Quick Guide –

Your Privilege Report

Subject: IMS Privilege Report
Intent: Instructions for using the Privilege Report utility as a non-manager.

Overview

Every person who uses IMS has at least one E-Sign-On account associated with that person's identity, which is that person's primary account. Both UPMC employees and non-employees have primary accounts.

Your primary account can have other accounts associated with it. These are service accounts. Service accounts provide limited access to the UPMC network. They can be used as temporary accounts or as shared accounts. Temporary accounts are useful for visitors or for training. Shared accounts can be used for department calendars and mailboxes.

For security reasons, service accounts must be reviewed periodically and validated if they are still needed. If they are no longer needed, they are removed from the system, so it is important to review the service accounts associated with your primary account and validate them if you still need them.

The Privilege Report utility enables you to review, modify, and validate accounts for which you are responsible. Your primary account is reviewed by your supervisor, but you are responsible for reviewing and validating the service accounts that have been requested for you.
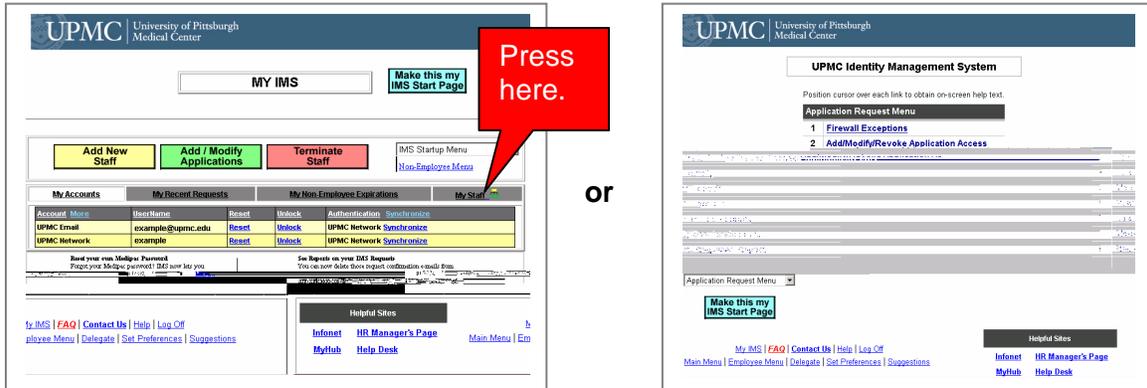
This guide covers the following tasks:

- Accessing your privilege report
- Validating accounts for which you are responsible
- Modifying accounts for which you are responsible

If you are a manager, the privilege report also enables you to review, modify, and validate the accounts of your staff. For more information, see the document, "Quick Guide – Manager Privilege Report".

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Accessing your privilege report

Go to the Infosec IMS web site (https://infosec.upmc.com) and log on using your E-Sign-On account ID and password. One of the IMS menus is displayed. The menu you see will either be the "My IMS" portal page, or one of the IMS function menus.

or

If the "My IMS" portal is not displayed, choose "IMS Startup Menu" from the drop-down menu.

On the "My IMS" portal page, select the "My Staff" tab. IMS displays the following report:
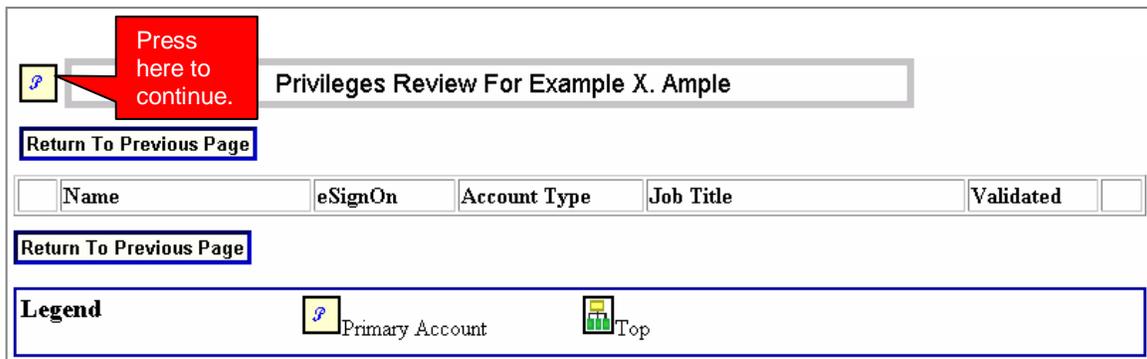
If you are not a manager, no staff members are listed on this report. If you are a manager, your staff members are listed here. Managers can still use this report to access their personal privilege report.

Press the Primary Account (𝒫) icon beside your name to access your personal privilege report.

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Validating accounts for which you are responsible

IMS displays your personal privilege report:

The report shows your primary account and any service accounts for which you are responsible. You must validate your service accounts periodically or they will be removed.

Below your primary account, IMS displays all of your application accounts. This primary account, and any associated application accounts, can only be validated by your manager or your manager's manager.

Below that, IMS displays all of your service accounts. By default, only basic details are visible. To view all the application accounts associated with your service accounts, press **Expand Details**. IMS then displays detailed information below each service account. To hide these details again, press **Collapse Details**.

To validate particular accounts, press the **OK** radio button for those accounts. To mark all of the service accounts for validation, press **Validate All**. The **N/C** radio button informs IMS to make no changes to this account.

Press **Submit**. IMS submits your request and displays a confirmation page. Press **Close** on the confirmation page to continue within the privilege report utility, or press **Menu** to return to the "My IMS" portal.

To finish working with the Privilege Report utility without making any changes, press **Return to Main Menu**.

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Modifying accounts for which you are responsible

You can also use the privilege report as a tool to select service accounts for modification.

To modify any of your service accounts, press the **MOD** radio button for those accounts, and press **Submit**. The **N/C** radio button informs IMS to make no changes to this account.

IMS runs the Add, Modify, Revoke Service Account Access utility for each of these accounts. You can use that utility to make any modifications you wish, including revoking all access for the account.

When your modifications are complete and submitted, IMS displays a confirmation page. Press **Close** on the confirmation page to continue within the privilege report utility, or press **Menu** to return to the "My IMS" portal.

For more information on modifying service accounts, see the document "Quick Guide – Working with Service Accounts".

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Document Information

Subject: IMS Privilege Report

Title: Quick Guide - Your Privilege Report

Subtitle:

Deliverable ID: **Date/Revision:** 03/14/2006; Rev: 0.1

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Audience: UPMC Managers

Intent: Instructions for using the Privilege Report utility as a non-manager.

Related Documents:

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