

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 <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

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.

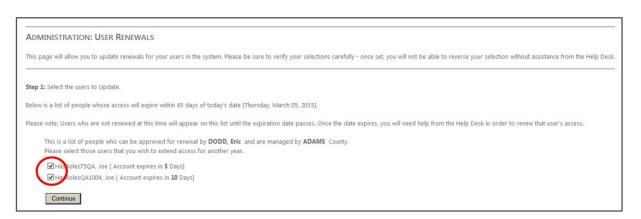


Figure 3 – Administration: User Renewals Page

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.

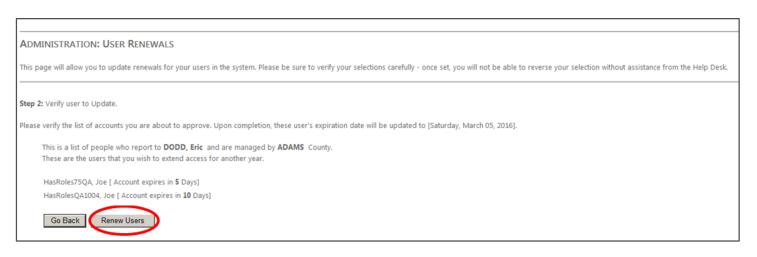


Figure 4 - Administration: User Renewals Page

Updated: June 30, 2015

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

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]

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

Figure 5 – Confirmation Message

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

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