

# First Login to Identity Management

## SoP - OIM

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### Version Control

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## 1. Purpose

To provide information on accessing Identity Application the first time through Oracle Identity Manager.

## 2. Definition

This document helps the end user to access the Identity Application the first time

## 3. Scope

IMSSO Team and end users

## 4. Description

We are providing steps how to access the Identity Application the first time

## 5. Process

All Users of Genpact are categorized as Employees, Partners and Contractors. All Employees and Partners are provisioned into IM, SSO LDAP, Interwoven and AD through ActiveSync activity. Contractors are provisioned using the Approval process Initiated by the Sponsor.

All new users who joined Genpact once they get Provisioned in IM, they have to change their password via IM to activate their account ID, this process is called "**Self-Registration**".

Once you get your OHR ID from your supervisor, go to the following Identity Manager Homepage URL:

<https://myidentity.intranet.genpact.com/identity>

The screenshot shows the Genpact Identity Manager Sign In page. At the top, there is a header with the Genpact logo (GENERATING IMPACT™) on the left and the Identity Manager logo on the right. A 'Help' link is visible in the top right corner. The main content area features a central sign-in box. Inside this box, the text 'Sign In' is at the top, followed by 'Sign in with your account'. Below this, there are two input fields: 'User ID' and 'Password'. A 'Sign In' button is located below the password field, and a 'Forgot Password?' link is at the bottom of the sign-in box.

Your OHR ID is your User ID

For employees whose OHR ID starts with 1x..., 2x..., 3x..., 4x... or 7x... can login with the default password as G@ddmmyyyt or B@ddmmyyyz (for example: If user's first name or last name starts with either of 'g','G','t','T' characters then default generated password is B@ddmmyyyz) where ddmmyyy is the Employee's date of birth.

For Generic/Customer, the OHR ID starts with 8x...

**Their password is provided in an email to the supervisor/sponsor.**

After Login, you will see the page where you will be asked to reset your password and set the challenge questions.

### Setting the challenge questions is the important step

It is a very important step for getting access to SSO based application. A user has to set three mandatory questions and their answers. User must remember the answers. The Questions/answers which are set here will help the user to get the password reset in case it forgets.

**Challenge Questions**

Your secret questions and answers are already set. However, you can use the below form to set them new.

* Question1	What is your favorite colour? ▼	* Answer1	<input type="text"/>
* Question2	What is your favorite colour?	* Answer2	<input type="text"/>
* Question3	Who was your first employer?	* Answer3	<input type="text"/>
	In which town were you born?		
	Your mother's Name?		
	What is your favorite timepass?		

Once you are done with updating the new password and Challenge Questions then click on submit.

Identity Self Service

850018978 ▾

Password Management

Submit

\* Required field

Either this is your first login or your organization is changed. Please reset your password.

\* Old Password

.....

\* New Password

.....

i

\* Re-Type New Password

.....

☐ Skip setting challenge questions for now.

Register challenge questions for your account

\* Question1

What is your favorite colour? ▾

\* Answer1

Red

\* Question2

Who was your first employer? ▾

\* Answer2

Wipro

\* Question3

In which town were you born? ▾

\* Answer3

Delhi

You can now login with your new password to Identity Management.

In case if you cannot reset password or forgot security question. You must reach Genpact service desk

## RACI Matrix

S. No	Activity	Particulars	Responsibility	Accountability	Consulted	Informed
1			Engineer - IMSSO	Lead - IMSSO	Ops Manager	Program Manager

## Detection

NA

## Incidence Logging/escalation

NA

## Control Mechanism

NA

## Exception Handling

NA

## Escalation Matrix

NA

## Success Measure

NA

## Potential Risk Points

NA

## References

NA

## Linkages

Upstream Linkage	Downstream Linkage	Bi-Directional