

# **ICON IDM**

## **Account Activation (First Time Users)**

### **Version 1.0**

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## DOCUMENT CONTROL

### VERSION HISTORY

Date Issued	Document Version	Who	Reason For Change
November 15 <sup>th</sup> 2014	1.0	Satya Phanthala	Creating the document

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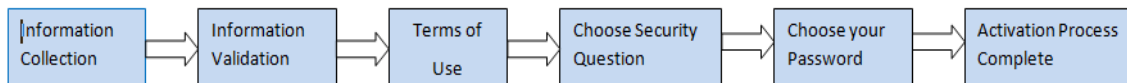
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## 1.0 Introduction

This document defines process for the “Account validation and activation” workflow in Identity Management and rules behind the provisioning to LDAP, AD, Exchange Server and G-mail.

A first time user will select the “First time user” button on the portal home page and will be taken through the sign on process. This process enables the user to accept “Terms of use”, set up their security questions and password.

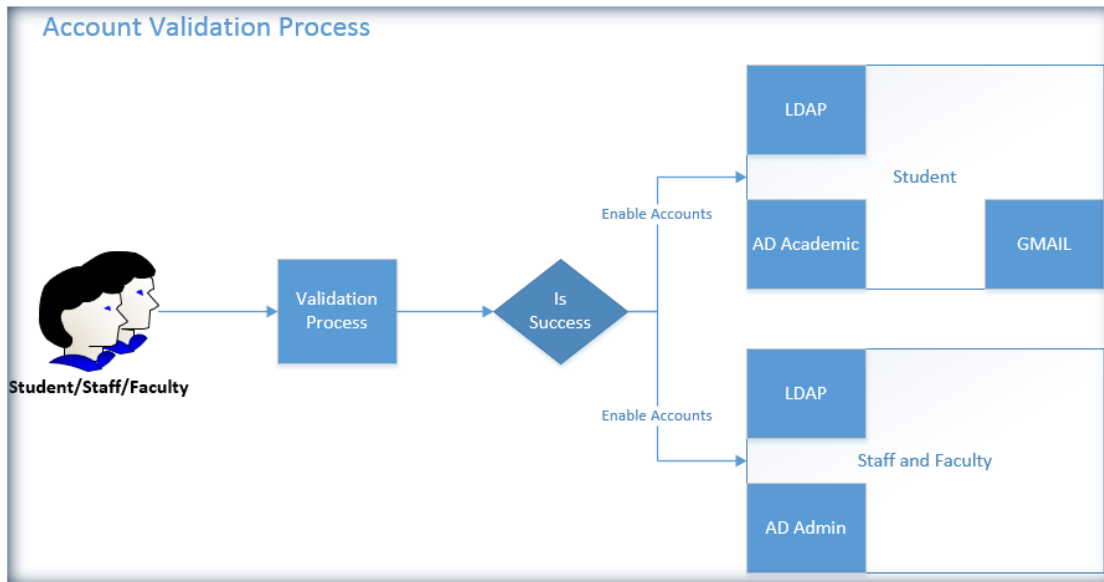
## 2.0 Use Case Diagram



## 3.0 Pre Condition

The user must be created in the identity management system prior to users can activate their account.

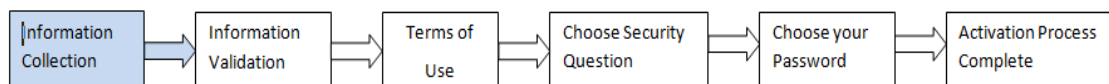
## 4.0 User Validation and Activation Process Flow



The users will activate their account by clicking the “First time user” link on the portal, the user will be taken to activation page.

All the screens during process should not allow c

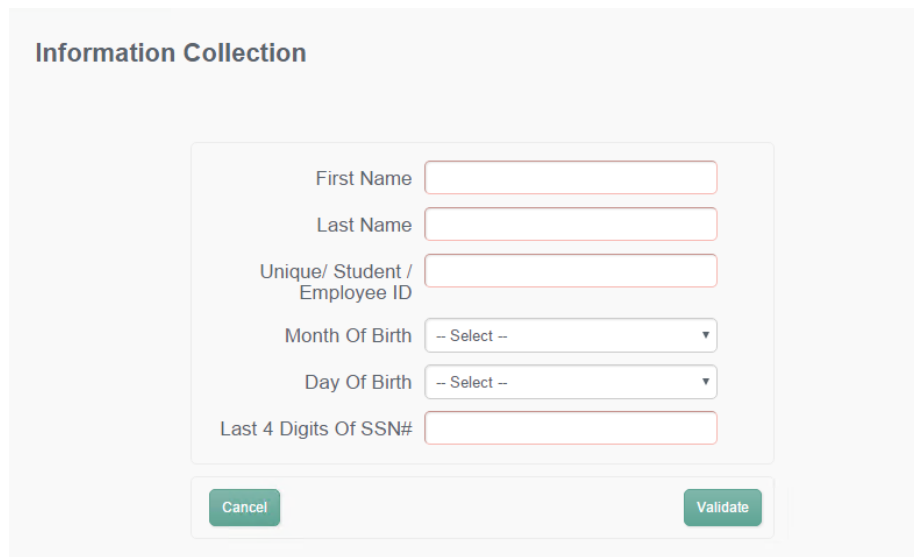
### 4.1 Information Collection



During the process user will be asked to provide following personal information in the information collection screen to validate user’s identity

1. First Name
2. Last Name
3. Student ID/ Employee ID /unique ID
4. Month of birth
5. Day of birth
6. Last 4 digits of SSN.

The information collection screen layout is as below.



**Information Collection**

First Name

Last Name

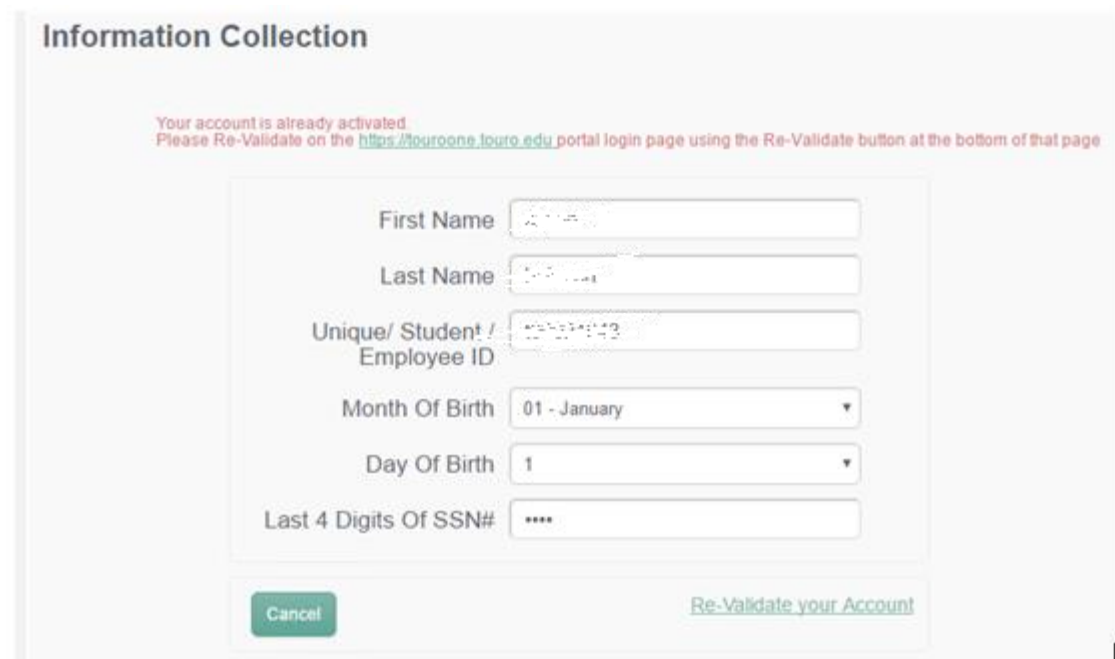
Unique/ Student / Employee ID

Month Of Birth

Day Of Birth

Last 4 Digits Of SSN#

If the information submitted is incorrect, the system will display the error message that the information entered is invalid. If the user is already validated, system has to provide a link to revalidate with the appropriate message like below,



**Information Collection**

Your account is already activated  
Please Re-Validate on the <https://houroone.louro.edu> portal login page using the Re-Validate button at the bottom of that page

First Name

Last Name

Unique/ Student / Employee ID

Month Of Birth

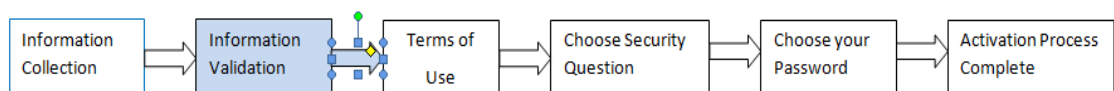
Day Of Birth

Last 4 Digits Of SSN#

[Re-Validate your Account](#)

Note: The above screen is for illustration purpose only.

## 4.2 Information Validation



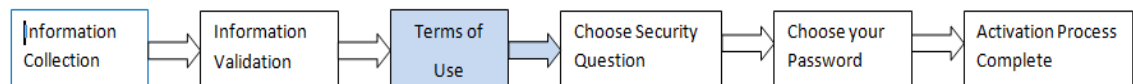
After successful submission of the correct information the system will validate the identity of the user and proceed to the next step

**Information Validation**

Information successfully validated

Cancel
Next

## 4.3 Terms of Use



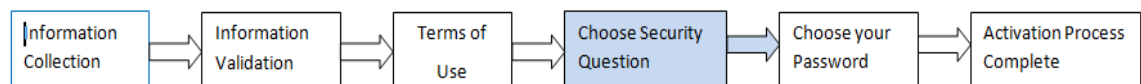
The “Terms of use” screen will be displayed after successful identification of the user. The user will be required to read and accept the “Terms of use”. Upon acceptance, the

accept flag must be recorded in the identity Management. The “Terms of use” accept flag field must be displayed on the user profile screen.

System has to display all the terms of use based on roles assigned to the user.



## 4.4 Choose Security Questions



Upon successful term of use accept, the user will proceed to “Choose Security Questions” screen. The system will ensure that there are no duplicate questions selected by the user. Each answer should be minimum of 4 characters and maximum of 30 characters length. No two answers should be same



## Choose Security Questions

Please select a question and enter your answer. Answer all questions.

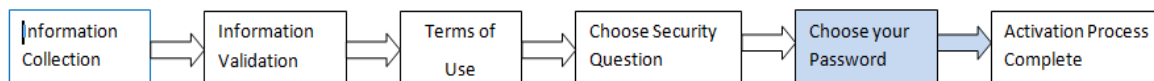
<input type="text" value="Please Select"/>	x	<input type="text"/>	x
Required		Required	
<input type="text" value="Please Select"/>	x	<input type="text"/>	x
Required		Required	
<input type="text" value="Please Select"/>	x	<input type="text"/>	x
Required		Required	

The Security Question selected and corresponding Answer provided by you will be used to help identify you in the event that you forget your password.

Cancel









Submit

## 4.5 Choose your Password



Upon providing the “Security Questions”, the user will proceed to choose password screen. The users will create their own password as per the password requirements.

### 4.5.1 Password Requirements

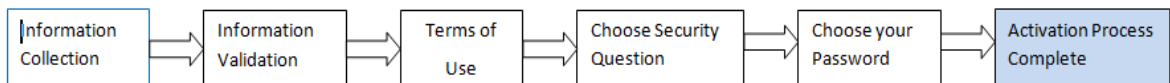
-  Confirmation matches password
-  Password should not be blank
-  Password must not contain spaces
-  Password must contain at least 1 non-alphanumeric (special) character. (e.g. \*, @, !)
-  Password must contain at least 1 upper-case letter
-  Password must contain at least 1 lower-case letter
-  Password must contain at least 1 number
-  Password must be at least 8 characters

- ✚ Password must be less than 10 characters
- ✚ Password must not contain the values of Email Address, Username, Last Name, First Name, Student ID or Employee ID
- ✚ Password should not contain a dictionary word
- ✚ Password should not be same as last four passwords

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## 4.6 Activation Process Complete

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Upon successful completions of setting the security questions and answers, the user will get activated and the activation process is complete. Now the users can login into their account.

Upon account activation, the user profile “User Activation status” will be flagged as “registered”.

