DALHOUSIE NOTES ON WEB FOR ADMINISTRATORS

QUICK REFERENCE

As of July 27, 2012

Quick reference document outlining the steps to revoke someone's access to organization codes ("accounts") in Finance Self Service (FSS) and ePrint

When does a person's access to Finance Self Service (FSS) and ePrint need to be revoked through Web for Administrators (W4A) – Distributed Security?

When a person has left the University, changed departments, and changed jobs, their access would need to be revoked. The same would apply for those who have access but are not Dalhousie employees.

Who's responsibility is it to revoke a person's access?

It is the responsibility of the following people to ensure access has been revoked when a person no longer requires access to FSS and ePrint:
- Principal Investigator (Researcher),
- Finance Security Administrator for the department/faculty, or
- The Dean/Director/Chair/Department Head when no Finance Security Administrator has been delegated to that area.

The Web for Administrator Security Officer will not know when a person no longer requires access to FSS and ePrint.

When should the access be revoked?

The access to FSS & ePrint should be revoked through Web for Administrators – Distributed Security on the person's last day. Once Payroll has the person marked as "not an active employee", the only person to revoke the access is the Web for Administrator Security Officer. In this case, an email should be sent to finweb@dal.ca requesting the person's access be revoked. Included in this email should be the person's full name, Dalhousie ID (B00#) and what needs to be revoked and why (eg. person left the University).

1

How do I revoke access?

The following are the steps to revoking someone's access to FSS and e~Print through Web for Administrators:

1. **Log in** to **Dal Online**
2. Click on **Web for Administrators**
3. Click on **Distributed Security**
4. Click on **Update User Administrative Roles**
5. Enter **Dalhousie ID** of the person having their access revoked, click on **Continue** button
6. If you are authorized to revoke an organization code, you will see the **Revoke** button on the right side of the line.
7. Click on the **revoke button**. The line will disappear, and the person no longer has access to this account.
8. Repeat step 7 for all orgns that should be removed from this person's access.

Note: In most cases, the Finance Security Administrator for the department/faculty is the Administrator.