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



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Document Change Log

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



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.

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.

1.1 KEES Workflow Approval Roles

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: <u>https://kees-prd.kees.ks.internal/identity/</u>
- 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:

Home Pending Approvals x									1
Actions 🔻 🕥 💿	ণ্ ▼	Assigned	•	囲	⊾▼				t
Title			Assigne	es		State	Created	Expires	
📋 Approval			KDHEC	entralOf	ficeAppro	Assigned	Jan 23, 2020 1:37	7	

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

Home Pending Approvals x									
Actions 🔻 🕝 💿	٩, ◄	Assigned	٠	殌	≞ ▼				t
Title			Assigne	es		State	Created	Expires	
🖹 Approval			KDHECe	ntralOffi	ceAppro	Assigned	Jan 23, 2020 1:	37	



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

						Self Service	NO M
iome Pending Approvals x Approval x							
Approval						Tasa Actions 👻	CL
Details							
J Summary Information							
Request Id 5026				Requester	Brian Tell		
Requested Date 1/23/2020				Status	Request Awaiting	Approval	
Effective Date 1/23/2020				Parent Request ID			
Justification				Request Type	Create User		
< Request Details Approvals							
Request Details Approvals		<i>h</i>		uests			
Request Details Approvals al Target Users Display Name	E.mail	4	al Related Req Beneficiary	uests Request Id	Requested Item	Status	
Request Details Approvals Target Users Display Name X3477015	E-mail Billy Two	A Test@x	# Related Req Beneficiary No data to display.	uests Request Id	Requested Item	Status	
Approvals Approv	E-mail Bitly Two	J.	Related Req Beneficiary No data to display.	uests Request Id	Requested Item	Status	
	E-mail Bitly Two Manager	7 Test@v	✓ Related Req Beneficiary No data to display	uests Request Id	Requested Item	Status	111
	E-mail Billy Two Manager	A Hestgar	Related Req Beneficiary No data to display	uests Request Id	Requested Item	Status	
	E-mail Billy Two Manager * Organization * User Two	KDHE C	al Related Reg Beneficiary No data to display.	uests Request Id	Requested Item	Status	
	E mail Bity Tec Manager * Organization * User Type	KDHE Co Full-Time	al Related Reg Beneficiary No data to display.	uests Request Id	Requested Item	Status	
	E-mail Biny Tac Manager * Organization * User Type Display Name	X NTESSIQN KDHE CA Full-Time Billy Two 1	A Related Req Beneficiary No data to display. No data to display. entral Office Employee Test	uests Request Id	Requested Item	Status	

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

	Self Service	Manage
Home Pending Approvals x Approval x		
Approval	Task Actions	Claim
Summary Information		
Request Id 5026 Requester Brian Tell		
Requested Date 1/23/2020 Status Request Awaiting App	iroval	

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

	Service					🛔 Self	Service	🗞 Manage
Home Pending Approvals x Approval x								
Approval						Task Actions 🔻	Approve	Reject
Details								
Summary Information								
Request Id 5026				Requester	Brian Tell			



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:

Home Pending Approvals	Approval x				E
Approval				Task Actions 👻 Approve	Reject
🕨 🔏 Details				Request Information.	
# Summary Informat	lion			Reassign	
Request Id	5026	Requester	Brian Tell	Escalate	
Requested Date	1/23/2020	Status	Request Awa	Release	
				Suspend	
Effective Date	1/23/2020	Parent Request ID		Save	
Justification		Request Type	Create User		

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

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:

Home Pending Approvals ×									
Actions 🔻 🥥 🔕	ণ্ ▼	Assigned	•	囲	≞ ▼				Ð
Title			Assign	ees		State	Created	Expires	
Approval			KDHEC	entralOff	ficeAppro	Assigned	Jan 23, 2020 1:37 .		

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':

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Actions 🔻 🕥 💿	০, ▼	Assigned	•	<u>⊨</u> ▼				9
Title			Assigne	es	State	Created	Expires	



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