

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.

Maintain Authorization Profiles

Center Profiles

Profile Name	Profile Description
Academic Instructor	Teaches Academic classes
Admin Assistant	Assistant to the Center Director and Deputy Center Director
Cafeteria	Personnel providing food service for the center
Career Managers	Directs all activities for all vocational classes and staff
Career Transition Services	Provides Career Transition Support to Job Corps Graduates
Center Director	Directs all Center, staff and student activities
Center Standards Officer	Sets and manages student behavior for the center
CIS - NTC	NTC (created by JCDC)

Available Authorizations

- Acct - Approve a student leave request
- Acct - Browse Pending Leave
- Acct - Bulk Leave Request
- Acct - Clear morning Attendance
- Acct - Enter and edit a student leave request
- Acct - Enter Morning Attendance Check
- Acct - Extend Leave Dates
- Acct - Leave Dates
- Acct - Record Leave Departure
- Acct - Record Leave Return
- Acct-Rpt - Active Student Roster by Date
- CaseNote - Browse Case Notes by Staff
- CaseNote - Browse Case Notes by Student
- Enr - Approve Enrollment Extension Request
- Enr - Approve Transfer Request

Assigned Authorizations

- Acct-Rpt - Active Student Roster
- Acct-Rpt - Active Student Roster by OA Agency
- Acct-Rpt - Active Student Roster w/Photos
- Acct-Rpt - Available Beds Report
- Acct-Rpt - AWOL Contact Report
- Acct-Rpt - AWOL History Report
- Acct-Rpt - AWOL Maximum Days
- Acct-Rpt - Browse Pending Leave
- Acct-Rpt - Bulk Leave Report
- Acct-Rpt - Center Onboard Strength Report
- Acct-Rpt - Center Operations
- Acct-Rpt - Dorm Bed Check Roster
- Acct-Rpt - Dorm Occupancy
- Acct-Rpt - Leave Information
- Acct-Rpt - Leave Request Form

Buttons: Copy, Delete, Insert, >>, <<, Select All, Save

- B. Choose the profile from the Profiles list (top right).
- C. In the Assigned Authorization list (bottom right), place a checkmark in the box next to the unnecessary authorization entry and click the << button.
- 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 P	Roles : Instructor
Instructors				
Staff Name : ██████████	Login Name: ██████████		partment : 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.

Maintain Staff Data

Center Code: []
Center Name: []

Search Staff
Name: [] Department: [] Title: [] Active: All Yes No

Staff ID	Name	Department	Staff Title	Center Active
[]	[]	Social Development	Resident Advisor	Y
[]	[]	Career Development	Counselor	Y
[]	[]	Administration	Corporate	Y
[]	[]	Social Development	Resident Advisor	Y

Add Staff

Staff Member Information

Staff ID: [] Address 1: []
Last Name: [] Address 2: []
First Name: [] City: []
Middle Initial: [] State: []
Department: [Social Development] Zip: []
Staff Title: [Resident Advisor] Home Phone: () - []
Active for Center: Yes No Mobile Phone: () - []
Pager: () - []
Email: []

Staff Role

Staff Role: [General]
Staff Role: [General]

Profiles
User Information
Add Role
Delete Role
Save ID Badge

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.

Maintain Staff Profile

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.

Maintain Staff Data

Center Code:
Center Name:

Search Staff
Name: Department: Title: Active: All Yes No

Staff ID	Name	Department	Staff Title	Center Active
		Social Development	Resident Advisor	Y
		Career Development	Counselor	Y
		Administration	Corporate	Y
		Social Development	Resident Advisor	Y

Add Staff

Staff Member Information

Staff ID:
Last Name:
First Name:
Middle Initial:
Department: Social Development
Staff Title: Resident Advisor
Active for Center: Yes No

Address1:
Address2:
City:
State:
Zip: -
Home Phone: () -
Mobile Phone: () -
Pager: () -
Email:

Staff Role

Staff Role
General
Staff Role: General

Profiles
User Information
Add Role
Delete Role
Save ID Badge

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 that 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 October 15, 2007. The form must be signed and dated by the application POC and the Center Director or Contracting official.