



## User Guide – County Renewals

Every month on the first of the month, the approver will receive an email. Click the link provided in the email (Please use **Internet Explorer**. If Internet Explorer is not your default browser, you will have to copy and paste the address into Internet Explorer):

**From:** [agencyidservice@dodd.ohio.gov](mailto:agencyidservice@dodd.ohio.gov) <[agencyidservice@dodd.ohio.gov](mailto:agencyidservice@dodd.ohio.gov)>

**Sent:** Tuesday, June 30, 2015 11:55 AM

**To:** Leibowitz, Joe

**Subject:** Notice of 1 Expiring User(s) for your county (Columbiana)

**This message from State of Ohio DODD concerns renewal requests for your county or counties.**

Please accept or reject the user account renewals listed when you click on the link or links below.

To approve or reject Columbiana County users, click the following link:

<https://profile.prodapps.dodd.ohio.gov/userRenewals.aspx?county=Columbiana>

If you have any questions regarding your request please contact our support center for assistance.

By email: [security-support@list.dodd.ohio.gov](mailto:security-support@list.dodd.ohio.gov)

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m

- Thank you

Figure 1 – First of the Month Email

You will be redirected to the “Administration: User Renewals Page.” Click the “**Continue**” Button.

ADMINISTRATION: USER RENEWALS

This page will allow you to update renewals for your users in the system. Please be sure to verify your selections carefully - once set, you will not be able to reverse your selection without assistance from the Help Desk.

This wizard will guide you through the process of easily renewing access for multiple users. This process will allow the user to approve the access extension directly without the need to repeat the entire workflow approval process.

Figure 2 – Administration: User Renewals Page

For Step 1, select all the users you want to approve by “checking each box.” Then click the “Continue” button.

ADMINISTRATION: USER RENEWALS

This page will allow you to update renewals for your users in the system. Please be sure to verify your selections carefully - once set, you will not be able to reverse your selection without assistance from the Help Desk.

**Step 1:** Select the users to Update.

Below is a list of people whose access will expire within 45 days of today's date [Thursday, March 05, 2015].

Please note: Users who are not renewed at this time will appear on this list until the expiration date passes. Once the date expires, you will need help from the Help Desk in order to renew that user's access.

This is a list of people who can be approved for renewal by **DODD, Eric** and are managed by **ADAMS** County.  
Please select those users that you wish to extend access for another year.

HasRoles75QA, Joe [ Account expires in 5 Days]

HasRolesQA1004, Joe [ Account expires in 10 Days]

Continue

Figure 3 – Administration: User Renewals Page

For Step 2, verify the user accounts you are about to approve are the ones you intend to approve. Click the “Renew Users” button. If they are NOT the accounts you intend to approve, click the “Go Back” button to return to the previous page and reselect the accounts you want to approve.

ADMINISTRATION: USER RENEWALS

This page will allow you to update renewals for your users in the system. Please be sure to verify your selections carefully - once set, you will not be able to reverse your selection without assistance from the Help Desk.

**Step 2:** Verify user to Update.

Please verify the list of accounts you are about to approve. Upon completion, these user's expiration date will be updated to [Saturday, March 05, 2016].

This is a list of people who report to **DODD, Eric** and are managed by **ADAMS** County.  
These are the users that you wish to extend access for another year.

HasRoles75QA, Joe [ Account expires in 5 Days]

HasRolesQA1004, Joe [ Account expires in 10 Days]

Go Back Renew Users

Figure 4 – Administration: User Renewals Page

After clicking the “Renew Users” button, you will receive a confirmation message that the changes have been made.

**ADMINISTRATION: USER RENEWALS**

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**Step 2:** Verify user to Update.

Please verify the list of accounts you are about to approve. Upon completion, these user's expiration date will be updated to [Saturday, March 05, 2016].

This is a list of people who report to **DODD, Eric** and are managed by **ADAMS** County.  
These are the users that you wish to extend access for another year.

HasRoles75QA, Joe [ Account expires in **5** Days]  
HasRolesQA1004, Joe [ Account expires in **10** Days]

**That's It - you've updated your users' credentials!**

The Expiration date change is immediate - no other action is necessary.

**Figure 5 – Confirmation Message**