

PASS User File Maintenance

Standard Operating Procedures:

Process Steps

- UF700 – Deactivating a PASS User

UF700 – Deactivating a PASS User

Overview

Purpose:

To ensure data integrity when deactivating PASS users. Because PASS users may have roles and associated permissions, it is imperative to deactivate a PASS user completely and properly in the system.

Performed By:

End User

End User's Supervisor

Agency Security Officer

SOAR District Security Manager

Tools Used:

Procurement Automated Support System (PASS)

User Maintenance Request eForm

Technology Used:

Internet browser (e.g., Microsoft Explorer®)

Procedure Steps

- I. Identify the need to deactivate a user in PASS.
 - II. Define the replacement user within same agency.
 - III. Create a User Maintenance Request
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1. Log into PASS by typing in the user name and password, and then pressing ENTER. The Swoosh screen should appear.

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2. Click the Company eForm link located on the left side of the screen. The Create Request Using Company eForm screen should appear.
3. Click the User Maintenance Request. The Add Title screen should appear.
4. Type a title for the User Maintenance Request in the highlighted field (e.g., “Deactivate Tom Jones”).
5. Click the radio button corresponding to “Deactivate.” A User field should appear at the bottom of the screen.



Note: PASS will not allow you to deactivate yourself.

6. Click the drop down list to the right of the User field and select ‘Other’. The Choose Value for User screen should appear.
7. Search for the user by typing their name into the Search field and the clicking Search.
8. Locate the appropriate user to be deactivated.



Tip:

To assist in locating a user name, PASS contains a Search function on the Choose Value for User screen. Type a string of text in the Search field and click Search to retrieve a list of values containing that text.

9. Click Select next to the user. PASS should return to the Add Title screen.
10. Select a replacement user.
11. Click Next. The User Maintenance Request screen should appear.
12. Complete the required Deactivating Reason.
13. Click Next.
14. Type comments explaining the reason the changes are required or attach any documentation on the Summary screen and review approval flow.

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Note: Attach any document that might be needed to justify the deactivation.



Note:
The Approval Flow will include the SOAR District Security Manager. The SOAR User profile database must be updated to reflect user changes within PASS.



Note:
No additional approvers should have to be added for a User File Maintenance request.

15. Review the Summary screen. If necessary, click “< prev” to return to previous screen and edit changes.
16. Click Submit. The Company Form Submitted screen should appear.
17. Log out of PASS.
18. Exit this procedure.