou (tgeorgiou)

Create U

2. Click the user's name to expand the user record.



Click the user's name a second time to collapse the user record again.

## **Modify User Information**

Modify user information on the Manage Users page.

You must know a user's password in order to change their user information.

To modify user information:

1.

Open the **Manage Users** page, by clicking the **Users** icon in the left navigation bar.

# Users Annie Analyst (aanalyst) PHEMI Admin (admin) Bob Business (bbusiness) Peter Privacy (pprivacy) Tristen Georgiou (tgeorgiou)

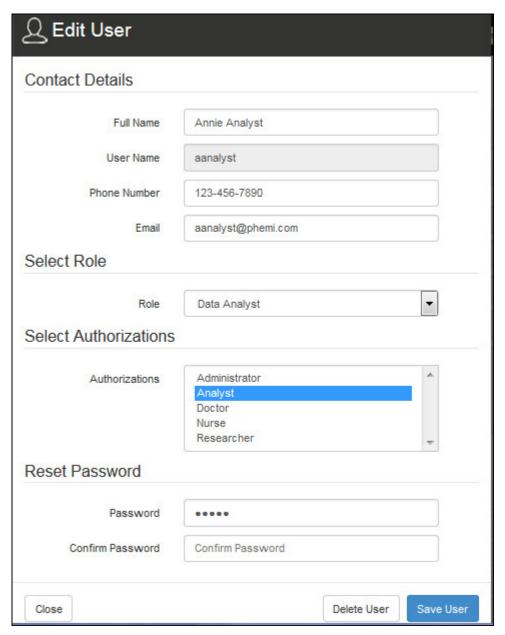
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2. Click the user's name to expand the user record.



**3.** Click the **Modify** button.

The  $\bf Edit\; User screen opens.$ 



- **4.** Modify the user information as necessary. You must confirm the user's password by typing it in both the **Password** and the **Confirm Password** fields. *Tell me about user information fields*.
- **5.** Save the changes by clicking the **Save User** button. The system confirms when the user has been successfully saved. Click **Close** to close the screen.

### **Delete a User**

Delete a user from the Manage Users page.

To delete a user:

1.

in the left navigation bar.

Open the Manage Users page, by clicking the Users icon

# Users Annie Analyst (aanalyst) PHEMI Admin (admin) Bob Business (bbusiness) Peter Privacy (pprivacy) Tristen Georgiou (tgeorgiou)

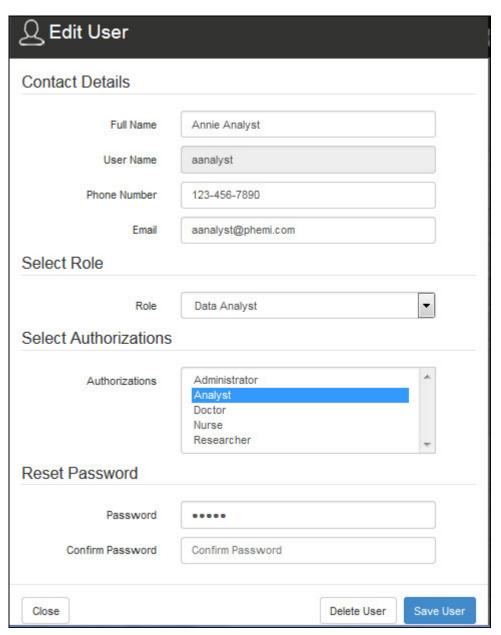
Create U

2. Click the user's name to expand the user record.



**3.** Click the **Modify** button.

The  $\bf Edit\; User screen opens.$ 



**4.** Click the **Delete User** button. The system asks you to confirm. Click the **Confirm Delete** button. The system confirms when the user has been successfully deleted. Click **Close** to close the screen.