State of Kansas

Department of Health and Environment
Department for Children and Families

KEES Approver Training

Kansas Eligibility Enforcement System (KEES)

January 24, 2020
Version 1.0

KEES Approver Training

TABLE OF CONTENTS

Document Change Log

Date	Version	Author	Change Description
01/24/2020	1.0	Danny Gibbons	Original Draft

KEES Approver Training

1.0   Purpose

This document is intended to be used as a job aid to help KEES Business approvers approve KEES user requests. A KEES business approver is an appointed DCF or KDHE employee who is responsible for reviewing and approving KEES user requests for their region's business area.

After a request has been submitted, the request will go through a workflow approval process and the request will be reviewed by the designated business approver and KEES security administrator. After it has been approved, the system will create a new user account in the KEES system for the user.

1.1   KEES Workflow Approval Roles

| Role	Description
KEES User	A DCF or KDHE employee who needs access to the KEES system.
KEES Submitter	A DCF or KDHE employee who is responsible for submitting new KEES user request for a region.
KEES Approver	A DCF or KDHE employee who is responsible for reviewing and approving new KEES user requests for a region.
KEES Security Administrator	A security administrator who approves and manages user access.

1.2   Approval Process Overview

When a DCF or KDHE employee requires access to the KEES system, they are required to submit a KEES user request by contacting their designated KEES Submitter for their region and business area. The KEES Submitter will use the provided user information to submit a request using the Oracle Identity Manager (OIM) system. When the request is submitted, OIM will send the request to the designated KEES Approver for their region and business area.

For example, if the KEES user belongs to DCF Wichita region's EES business area, then the approval request will be routed to the business approver of this region and business area.

After the request is reviewed and approved by the KEES Approver of the user's region/business area, then OIM will route the approval request to the KEES security administrator. The KEES security administrator will validate that the user has completed the required training and submitted the required supporting documents. Once approved, the KEES security administrator will create the user in the KEES system and the system will notify the user of their username and temporary password. This will complete the KEES user request process.

2.0   Approving a KEES user request

1. Log into Oracle Identity Manager (OIM) with this link: https://kees-prd.kees.ks.internal/identity/

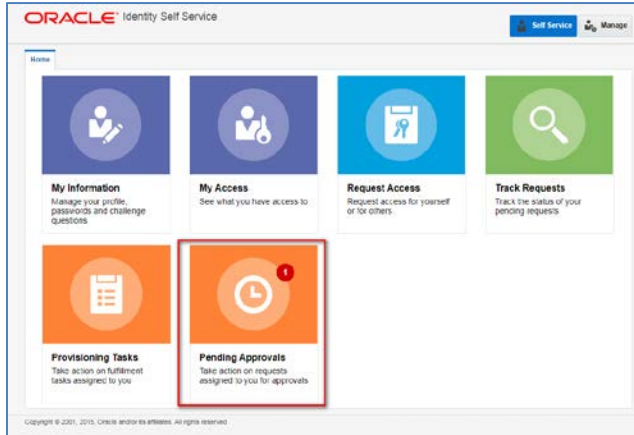2. If you receive the following error, ignore and click the OK button to continue to the log on screen:
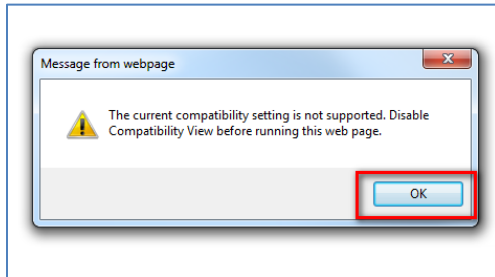
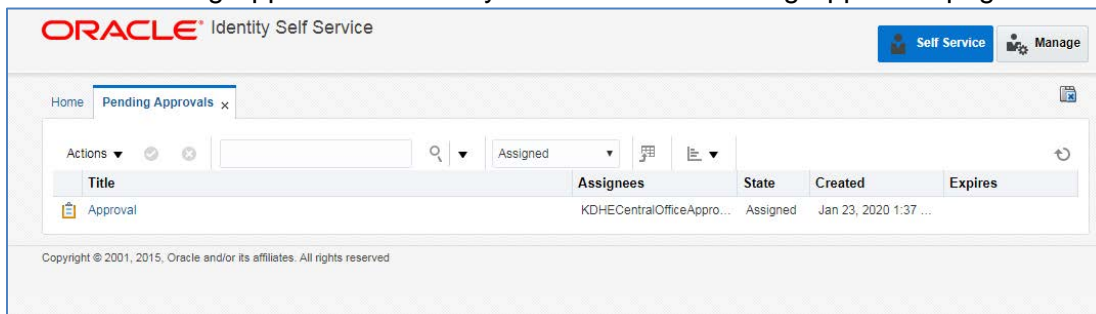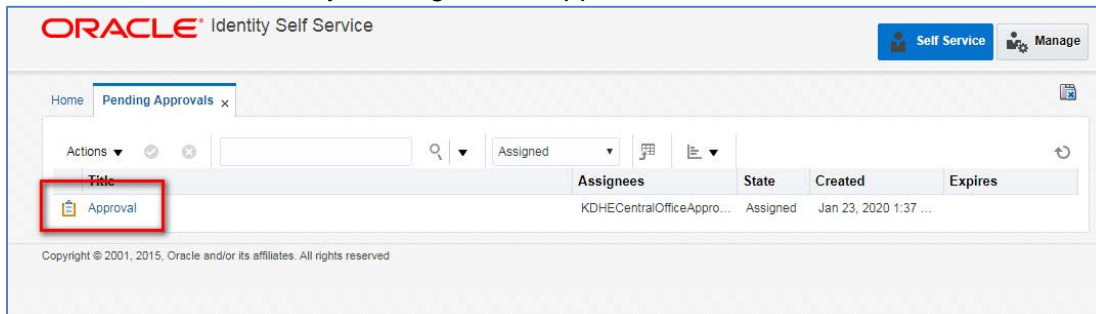3. You will see the Oracle Self Service Homepage:
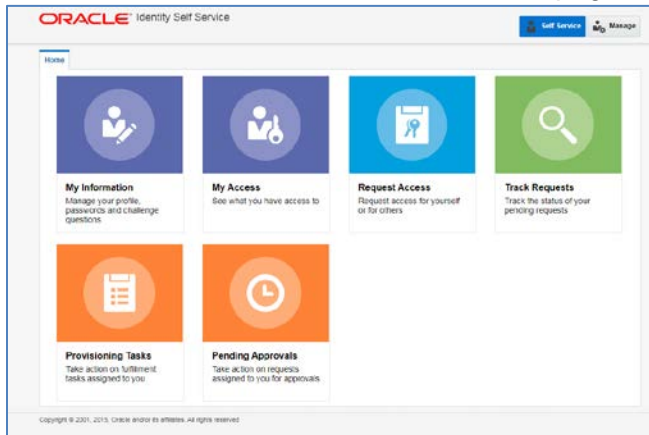
4. If there are tasks waiting for your approval, you will see a number indicating the tasks awaiting your approval by clicking the Pending Approvals box:

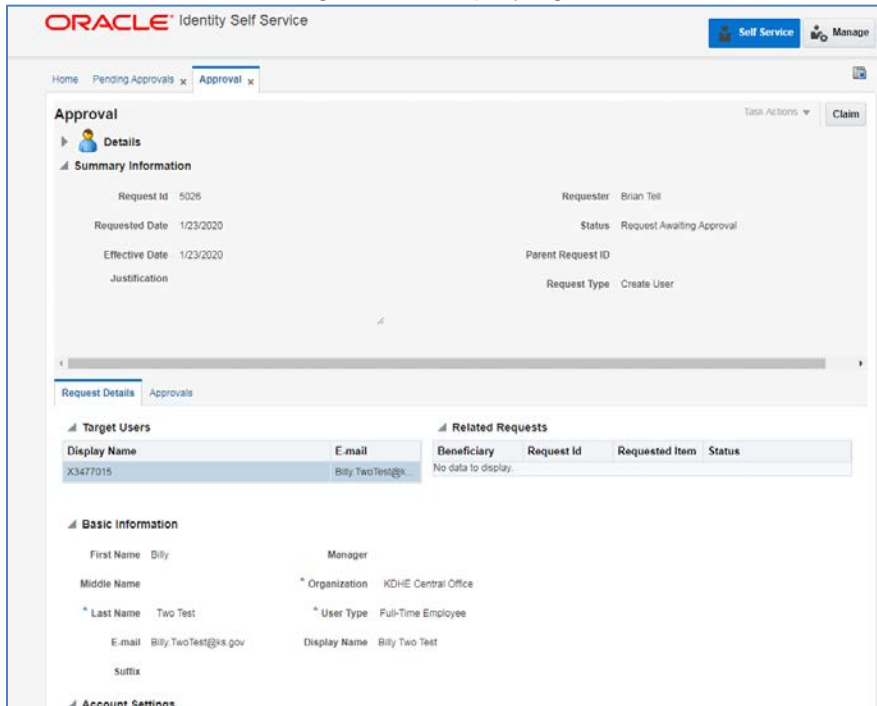5. Click on Pending Approvals box and you will see the Pending Approvals page:

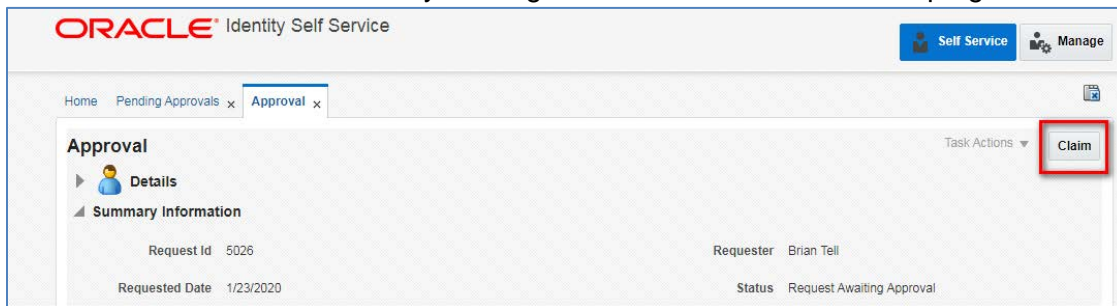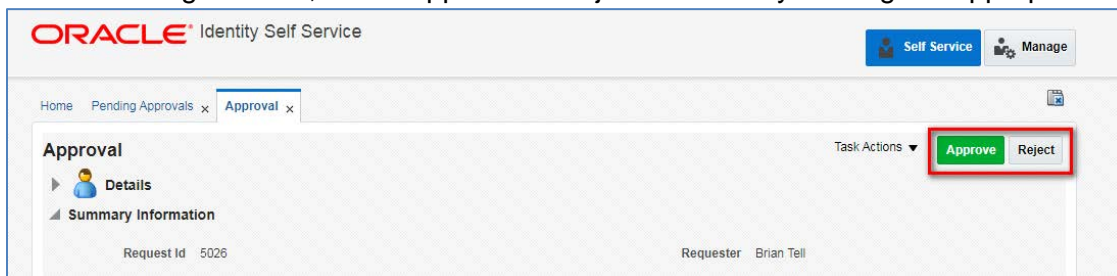6. Access the task details by clicking on the Approval link:

7. You will see the following screen displaying the task information:

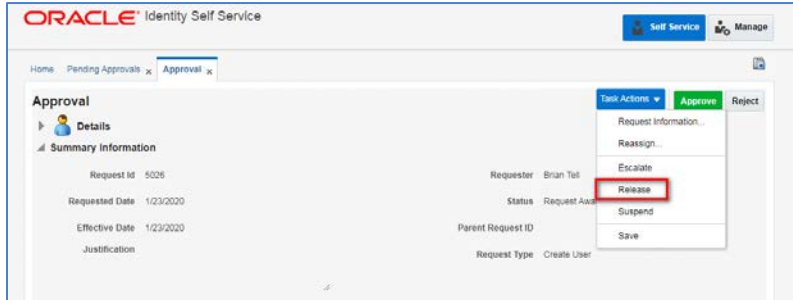8. You will need to claim the task by clicking on the Claim button on the top right:

9. After reviewing the task, either Approve or Reject the task by clicking the appropriate button:

10. If you have claimed the task in error you can release the task by clicking the drop-down arrow next to Take Action and select the Release option:


Please Note: While there are other options contained in the drop-down list, they have not been fully tested or implimented – so, don't click those.

11. You will be returned to the Pending Approvals page. If the task is still visible, click the refresh button and the task will be removed:
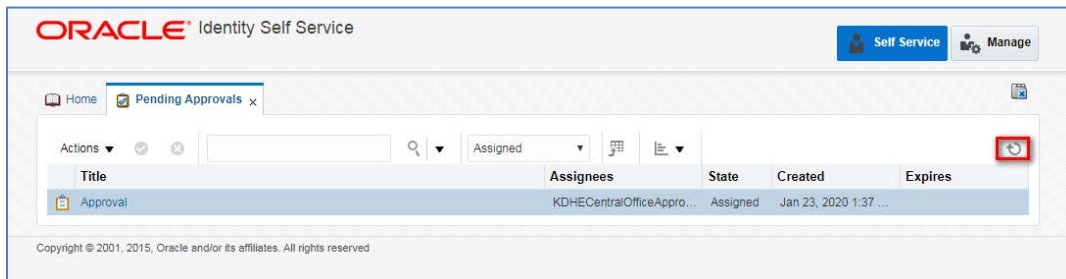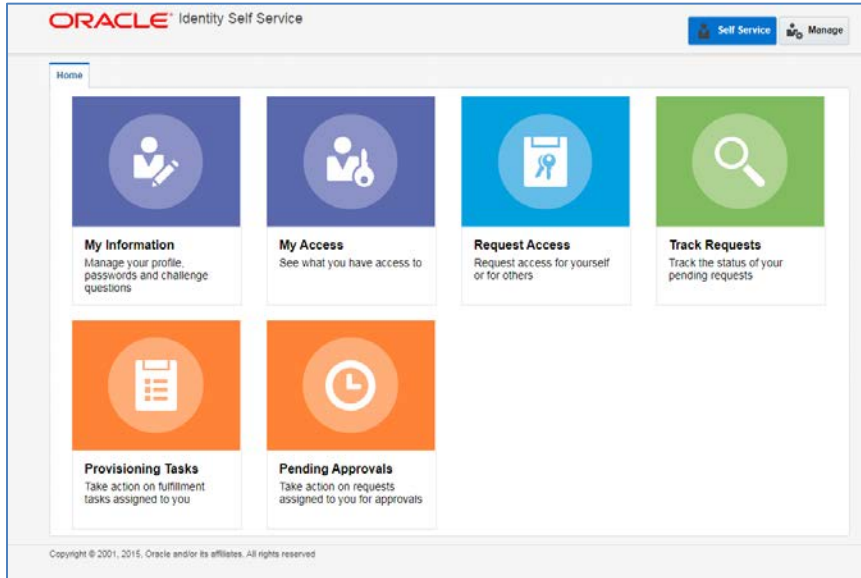

12. If you have more pending tasks you can repeat the above process until they are complete. You can close the Pending Approvals screen by clicking the 'x':
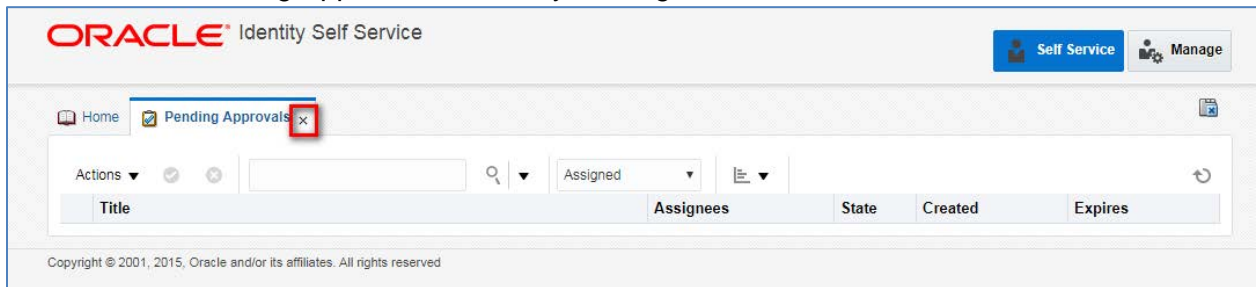
13. If you have no more Pending Approvals, your home screen will look like this:

If you need assistance with this process please contact KEES Security at:
KEES.Security@ks.gov