

Tutorial: User Access Administrator (UAA) to grant “Endorsed User” access for Resource Interconnection Management System (RIMS) Project Codes in AIM

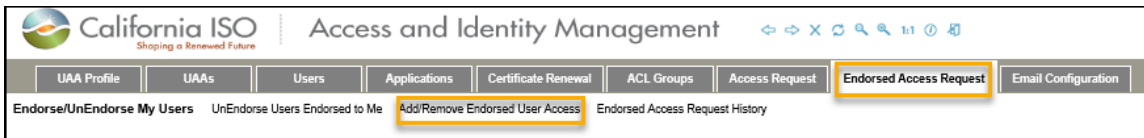
Scenario:

If a resource owner wants to grant access for a user outside of their organization (3rd party vendor, contractor, consultant, etc.), they can perform these steps using the “Endorsed” process through the Access Identity Management (AIM) tool.

Note: The UAA can only grant the “Endorsed user” access after the UAA for the other organization has submitted the initial “Endorsed Access Request” through AIM.

In AIM, the User Access Administrator (UAA) for the Resource Owner shall:

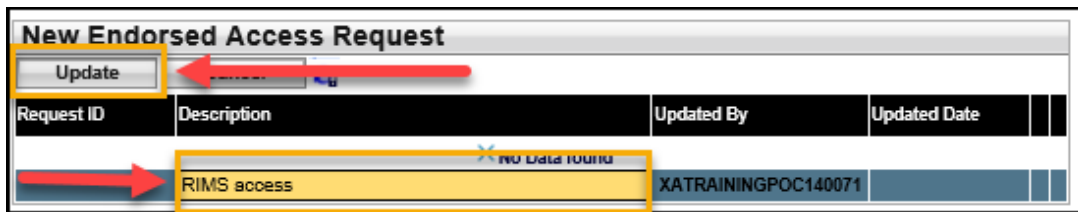
1. Go to the **Endorsed Access Request** tab.
2. Click on the **Add/Remove Endorsed User Access** sub link.



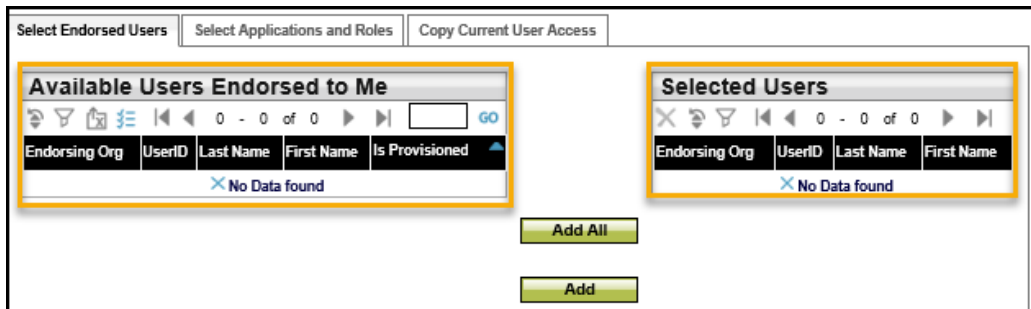
3. Click on the pencil icon.



4. Click the **New Row** button.
5. Type in a brief description.
6. Click the **Update** button.



7. From the **Select Endorsed Users** tab, choose the name(s) from the **Available Users Endorsed to Me** list and click on the **Add** or **Add All** button to move it over to the **Selected Users** panel on the right side.



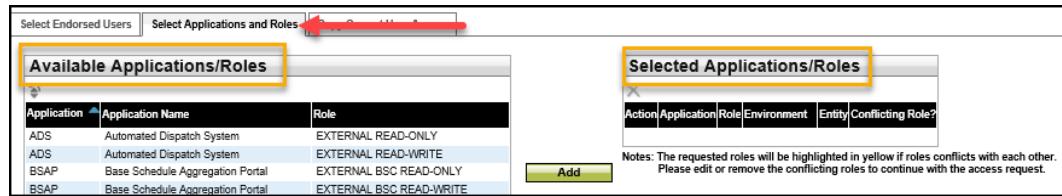
8. Click on the **Select Applications and Roles**. There are two ways to select the applications:

Option 1:

Highlight the application from the left side and click **Add** button to move it to the **Selected Applications/Roles** panel on the right side.

Option 2:

If the **Add** button is not available, you can click on the pencil icon under the **Selected Applications and/Roles** panel to manually add a row.

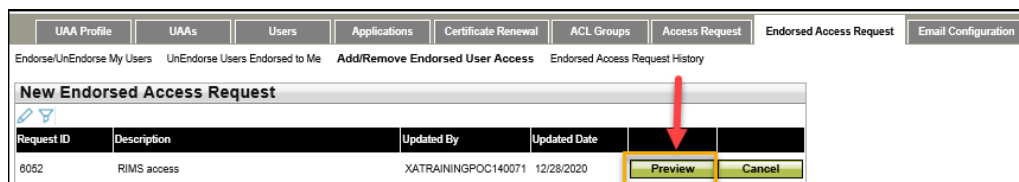


Note: Be sure to update each of the following fields:

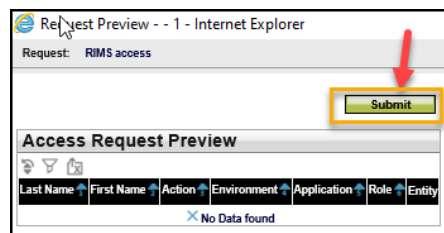
- **Action** (ADD/REMOVE)
- **Application** (RIMS)
- **Role** (EXTERNAL IC FOR READ-WRITE)
- **Environment** (PROD, MAP-STAGE, STAGE)
- **Entity** (Project Code)

9. Click the **Update** button under the **Selected Applications/Roles** panel once the applications and roles have been selected.

10. Go back up to the **New Endorsed Access Request** section and click on the **Preview** button.



11. This will open another window so that you can preview the requested applications and roles. If everything is correct, please click on the **Submit** button. Please note that access can take up to 24-48 hours to be provisioned.



Tip: If the **Submit** window does not come up, it could be due to your pop-up blocker configuration for your internet browser.

- If you are using **Microsoft Edge**, please do the following:
Go to the ellipses (...) icon (located on the upper right-hand corner) and click on **Settings >> Cookies and Site Permissions >> Pop-ups and redirects**: Disable your **Blocked** option
- If you are using **Chrome**, please do the following:
Click on the 3 vertical ellipsis dots (located on the upper right-hand corner) and then click on **Settings**.
In the Search settings field, type the word "pop".
- Click on **Site Settings >> Pop-ups and redirects**
- Disable your **Blocked** option

