UCONN HEALTH   UAR Quick Reference Guide

The application is available at <u>uar.uchc.edu</u>

Add New Affiliate Requests
- **DO NOT USE** Add New Affiliate for Employees, SOM and SODM Student. All Employees and SOM and SODM students are automatically provided a UConn Health Network Account and Email inbox.
- When assigning a Manager to the new Affiliate, keep in mind the primary function of the manage is to ensure the Affiliate has the appropriate application access and updates End Date, as appropriate to ensure UConn Health Network Accounts are disabled in a timely manner.
- Date of Birth is not required but by providing the DOB it helps to ensure duplicate UConn Health Network Accounts and Emails are not created.
- Title, Department and Phone Number will appear in the Outlook Address Book so enter meaningful values.   If the phone number is not available, then enter the switchboard 860-679-2000.

Find User / My team
- When viewing a list of Users either with Find User or My team, the data displayed reflects a roll up of all the data available in the source systems (Banner HR, Jenzabar, RRR and Outlook). The Department and Title will be set based on this hierarchy:
    1. UAR Affiliate Data for all Affiliate Type = Resident
    2. Banner HR for employees
    3. Jenzabar for SOM and SODM Students
    4. UAR Affiliate Data
    Special Situation: Name is the Display Name from Outlook. Outlook Display Name is initially set when the Account is created but it is not automatically updated because Display Name can be customized upon request via the Help Desk. Throughout RRR, you see the Display Name with the exception of the Update/View Affiliate screen.
- From Find a User, you can see all of the source systems and associated data for that user.

Add or Remove Application Requests
- You can submit an Add or Remove User Application Access for 1 to many users.
- On the Summary screen you will have the opportunity to customize the supplemental data and alternate approver for each user and application but not which applications or roles.
- Use the Comment field to provide any additional information you feel is needed to process the request.

Edit Affiliate – for affiliate managers
- The Manager of an affiliate you can update the Affiliate data (name, phone, title, department) including the Affiliate End Date. Updating the End Date is the equivalent of 'extending' the affiliate.
- The Manager of an Affiliate can reassign the Affiliate to a new Manager, as appropriate.
- Managers will receive email notifications at 30 days and 7 days prior to an Affiliate's End Date. This will prompt the Manager to update the End Date if the Affiliate is staying on.

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Tracking your Requests
- You can track and know exactly where your request is by using the views available in the Left Navigation Panel: My Open Requests, My Closed Requests, My Approval Requests.
- You can also find any Request by using the general Find a Request feature.

Remove Network Access – Special Case
- All users will be automatically expired on their last day. Only submit this request if it is critical access be removed prior to the user's last day.
  - For employee, the end date is the last day of active employment.
  - For SOM and SODM students, the end date is 6 months after their graduation date.
  - For all other Affiliates, the end date is set on the Update Affiliate screen in RRR.
- After a week grace period, those user's network accounts and emails will be completely disabled and stripped of all application access.

Specific Application Access Tips:
- Poison Control – You need to add to the request both Poison Control and FileShares needed. Previously this was submitted via TrackIt as one ticket. Going forward, it needs to be separate selections but can be submitted all together.
- Option for 'Network and Email' is no longer available. There are now specific Outlook related selections to requests Affiliate inboxes, access to File Shares, Shared Calendars and Shared Mailboxes, and adds to Distribution Lists (DL Lists).

Common Scenarios that require special action:
- <u>Rehired Retirees</u> – Due to payroll processing requirements, retirees who are being immediately rehired will need a New Affiliate Request submitted to bridge the gap between their retirement date and when the rehire is processed in Banner HR.
- <u>Employees transitioning to non-Employee Status</u> – All network and email access will be terminated on the user's last day of employment. If the user needs to retain their access, then a New Affiliate Request must be submitted prior to their last day to ensure uninterrupted access.
- <u>OCME (Office of the Chief Medical Examiner)</u> – Network Accounts and emails are by default created as standard UConn Health uchc.edu accounts. Please call the IT Help Desk to request OCME specific configuration.