First Login to Identity Management SoP - OIM

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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

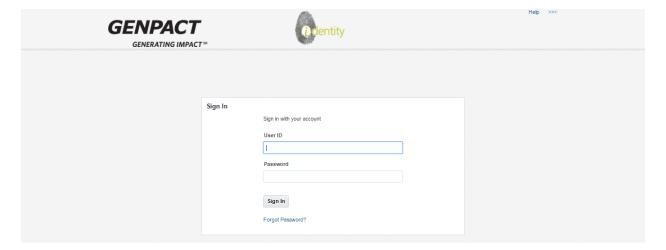
We are providing steps how to access the Identity Application the first time

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



Your OHR ID is your User ID

For employees whose OHR ID starts with 1x..., 2x..., 4x.... or 7x... can login with the default password as G@ddmmyyyyt or B@ddmmyyyyz (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@ddmmyyyyz) where ddmmyyyy is the Employee's date of birth.

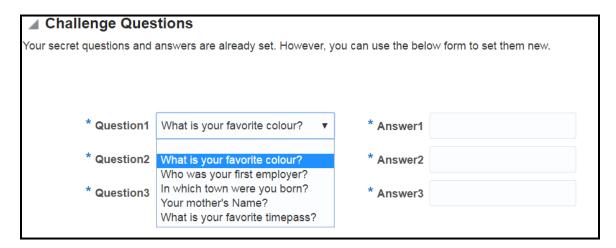
For Generic/Customer, the OHR ID starts with 8x...

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

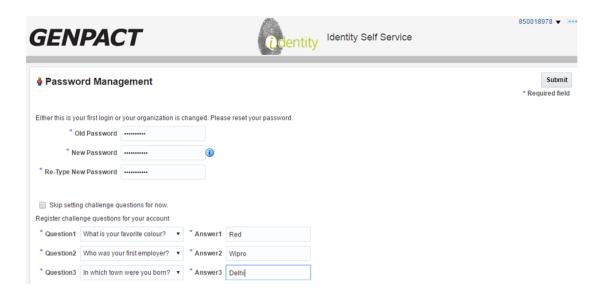
After Login, you will see the page where you will be asked to reset your password and set the challenge questions.

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.



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



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	Responsibi	Accountabil	Consulted	Informed
			lity	ity		
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

ΝΔ

References

NA

Linkages

Upstream Linkage	Downstream Linkage	Bi-Directional	