State of Kansas

Department of Health and Environment
Department for Children and Families

KEES Submitter Training

Kansas Eligibility Enforcement System (KEES)

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Version 1.0

KEES Submitter Training

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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 Submitters to submit a new KEES user request. A KEES submitter is an appointed DCF or KDHE employee who is responsible for submitting new KEES user requests for a business area of a region.

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 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

When a DCF or KDHE employee require 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.
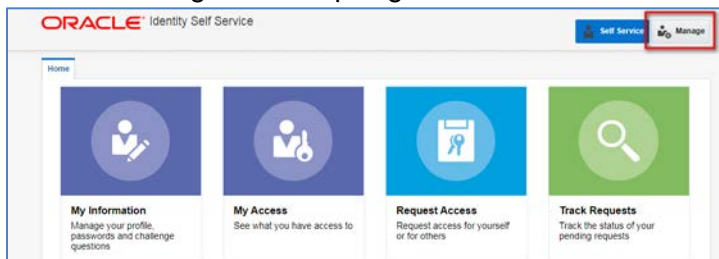
2.0 Submitting a new KEES user request

1. Steps to create a new user request in OIM

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

3. If you receive the following error, ignore and click the OK button to continue to the log on screen:
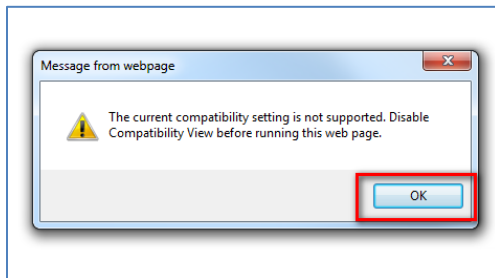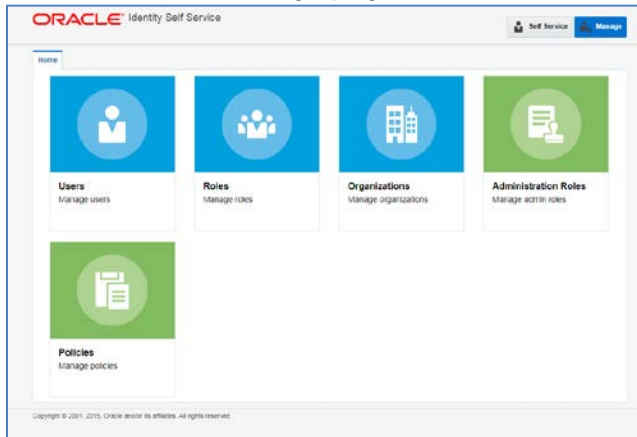

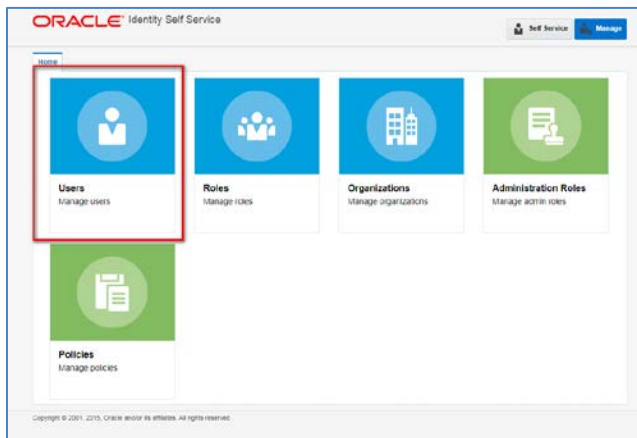4. You will see the Oracle Self Service Homepage:
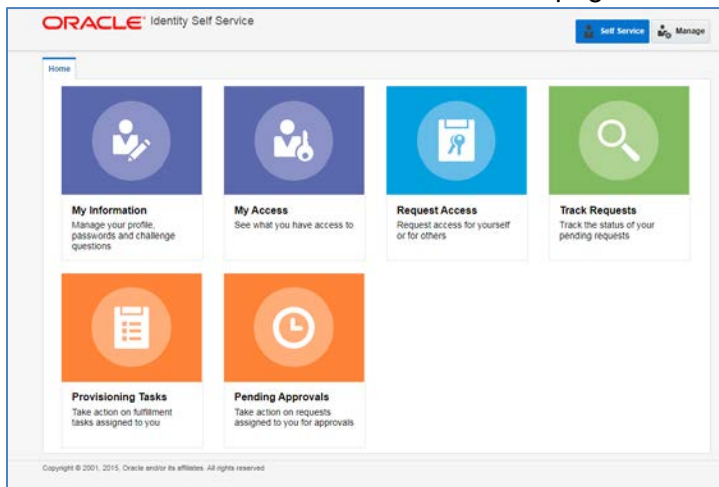
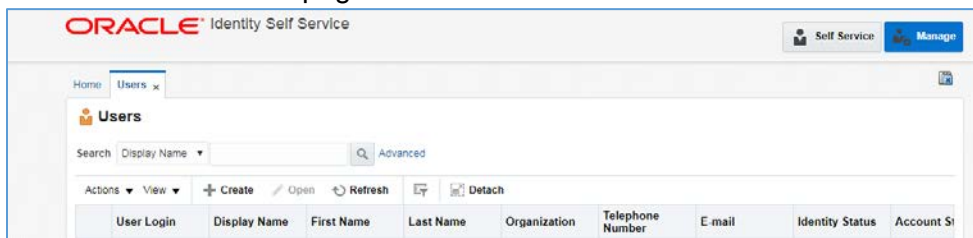
5. Click on Manage in the top Right:
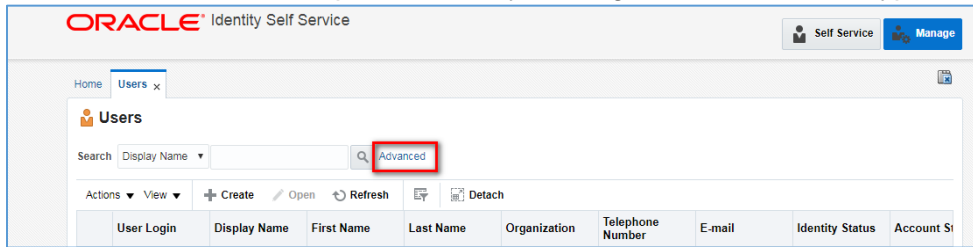
6. You will see the Manage page:

7. Click Users:

8. You will see the Users page:
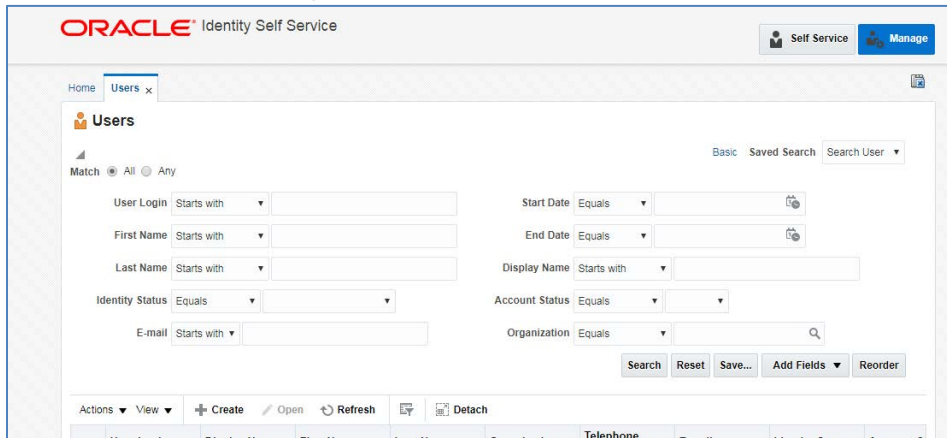
9. Enable advanced search parameters by clicking on the Advanced hyperlink:
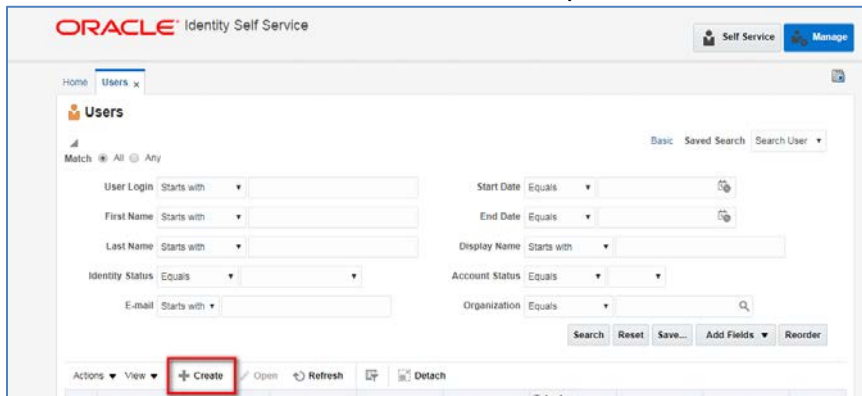

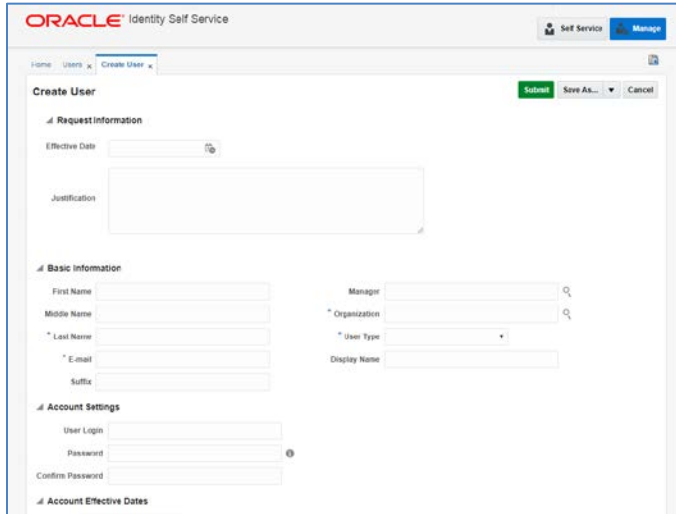
10. The advanced search options will be available:

11. As per current new user request process - Search for the user in OIM using as much information as possible to ensure they do not have an existing account. If an account is found, use the current change request process for requesting an account update.

12. If no account is found, click on the Create option:

13. You will see the following screen:

14. Complete the create user form with as much information as you have for the user as per usual process.

| Form Field	Description
First Name	User's first name
Middle Name	User's middle name
Last Name	**REQUIRED**. User's last name
Organization	**REQUIRED**. Select the region and business area that the user is assigned to. (Hint: Click on the magnifying glass next to the field to select from a list of allowed organizations.)
User Type	**REQUIRED**. Select the user's employment status. (Hint: Use the drop down to see a list of valid user types.)
Display Name	Display name for the user such as First Name Last Name.
Description	This is a free form field to allow you to enter additional information that may be useful for the business approver or security administrator.
Employee Number	Employee number to allow the approver or security administrator to lookup the user.
Email	**REQUIRED**. User's email address.
Mobile	User's mobile phone number for contact purposes.

Telephone Number	User's telephone number for contact purposes.
Title	User's job title
Start Date	Planned date that the user needs access to the system. This is not a required field. NOTE: If this field is populated, the user ID will be not be active until that date.
End Date	Planned end date, if available, to terminate the user's access to the system. This is not a required field.
KEES Security Group	**REQUIRED**. Security group that is requested for this user. This is used to indicate the desired security group. The security group will be approved and assigned by the KEES security administrator.

16. When all the information is entered click the Submit button:
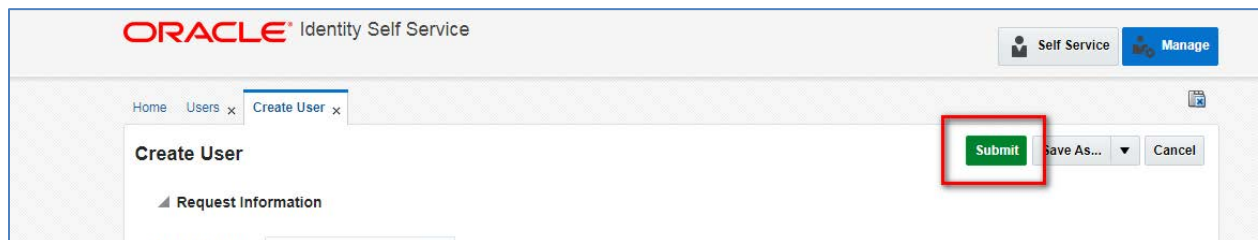
17. Make note of the task ID Number, this will help us locate any task in OIM if there is an issue with the submission process. Close the user search page by clicking the 'x' or continue creating requests using the process outlined above:
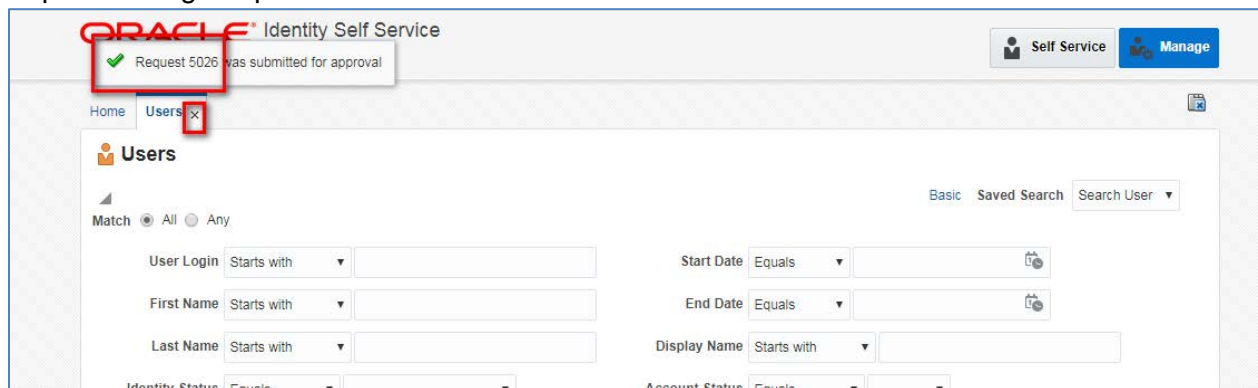
If you need assistance with this process please contact KEES Security at:
KEES.Security@ks.gov