



Assign Role

Work Instruction

Transaction Code(s): NA

Purpose

Use this procedure to assign a role to an employee or contractor.

Trigger

Perform this procedure when a user needs access to additional data within MAGIC.

Menu Path

Use the following menu path to access the transaction: **Identity Management > Manage**.

Transaction Code

NA

Helpful Hints

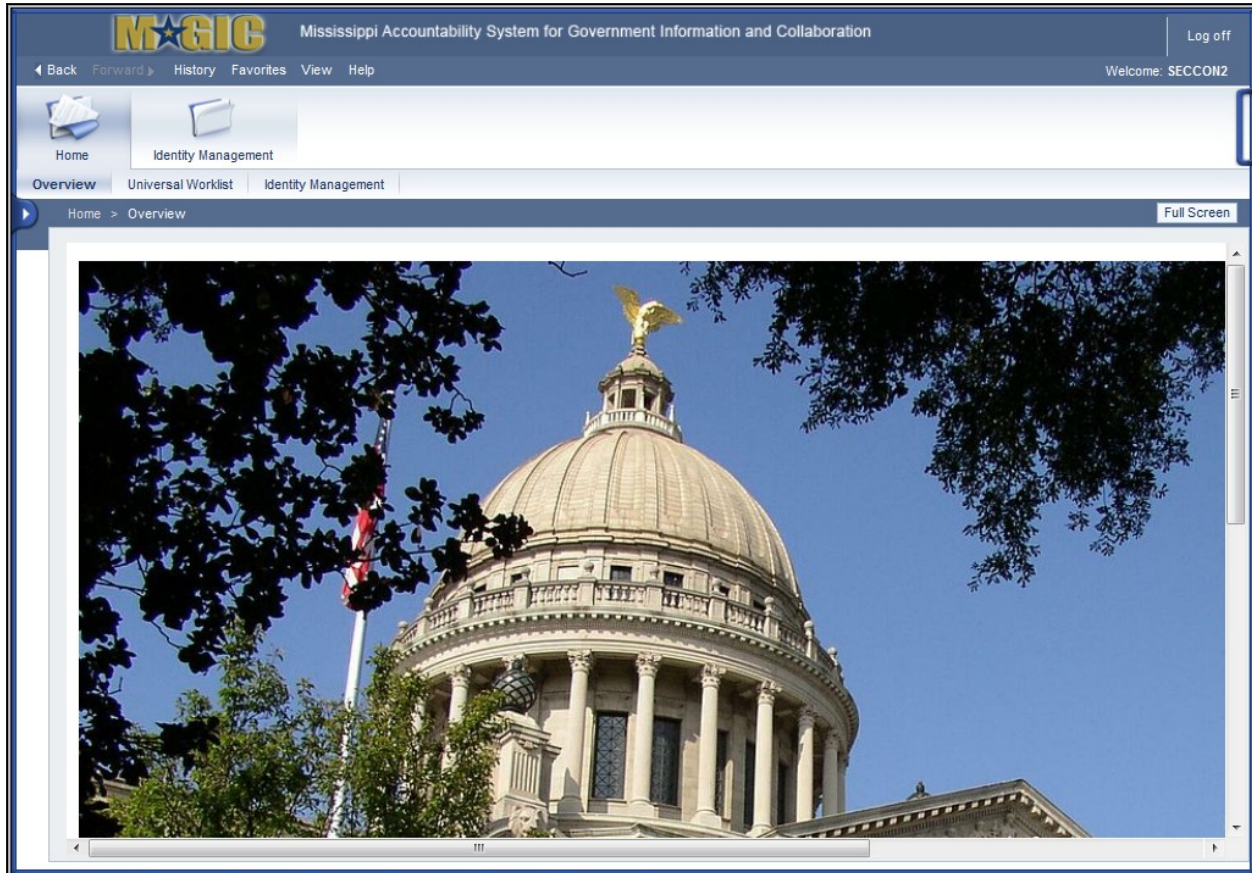


Assign Role Work Instruction Transaction Code(s): NA

Procedure

1. Start the transaction using the menu path.

Employee Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer



2. Click  Identity Management .



Assign Role

Work Instruction

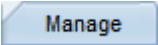
Transaction Code(s): NA

Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Self Services Manage History

Available Tasks

- Profile : Answer Password Security Questions
- Password Reset
- Assign Delegates : As a Security Contact, you may designate delegates who may request authorizations for users on your behalf
- University Security Contact Request

- Click the Manage tab .
- As required, complete/review the following fields:

Field	R/O/C	Description
Find:	Required	Example: Mark*

- Click .




Assign Role Work Instruction Transaction Code(s): NA

Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer

The screenshot shows the 'Manage' tab of the MAGIC Portal. The 'Show' dropdown is set to 'Person'. The 'Find' search bar contains 'mark*' and the 'Go' button is visible. A table lists users with columns for Unique ID, Display Name, Last Name, and First Name. The user 'Carman Marks' (ID: cm502224) is highlighted. Below the table is an 'Entry Details' section.

Unique ID	Display Name	Last Name	First Name
ccmscutch	Mark Scutch	Scutch	Mark
cm502224	Carman Marks	Marks	Carman
CON00000067	Mark Harper	Harper	Mark
DMRMW	Mark Woodrey	Woodrey	Mark
JS526412	Mark Stovall	Stovall	Mark
ju313245	Mark Valentine	Valentine	Mark
MB518382	Mark Boyles	Boyles	Mark
mc307939	Mark Carpenter	Carpenter	Mark
mj369595	Mark Johnson	Johnson	Mark
ml312554	Mark Leiker	Leiker	Mark

6. Click  to select the person needed.

Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer

The screenshot shows the 'Details about Carman Marks' section. The 'General Attributes' tab is active, displaying fields for Person (Unique ID: cm502224), Communication (Language: [dropdown]), Account Info (Status: ACTIVE), and Accounts (Accounts: [dropdown]).

7. Click .

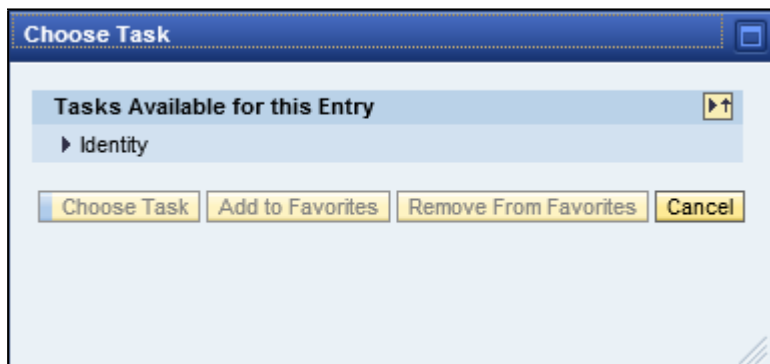


Assign Role

Work Instruction

Transaction Code(s): NA

Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer



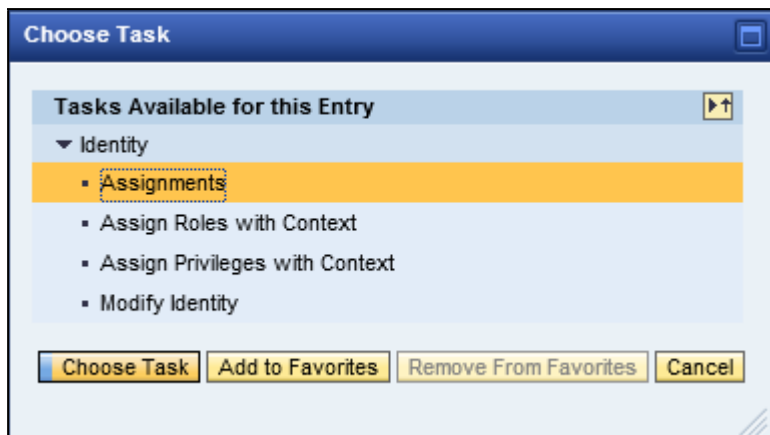
8. Click ▸ Identity .

Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer



9. Click ▫ Assignments .

Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer





Assign Role Work Instruction Transaction Code(s): NA

10. Click **Choose Task**.

SAP NetWeaver Identity Management

The screenshot shows the SAP NetWeaver Identity Management 'Assignments' page. At the top, there are 'Submit' and 'Refresh' buttons. Below them are tabs for 'Assignments', 'General Attributes', and 'Assignment History'. The 'Assignments' tab is active, showing two main sections: 'Available' and 'Assigned'.

Available Section: Includes a search bar with 'Show: Role' and 'and Find:' fields, and buttons for 'Search', 'Add', and 'Advanced'. Below is a table with columns: Unique ID, Display Name, and Context Types.

Assigned Section: Includes a search bar with 'Find:' and buttons for 'Search', 'Delete', and 'Properties'. Below is a table with columns: Display Name, Valid From, Valid To, Status, and Context. The table lists several roles, all with a status of 'OK' and context 'CTX AD1'.

Display Name	Valid From	Valid To	Status	Context
AD Group: OZ_EP_BW_CORE			OK	CTX AD1
AD Group: OZ_EP_HCM_EMPLOYEE_SELFERVICE			OK	CTX AD1
AD Group: OZ_EP_SRM_CORE			OK	CTX AD1
AD Group: OZ_EP_ECC_CORE			OK	CTX AD1
AD Group: OZ_IDM_SECURITY_QUESTIONS			OK	CTX AD1
AD Group: OZ_EP_EMPLOYEECORE			OK	CTX AD1
[RBA-100] This role holds the transactions that all users would get			OK	
[PBA-100] PRIV_BW1_ONLY			OK	
[RBA-100] HR Employee Self-Service Reporting Role			OK	
[REA-100] ESS - Role			OK	

Legend: ☒ =Direct ☐ =Not Direct

11. Review the MAGIC Roles and Definitions document at:
<http://uperform.magic.ms.gov/gm/folder-1.11.10304>



Assign Role Work Instruction

Transaction Code(s): NA

12. Go to

and Find:

13. Search for the role by keying * before and after abbreviations of the role, including the functional area. For example, for AP – Agency Invoice Processor, key *ap*agen*inv*proc*. Click **Search**.

Submit Refresh

Assignments General Attributes Assignment History

Assignments

Available
Show: Role and Find: *ap*agen*inv*proc* Search Add Advanced

Unique ID	Display Name	Context Types
ROLE.BUSINESS.AP_AGENCY_INV_PROC	AP - Agency Invoice Processor	
ROLE.BUSINESS.AP_AGENCY_INV_PROC_CTX	AP - Agency Invoice Processor	Z_BA
ROLE.BUSINESS.AP_AGENCY_INV_PROC_SUB	AP - Agency Invoice Processor (Subarea)	Z_AGENCY_SUB

Assigned
Find: Search Delete Properties More Filters


Display Name	Valid From	Valid To	Status	Context
AD Group: OZ_EP_BW_CORE			OK	CTX:AD1
AD Group: OZ_EP_HCM_EMPLOYEE_SELFSERVICE			OK	CTX:AD1
AD Group: OZ_EP_SRM_CORE			OK	CTX:AD1
AD Group: OZ_EP_ECC_CORE			OK	CTX:AD1
AD Group: OZ_IDM_SECURITY_QUESTIONS			OK	CTX:AD1
AD Group: OZ_EP_EMPLOYEECORE			OK	CTX:AD1
[RBA-100] This role holds the transactions that all users would get.			OK	
[PBA-100] PRIV_BW1_ONLY			OK	
[RBA-100] HR Employee Self-Service Reporting Role			OK	
[REA-100] ESS - Role			OK	

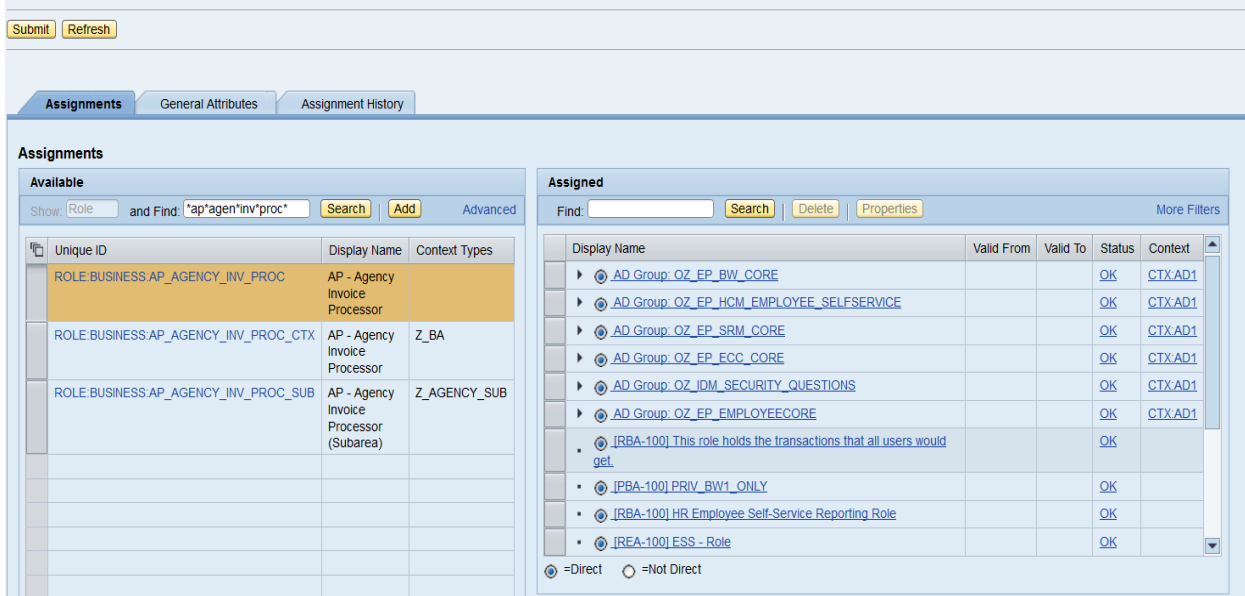
☒ =Direct ☐ =Not Direct



Assign Role Work Instruction

Transaction Code(s): NA

14. Click  to select the role that has nothing in the Context Types column to request for the employee.



The screenshot shows the 'Assign Role' interface with two main panels: 'Available' and 'Assigned'.

Available Panel:

- Search criteria: "ap*agen*inv*proc"
- Table with columns: Unique ID, Display Name, Context Types

Unique ID	Display Name	Context Types
ROLE.BUSINESS.AP_AGENCY_INV_PROC	AP - Agency Invoice Processor	
ROLE.BUSINESS.AP_AGENCY_INV_PROC_CTX	AP - Agency Invoice Processor	Z_BA
ROLE.BUSINESS.AP_AGENCY_INV_PROC_SUB	AP - Agency Invoice Processor (Subarea)	Z_AGENCY_SUB

Assigned Panel:

- Search criteria: (empty)
- Table with columns: Display Name, Valid From, Valid To, Status, Context

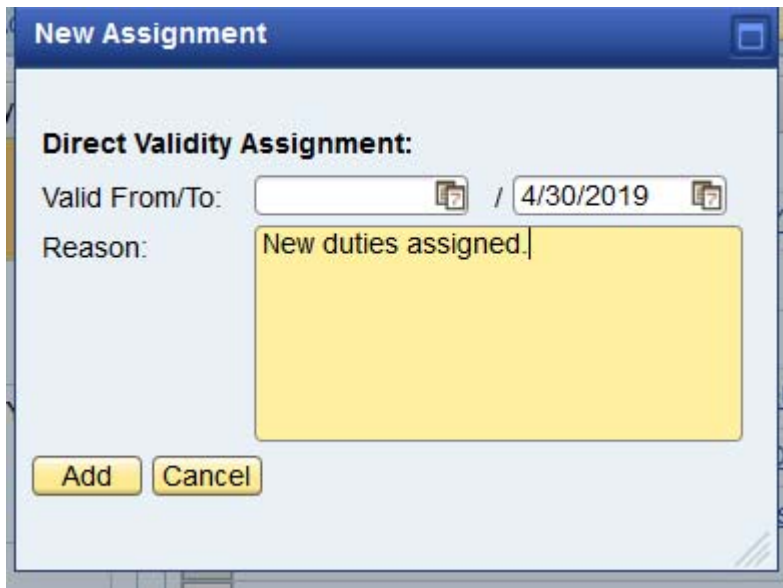
Display Name	Valid From	Valid To	Status	Context
AD Group: OZ_EP_BW_CORE			OK	CTX:AD1
AD Group: OZ_EP_HCM_EMPLOYEE_SELFERVICE			OK	CTX:AD1
AD Group: OZ_EP_SRM_CORE			OK	CTX:AD1
AD Group: OZ_EP_ECC_CORE			OK	CTX:AD1
AD Group: OZ_IDM_SECURITY_QUESTIONS			OK	CTX:AD1
AD Group: OZ_EP_EMPLOYEECORE			OK	CTX:AD1
[RBA-100] This role holds the transactions that all users would get.			OK	
[PBA-100] PRIV_BW1_ONLY			OK	
[RBA-100] HR Employee Self-Service Reporting Role			OK	
[RFA-100] ESS - Role			OK	

Legend: ☒ =Direct ☐ =Not Direct

15. Click **Add**.

Select Valid From/To Dates if the role(s) should be assigned for a specific length of time. Otherwise, leave them blank.

You may add a reason if desired (not required).



The 'New Assignment' dialog box is shown with the following fields:

- Direct Validity Assignment:**
- Valid From/To:** [] / 4/30/2019
- Reason:** New duties assigned.
- Buttons:** Add, Cancel



Assign Role Work Instruction

Transaction Code(s): NA

16. Click **Add**

Submit **Refresh**

Assignments General Attributes Assignment History

Assignments

Available

Show: Role and Find: "ap*agen*inv*proc*" **Search** **Add** Advanced

Unique ID	Display Name	Context Types
ROLE.BUSINESS.AP_AGENCY_INV_PROC	AP - Agency Invoice Processor	
ROLE.BUSINESS.AP_AGENCY_INV_PROC_CTX	AP - Agency Invoice Processor	Z_BA
ROLE.BUSINESS.AP_AGENCY_INV_PROC_SUB	AP - Agency Invoice Processor (Subarea)	Z_AGENCY_SUB

Assigned

Find: **Search** **Delete** **Properties** More Filters

Display Name	Valid From	Valid To	Status	Context
• [PBA-100] PRIV_BW1_ONLY			OK	
• [RBA-100] HR Employee Self-Service Reporting Role			OK	
• [REA-100] ESS - Role			OK	
• [EAD] OZ_EP_SRM_Core-Group (AD1)			OK	CTX:AD1
• [RRA-100] This role holds the transactions that all users would get.			OK	
• [PRA-100] PRIV_SRM1_ONLY			OK	
• [REA-100] This role holds the transactions that all users would get.			OK	
• [EAD] PRIV_AD1_ONLY			OK	CTX:AD1
• [PEA-100] PRIV_ECC1_ONLY			OK	
• AP - Agency Invoice Processor		4/30/2019	New	

☒ =Direct ☐ =Not Direct

17. Click **Submit**

☒ Task executed - Approval results will be sent by email

Submit **Refresh**

Assignments General Attributes Assignment History

Assignments

Available

Show: Role and Find: "ap*agen*inv*proc*" **Search** **Add** Advanced

Unique ID	Display Name	Context Types
ROLE.BUSINESS.AP_AGENCY_INV_PROC	AP - Agency Invoice Processor	
ROLE.BUSINESS.AP_AGENCY_INV_PROC_CTX	AP - Agency Invoice Processor	Z_BA
ROLE.BUSINESS.AP_AGENCY_INV_PROC_SUB	AP - Agency Invoice Processor (Subarea)	Z_AGENCY_SUB

Assigned

Find: **Search** **Delete** **Properties** More Filters

Display Name	Valid From	Valid To	Status	Context
• [PBA-100] PRIV_BW1_ONLY			OK	
• [RBA-100] HR Employee Self-Service Reporting Role			OK	
• [REA-100] ESS - Role			OK	
• [EAD] OZ_EP_SRM_Core-Group (AD1)			OK	CTX:AD1
• [RRA-100] This role holds the transactions that all users would get.			OK	
• [PRA-100] PRIV_SRM1_ONLY			OK	
• [REA-100] This role holds the transactions that all users would get.			OK	
• [EAD] PRIV_AD1_ONLY			OK	CTX:AD1
• [PEA-100] PRIV_ECC1_ONLY			OK	
• AP - Agency Invoice Processor			New	

☒ =Direct ☐ =Not Direct

18. X off the screen.



Assign Role

Work Instruction

Transaction Code(s): NA

Result

You have submitted an online request for role assignment(s). Your request will be reviewed by the Security department. Once approved, you will receive an email notification from DFA Security of the assignment request status. If the user requires workflow set-up, please click on the MAGIC Workflow Approver Request form link within the status email, complete the form, then submit to MASH.