

IFAS Security Request

A new procedure has been created for requesting IFAS security. All requests are now processed by using a webform. These security requests include Timecard Online access, Employee Online access, PR end user, etc. Please follow the steps below to submit IFAS security requests. **You must use Internet Explorer.**

Accessing the IFAS Security Request form:

To access the webform, click on the following link.

<http://ifas.school.hcde.org/ifas7/workflow/custom/securityrequest.asp>

Or from within IFAS dashboard, payroll timekeepers can access the webform from the TO-Timekeepers tab. Click on “IFAS Security Request”. If you have access, it is also available on the Principal, Administration and PR End User tabs.



The following login box will appear.

A screenshot of the IFAS login form. The form has a blue header bar with the text 'Connect to doeifas'. Below the header, there are two input fields: 'IFAS User:' and 'IFAS Password:'. Below the password field is a 'Login' button with a key icon. At the bottom right of the form is a 'Help' button with a question mark icon.

Sign-in using your IFAS userid and password. The following form will display.

IFAS Security Request Form

After completing the form, click on the 'Accept' button at the bottom to submit the request.

Date Created:

Choose One: Timecard/Employee Online User New User Changes to an Existing User

Employee ID: Name :

Email:

Division:

Department:

For PRs, enter the GL Keys the user should have access to:

Security similar to or replacing the following person:

Choose responsibilities assigned to the user:

User will enter PRs

Payroll User

Finance User

Timecard User

HR User

AP User

Employee Online User

Benefits User

AR User

Information Services

Purchasing

Other

Enter your comments/notes:(Read Only, Full Access, etc.)

Current User:

Action Bar:

 Accept

 Clear

Entering Security Information:

Choose One: Click on the appropriate button to describe what type of security request this is.

Employee ID: Enter the employee ID of the person needing security and tab out. The name, email, division and department will populate.

Enter GL Keys: Enter all GL organization keys this person will have access to if applicable.

Choose responsibilities assigned to the user: Click on the appropriate access for this person. For example, if new employee to the HR department. You would check “HR User”, “Timecard User” and “Employee Online User”.

Enter your comments/notes: Enter additional information needed. For example, the person may only have read access only.

To submit your request, click on the “Accept” button located at the very bottom of this form.



After doing so, the following box will appear confirming that your request was accepted. Click OK.



To enter additional requests, please refresh your screen by hitting F5 before entering your next security request.

Completion of Request:

Once your request has passed all approvals and completed, you will receive an email. See example below:

IFAS security has been set-up for :

Emp ID: 103532

Employee Name: KINSEY, PATRICIA C

User ID : TMCIPHERS

Status : Accepted

Date/Time : 8/30/2010 4:19:11 PM

Look for any comments in the email for further information such as Userid and password for a new employee.

In the event that your request is rejected, you will receive an email. See example below. View comments for why it was rejected.

User ID : TKRANZ
Status : Not Accepted
Date/Time : 5/3/2010 9:10:29 AM
Comments: User already setup in IFAS.

Requestor : PKINSEY
REQUEST

INFORMATION:

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Employee ID = 103532
Employee Name = KINSEY, PATRICIA C Division
= IT-CFO - IT CFO
Department = 905 - INFORMATION
SERVICES Email =
kinsey_p@hcde.org GL KEYS Assigned

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Security Similar to the following person=
COMMENTS:

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RESPONSIBILITIES ASSIGNED TO THE
USER:

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Technical Support:

For any problems with this process, please contact our helpdesk at 423-498-6570.