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Office of the Chief Information Officer

Identity, Credential, and Access Management Program

# SailPoint User Guide for Access Role User: OCIO_MobileLinc_IT-Support

June 2023

# Document Revision and History

*TABLE 1: Document revision and version information*

| VERSION NO. | DATE | DESCRIPTION | AUTHOR/APPROVAL |
|---|---|---|---|
| 1.0 | 6/2023 | Initial Draft | K.K. |
| 2.0 | 6/2023 | Updated URLs | C.S. |

# Table of Contents

# 1. Introduction

## 1.1  Document Purpose

This document is a reference guide for using the access role management capabilities of EIMS. This document provides detailed instructions for:

- Logging into the EIMS SailPoint Interface
- Viewing the access roles in your management scope
- Searching for end-users in your management scope
- Modifying the membership of the access roles in your management scope
- Assigning roles to users in your management scope

This document demonstrates how an agency administrator can assign MobileLinc User role to qualified USDA personnel. MobileLinc user role qualifications are, a) the user has a USDA issued mobile device and b) the user has an active LincPass.

## 1.2  Audience

This document is intended for USDA Agency access role managers. Agency access role managers are responsible for managing the membership of the roles defined in EIMS that are used to access the Agency's applications or systems.

## 1.3  Scope

This document provides information on the access role management capabilities of EIMS only. This document is not a comprehensive guide for all EIMS administrative functionality. This document should be used by those meeting the "Audience" description and is not intended for dissemination to end-users.

## 1.4  ICAM Program Information

For more information on the ICAM program, visit our ICAM Customer Portal at URL:

https://usdagcc.sharepoint.com/sites/ICAM

# 2. How to Access EIMS

## 2.1 Access the EIMS User Interface

To access EIMS, go to the following URL: **https://idm.icam.usda.gov/identityiq.**
Login using your LincPass PIV credential and PIN.

*NOTE: Due to security, access to EIMS with a PIV exemption **is not permitted**. LRAs must have access to a USDA network and or USDA VPN and use their PIV to access EIMS.* There are currently no exceptions.
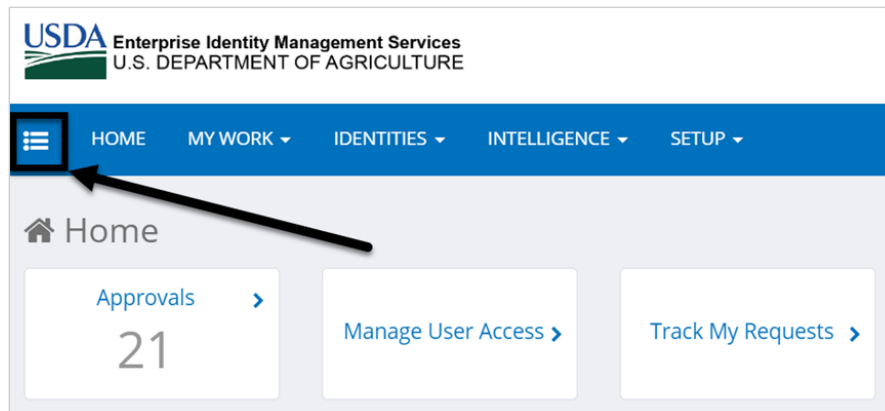
# 3. Role Assignment

## 3.1    Request a New Role Assignment

This section will outline how to view /assign roles within your management scope. This is the preferred task for assigning access roles to a single user.
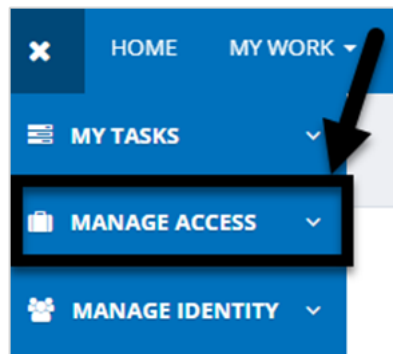
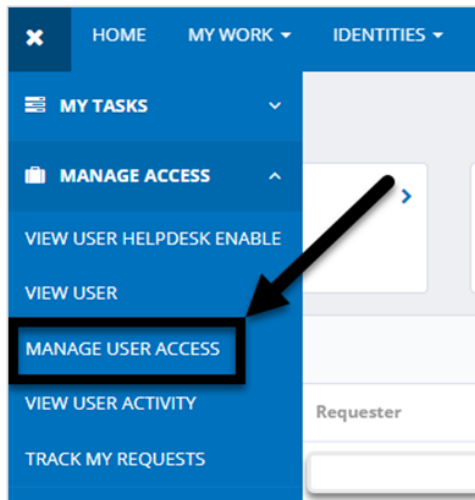1.  To begin, on the **EIMS Homepage**, select the **Menu.**

*FIGURE 1: EIMS Homepage*



2.  From the **Menu** dropdown, select the **Manage Access** option.

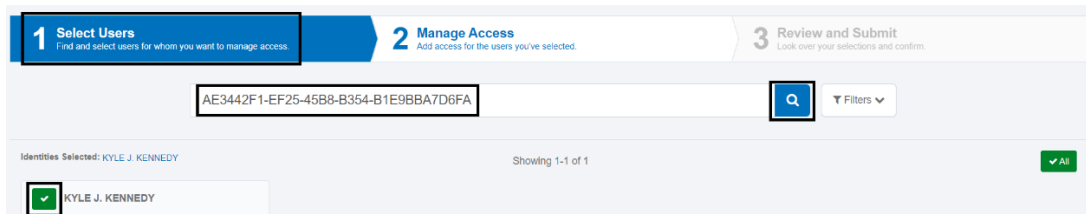*FIGURE 2: Manage Access Option*

3. From the **Manage Access** dropdown, select the **Manage User Access** option.

*FIGURE 3: Manage User Access Option*



4. Once the **Manage User Access** option is selected, you will arrive on the **Manage User Access** page.

5. On the **Manage User Access** page, select the desired user(s) who you like to add the new role(s) for via the **Search User** field under **1. Select Users** chevron tab. Enter the user's name or person GUID into the field and select the **magnifying glass** search icon. To select a specific user, click on the **checkmark** on that users record. NOTE: You can also search for users by selecting the **Filters** option to the right of the **Search Users** field.

*FIGURE 4: Search for User*



6. After selecting the desired user(s), select the **Next** option at the bottom of the page.

*FIGURE 5: Confirm User*
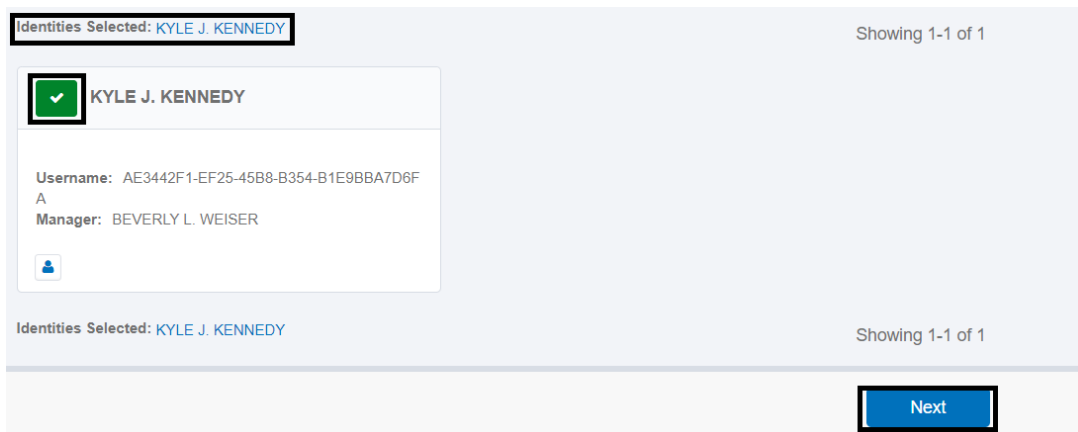
7.  On the **2. Manage Access** chevron tab, search for the specific role, *OCIO_MobileLinc_IT-Support*, request via the **Search Access** field then select the **magnifying glass** search icon. To select the role, click on the **checkmark** on that role assignment record. Then, select **next**.

<p align="center">**FIGURE 6**: *Search for Role*</p>
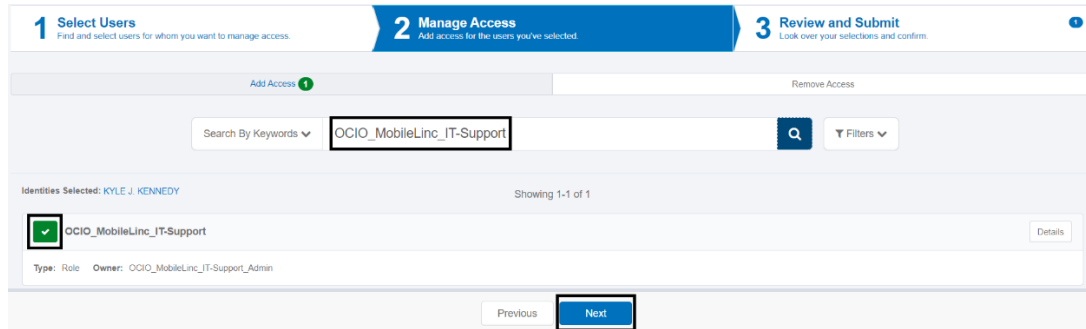


8.  On the **3. Review and Submit chevron** tab, review your request prior to submitting. Once reviewed, select the **Submit** option at the bottom of the page.

<p align="center">**FIGURE 7**: *Review and Submit Role Addition*</p>
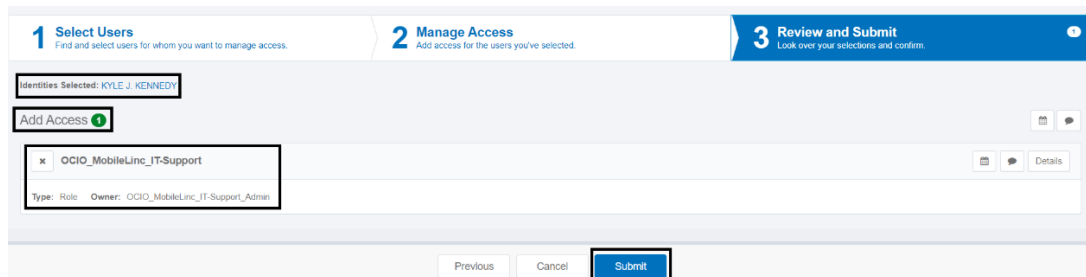


9.  If your request was successful, you will be directed to the **EIMS Homepage** and will receive the following on screen prompt indicating your successful submission: "Request submitted successfully. The ID for this request is <####>."

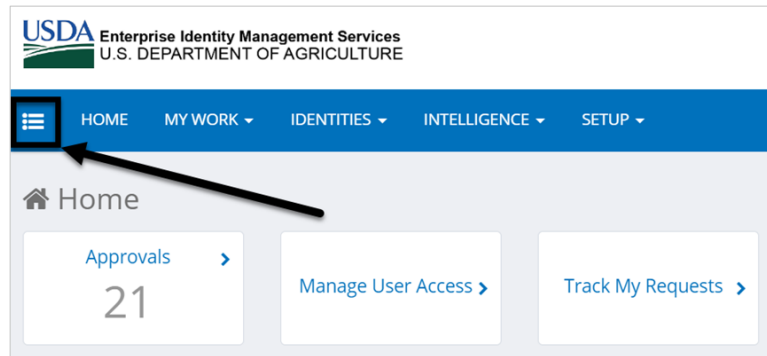<p align="center">**FIGURE 8**: *Successful Message*</p>
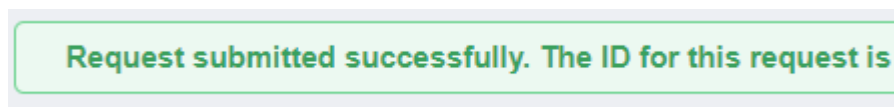
## 3.1.1 Removing an Existing Role Assignment

This section will outline how an existing user's role assignment can be removed within EIMS. Only Managers and Role Administrators can perform this function.
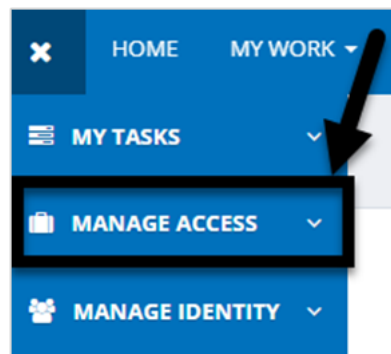
1. On the **EIMS homepage**, select **Menu**.
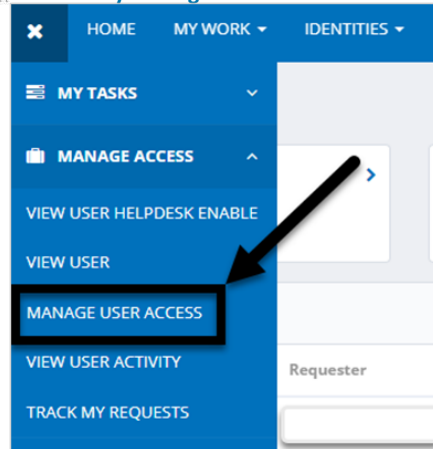
*FIGURE 9: EIMS Homepage*



2. From the **Menu** dropdown, select **Manage Access** option.

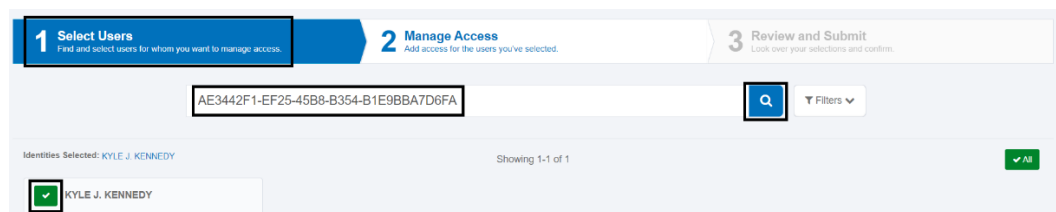*FIGURE 10: Manage Access Option*



3. From the **Manage Access** dropdown, select the **Manage User Access** option.

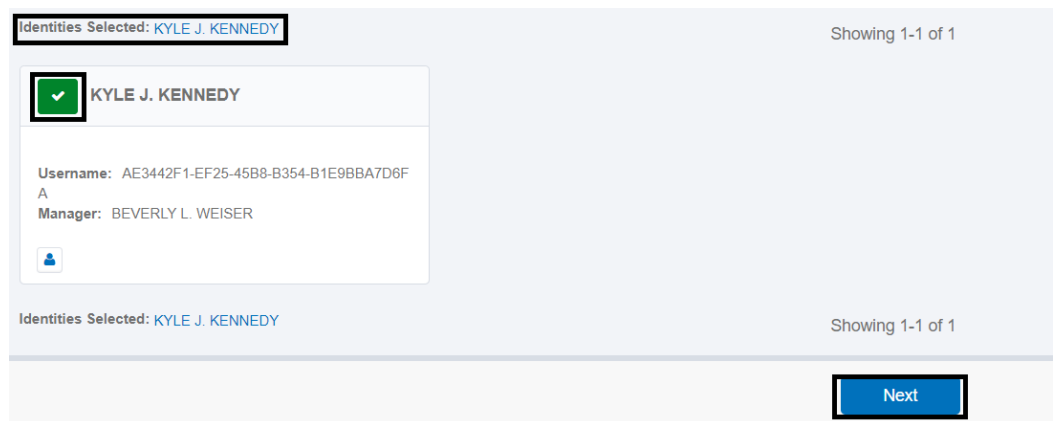*FIGURE 11: Manage User Access Option*

4. On the **Manager User Access** page, select the desired user(s) who you like to add the new role(s) for via the **Search User** field under **1. Select Users** chevron tab. Enter the user's name or person GUID into the field and select the **magnifying glass** search icon. To select a specific user, click on the **checkmark** on that users record. NOTE: You can also search for users by selecting the **Filters** option to the right of the **Search Users** field.

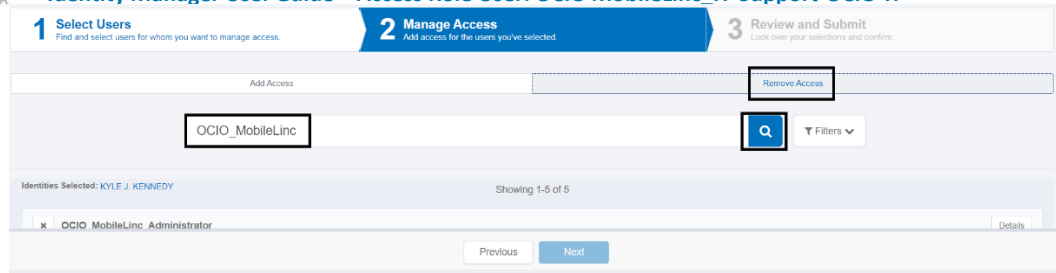<p align="center">**FIGURE 12**: *Search for User*</p>



5. After selecting the desired user(s), select the **Next** option at the bottom of the page.
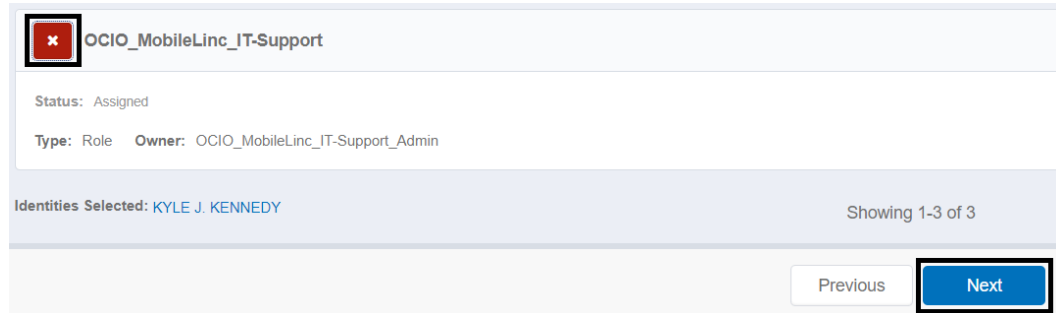
<p align="center">**FIGURE 13**: *Confirm User*</p>



6. On the **2. Manage Access** chevron tab, select the **Remove Access** option. Then, in the **Search** field, type in the user role and click on the **magnifying glass** to search.

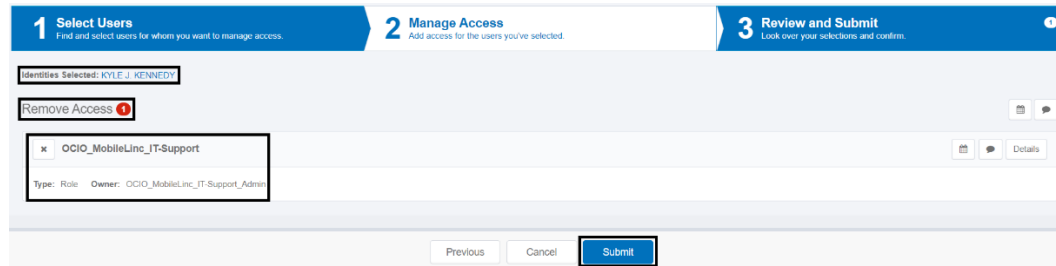<p align="center">**FIGURE 14**: *Remove Access Option*</p>

7. To select a specific role, click on the **X** on that role assignment record and click **Next**.

*FIGURE 15: Select Role for Removal*



8. On the **3. Review and Submit chevron** tab, review your request prior to submitting. Once reviewed, select the **Submit** option at the bottom of the page.

*FIGURE 16: Review and Submit Role for Removal*



9. If your request was successful, you will be directed to the **EIMS Homepage** and will receive the following on screen prompt indicating your successful submission: "Request submitted successfully. The ID for this request is <####>."

*FIGURE 17: Successful Message*
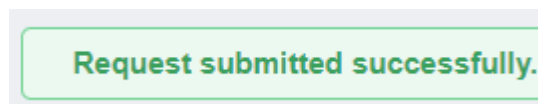
# 4.  Support

Escalate unresolved issues to USDA-OCIO-CTS/ IOD-Identity Access/ ICAM- MobileLinc. Include the incident ID and details and results of all troubleshooting steps.

*Important note:* Internal USDA workers listed in search results may not have a fully registered account for use in accessing eAuthentication-protected applications, however roles can still be added to the user's record and then access will be permitted once they register.

For integration related questions regarding EIMS applications/endpoint access roles, please contact your primary Integrator.