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User Access Certification for *COMPASS Application*

Quick Reference Guide

Version 1.1

Dated: 31 May 2016

About User Access Certification

What is User Access Certification?

User Access Certification is the process to review user accounts and ensure users have the appropriate access for the COMPASS application.
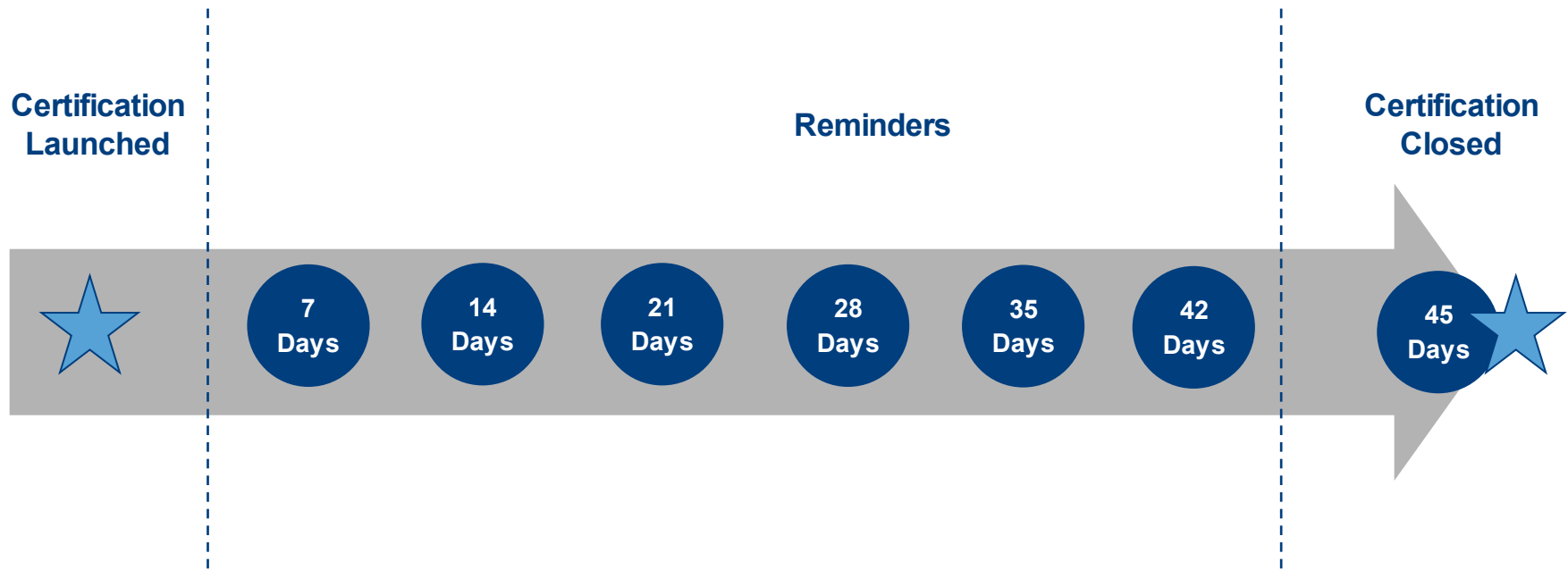
How long will User Access Certification take?

Certifying user accounts using the system and ensuring users have appropriate access should be quick and typically take only a few minutes.

How often do I have to complete User Access Certification?

As required by DHS, this access certification needs to be completed annually.

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Access Certification Timeline

Certification Launched

Reminders

Certification Closed

| 7 Days | 14 Days | 21 Days | 28 Days | 35 Days | 42 Days | 45 Days |

Access Certification Steps

Welcome Screen

1 Enter your 'Username' and 'Password'. This is the same information you use to log into the COMPASS Community Partner Dashboard.

2 Click 'Login'.

Home Screen
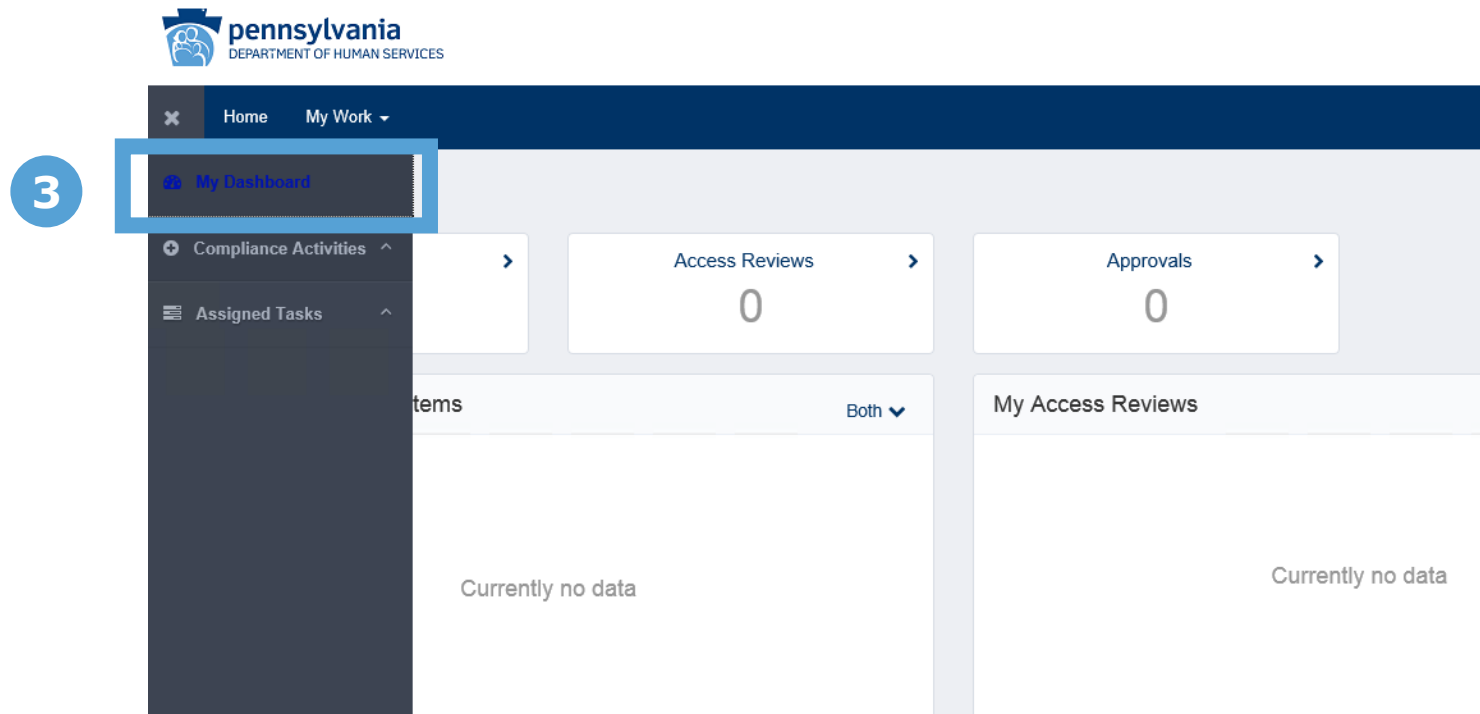
3 Navigate to 'My Dashboard' using the menu in the upper left corner of the home screen.

Dashboard Screen

4 Click on the task in the inbox on your **Dashboard.**

Access Review Details

Please Scroll down on the page

Send Comment to Requester

From c-stklemen on 4/26/16 4:04 PM

Please review your access below and select either Approve or Revoke under
Decision. Thank you.

Add Comment

Decisions Recent Changes Employee Data Risk Data

Approve All **Revoke All** **Clear Decisions**

Legend: **OK** Approve **⊖** Revoke **☺** Allow Exception ⭐ Action Required

Additional Entitlements

Decision	Application	Account Name	Attribute	Entitlements
☐ OK ⊖	SMTEST ∨	c-mafernan ∨	memberOf	PW-COMPASS-Admin
☐ OK ⊖			memberOf	PW-DSNAP-ADMIN

Complete **Reject** **Forward** **Save** **Cancel**

5 Review the task in the **Dashboard** and determine if you still need to access as a Delegated Administrator for COMPASS.

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6 Select the appropriate 'Decision' button based on your required access:
- Approve
- Revoke

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Decisions | Recent Changes | Employee Data | Risk Data

OK Approve All | ⊖ Revoke All | ↻ Clear Decisions | ⚠ 2 unsaved change(s)

Legend: OK Approve ⊖ Revoke ⊗ Allow Exception ⭐ Action Required

Additional Entitlements

Decision	Application	Account Name	Attribute	Entitlements
▢ OK ⊖	SMTEST ▾	c-mafernan ▾	memberOf	PW-COMPASS-Admin
▢ OK ⊖			memberOf	PW-DSNAP-ADMIN

Page 1 of 1 ↻ Show 15 ▾ items   Displaying 1 - 2 of 2

Save Changes | Cancel Changes

7

7 After determining the appropriate 'Decision' button, click 'Save Changes'.

Complete Access Review

Send Comment to Requester

From c-stklemen on 4/26/16 4:04 PM

Please review your access below and select either Approve or Revoke under
Decision. Thank you.

Add Comment

| Decisions | Recent Changes | Employee Data | Risk Data |

Approve All   Revoke All   Clear Decisions

Legend: Approve   Revoke   Allow Exception   Action Required
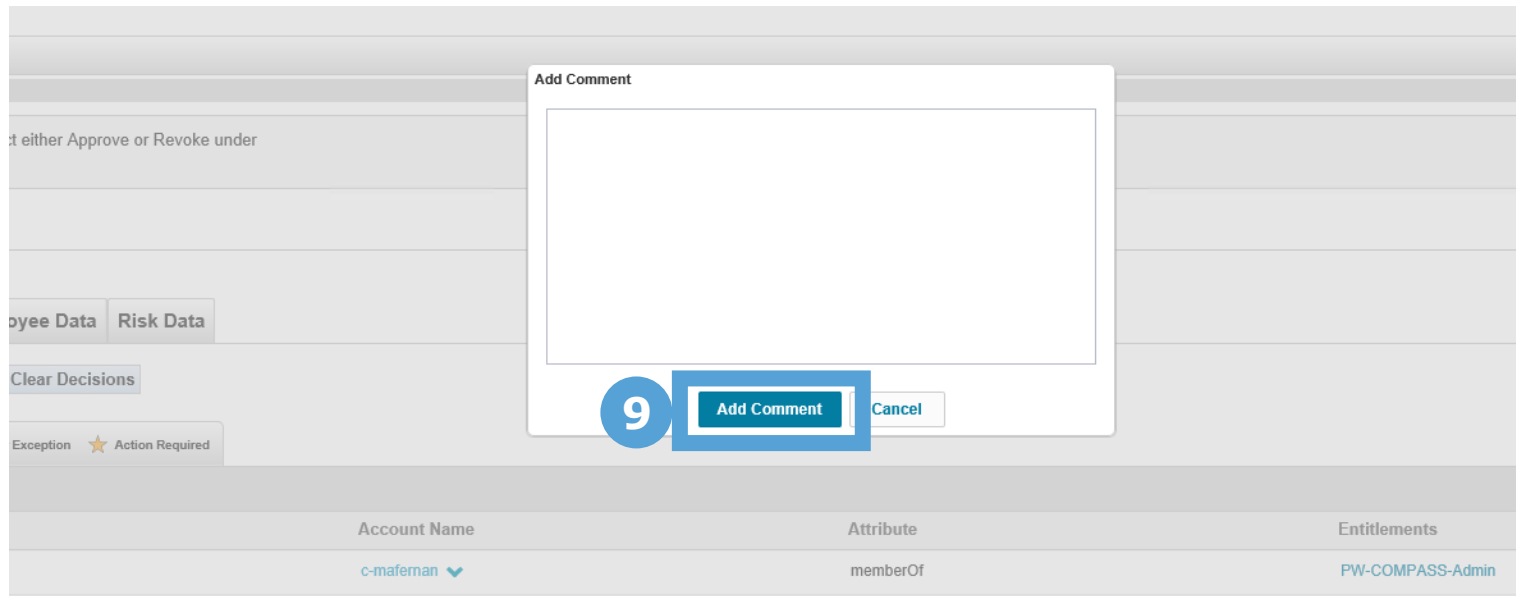
Additional Entitlements

Decision	Application	Account Name	Attribute	Entitlements
☐	SMTEST ▼	c-mafernan ▼	memberOf	PW-COMPASS-Admin
☐			memberOf	PW-DSNAP-ADMIN

Page 1 of 1   Show 15 ▼ items

8 | Complete | eject | Forward | Save | Cancel |

8 Click on the 'Complete' button.

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Add Comment to Access Review

9   Click on the 'Add Comment' button. There is no need to write anything in the text box unless you have a comment regarding your decision.

Certification Task Complete

10 You have completed the User Access Certification task when the task is no longer in your inbox on your **Dashboard**.

Need Additional Help?

For additional support, please contact **RA-PWUAC@pa.gov**