

US DEPARTMENT OF LABOR

Office of Job Corps



Annual CIS Account Recertification Instructions

CIS Account Recertification

The System Functions module includes two reports that help you verify that staff members have the access to the functions in CIS that are necessary to successfully perform their duties. First, you can run the Profile Authorizations Report and then reduce any unnecessary authorizations from each profile. From there, you can run the Staff Profiles report to verify each staff member has the appropriate profile(s) and make changes as needed.

Restrict Authorizations per Profile

The Profile Authorizations report lists each profile and displays the modules, windows, and buttons accessible to each profile.

1. Go to the **System Functions** module and click the **Profile Authorizations** report button. The Search Criteria window opens.

2. Leave the Profile entry at *All* and click **Retrieve**. The report generates.

PROFILE AUTHORIZATIONS	
Profile Name	Authorizations
Acting CD	Acot - Approve a student leave request Acot - Browse Pending Leave Acot-Rpt - Active Student Roster w/Photos Enr - Request Enrollment Extension Enr-Rpt - Minor Student Roster
Admin Assistant	Acot - Browse Pending Leave Acot-Rpt - Active Student Roster Acot-Rpt - Active Student Roster w/Photos Acot-Rpt - AWOL Maximum Days

3. Print the report and verify that for each profile, authorization to only the necessary operations is included.
4. As necessary, remove authorizations.
 - A. In the **System Functions** module, click the **Maintain Authorizations** button.

- B. Choose the profile from the Profiles list (top right).
- C. In the Authorization list (bottom right), highlight the unnecessary authorization entry and click **Remove**.
- D. Click the **Save** button.
- E. Repeat to remove other unnecessary authorizations.

Restrict Profiles Assigned to Staff

When the profiles include only the necessary functions, a user can successfully perform the tasks associated with his job description and duties. Use the Staff Profiles report to identify that staff have the appropriate profile(s).

1. In the **System Functions** Module, click the **Staff Profiles** report button.

2. Leave all Search Criteria entries at *All* and click **Retrieve**. The report generates.

STAFF PROFILES REPORT				
Staff Name : ██████████	Login Name: ██████████	Title : Payroll Clerk	Department : Finance	Roles : General,Instructor
Finance Clerk		Finance Reports		S.Skills Facilitator
Staff Name : ██████████	Login Name: ██████████	Title : Career Prep Instruct	Department : Career Preparation Pe	Roles : Instructor
Instructors				
Staff Name : ██████████	Login Name: ██████████		Department : Administration	Roles : Instructor,Administration
Records Clerk		S.Skills Facilitator		TABE Info
Staff Name : ██████████	Login Name: ██████████	Title : Residential Advisor	Department : Independent Living	Roles : General
MAC Role		Residential Advisors		

The Profile(s) assigned to a staff member display below his name and the horizontal line.

3. Print the report and review the profiles listed for each staff member.
4. As necessary, remove profiles.
 - A. In the **System Functions** module, click the **Staff Data** button.

- B. Highlight the staff member with an unnecessary profile in the top Staff list.
- C. Click the **Profiles** button. The Maintain Staff Profile window opens.

Position: Payroll Clerk

Select Staff

Available

- Acting CD
- Admin Assistant
- Admin. Director
- Authoriz Maintenance
- Campus Manager
- Career Transition Services
- Center Director
- Center Standards Officer
- Conduct Incidents
- Contractors
- Counseling Manager
- Counselor
- Course History
- CPP Counselor

Assigned

- Finance Clerk
- Finance Reports
- S.Skills Facilitator

Add >>

<< Remove

Save

- D. Click the unnecessary profile in the Assigned list.
- E. Click the **Remove** button.
- F. Click the **Save** button.
- G. Close the Maintain Staff Profile window and choose another staff member from the list, and repeat as needed.

Removing CIS Access

If staff members are on the Staff Profiles report who should have no access to CIS, perform this procedure to remove access. Similarly, if you find a terminated employee not marked as Active for Center NO, please disable his/her access.

1. In the **System Functions** module, click the **Staff Data** button.

Center Code: 010500

Center Name: New Haven Job Corps Center

Staff

Staff ID	Name	Department	Staff Title	Center Active
10000	John Doe	Finance	Payroll Clerk	Y
10001	Jane Smith	Administration	Records Clerk	Y
10002	Bob Johnson	Career Preparation Period	Career Prep Instruct	Y
10003	Alice Williams	Independent Living	Residential Advisor	Y
10004	Charlie Brown	Vocational Training	Build Maint. Instr.	Y

Hide Inactive Staff

Add Staff

Staff Member Information

Staff ID: [text]

Last Name: [text]

First Name: [text]

Middle Initial: [text]

Department: Finance

Staff Title: Payroll Clerk

Active for Center: Yes No

Staff Role

Staff Role

Instructor

General

Staff Role: Instructor

Profiles

User Information

Add Role

Delete Role

Save

2. Highlight the staff member to inactivate.

3. Highlight a staff role and click **Delete Role**.
4. Repeat to remove all roles.
5. Set the **Active for Center** radio button to *No*.
6. Click the **Save** button.
7. Choose another staff member from the list, and repeat as needed.

If the Person is Unknown to You

If you find a name or names on the reports with whom you are not familiar, please email the Helpdesk-JCDC-TAC@jobcorps.org and work with the Technical Team to identify the user before inactivating his/her access to CIS.

When Staff have been Certified

When you have completed these steps for all staff who have access to CIS, sign the form and send to the attention of the JCDC Security team via fax at 512-804-2002 by COB August 21, 2006. The form must be signed and dated by the application POC and the Center Director or Contracting official.