



## Modify Identity Work Instruction

Transaction Code(s): NA

### Purpose

Use this procedure to edit the identify of an employee or contractor.

### Trigger

Perform this procedure when employee information such as the main phone number has changed.

### Menu Path

Use the following menu path to access the transaction: Identify Managment > Manage.

### Transaction Code

NA

### Helpful Hints

You can click the **Add to Favorites** button to add the action button to your **Manage** screen.

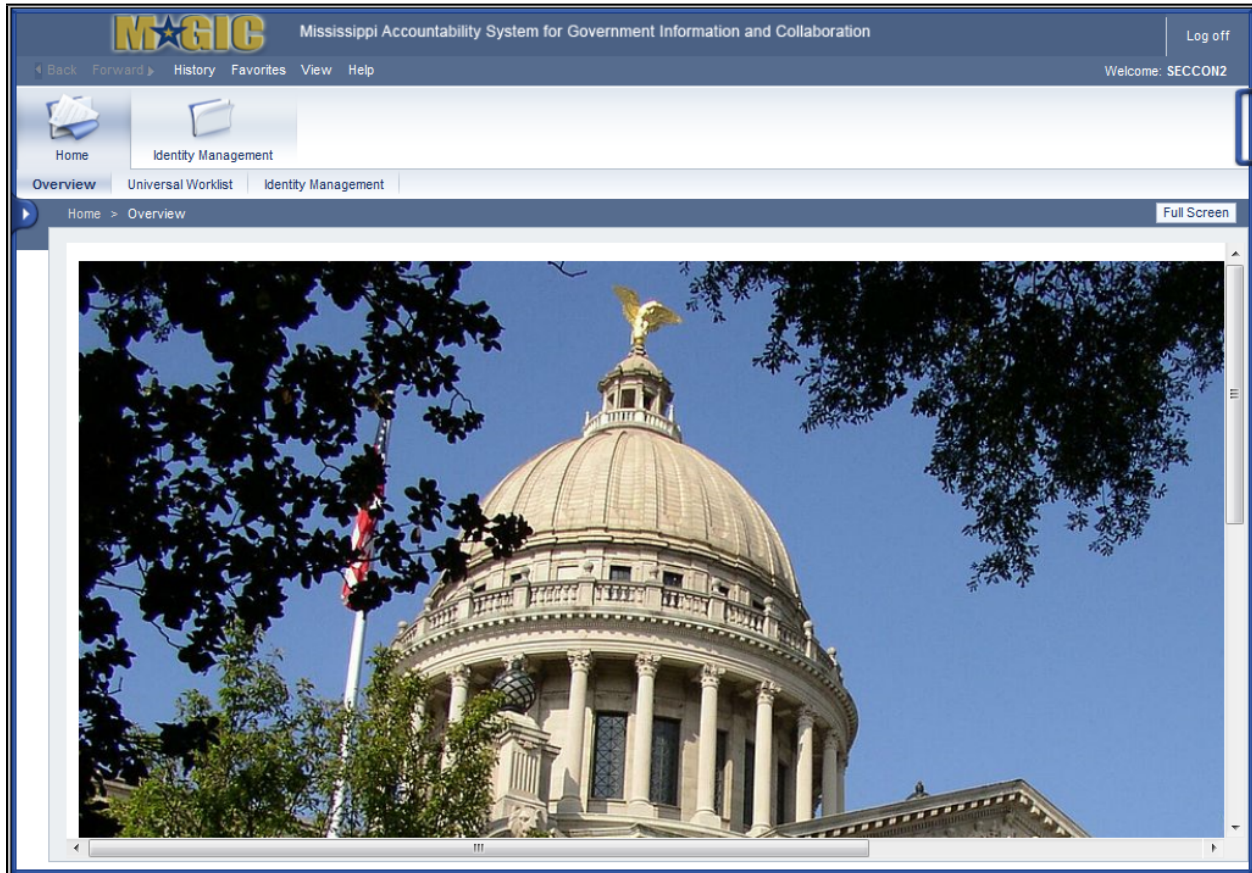


# Modify Identity Work Instruction Transaction Code(s): NA

## Procedure

1. Start the transaction using the menu path or transaction code.

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



2. Click  .



# Modify Identity Work Instruction Transaction Code(s): NA

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

**Self Services** | Manage | History

**Available Tasks** Manage

- 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

3. Click the Manage tab Manage.

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

**Self Services** | **Manage** | History

Show: Person Create... Choose Task... Advanced

Find:  Go

Unique ID	Display Name	Last Name	First Name

Entry Details


4. As required, complete/review the following fields:

Field	R/O/C	Description
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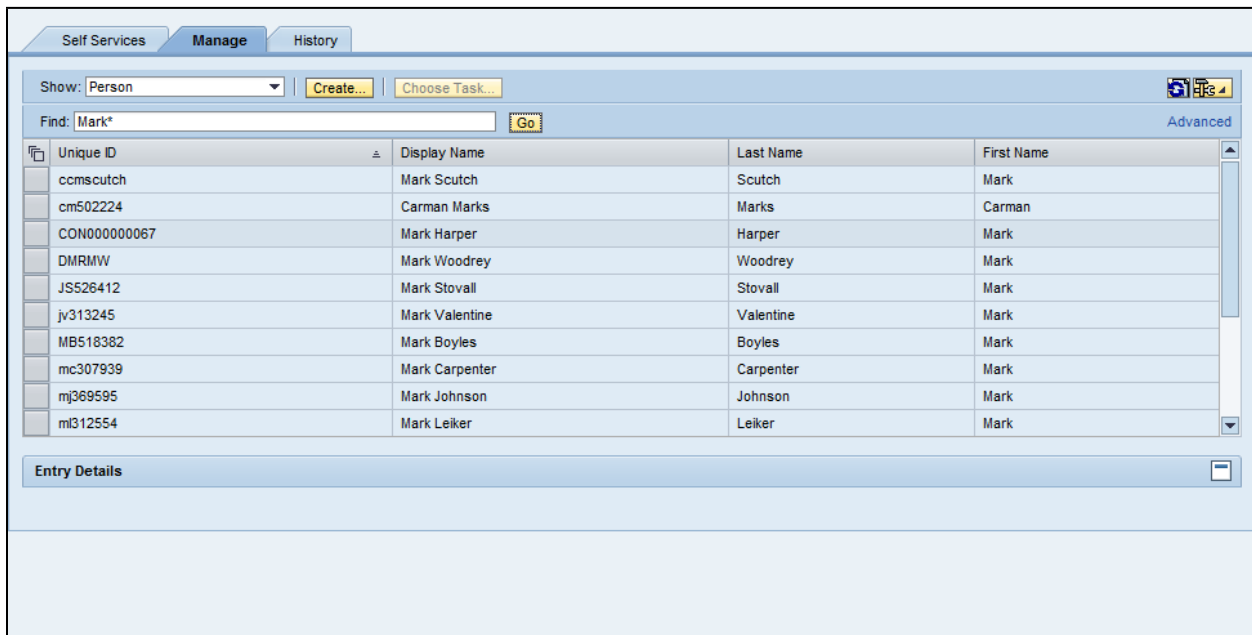
## Modify Identity Work Instruction

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

Field	R/O/C	Description
Find:	Required	<p><b>Example:</b> Mark*</p> <p> Remember, use the * wildcard to help in your search.</p>



5. Click .

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




Self Services **Manage** History

Show: Person  

Find: Mark\*  

Unique ID	Display Name	Last Name	First Name
ccmscutch	Mark Scutch	Scutch	Mark
cm502224	Carman Marks	Marks	Carman
CON000000067	Mark Harper	Harper	Mark
DMRMW	Mark Woodrey	Woodrey	Mark
JS526412	Mark Stovall	Stovall	Mark
jv313245	Mark Valentine	Valentine	Mark
MB518382	Mark Boyles	Boyles	Mark
mc307939	Mark Carpenter	Carpenter	Mark
mj369595	Mark Johnson	Johnson	Mark
ml312554	Mark Leiker	Leiker	Mark

Entry Details 

6. Click  to select the employee name you want to modify.



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

The screenshot shows the 'Manage' tab of the MAGIC Portal. At the top, there are tabs for 'Self Services', 'Manage', and 'History'. Below these, there's a search bar with 'Person' selected in the dropdown, and buttons for 'Create...' and 'Choose Task...'. A search field contains 'Mark\*' and a 'Go' button. Below the search bar is a table of users with columns: Unique ID, Display Name, Last Name, and First Name. The row for 'Mark Harper' (Unique ID: CON000000067) is highlighted. Below the table is a section titled 'Details about Mark Harper' with tabs for 'General Attributes', 'Assignments', 'Parameters', 'Settings', and 'Employee Data'. The 'General Attributes' tab is active, showing fields for 'Person' (Unique ID: CON000000067), 'Communication' (Language: [dropdown]), 'Account Info' (Status: ACTIVE), and 'Accounts' (Accounts: [dropdown]).

Unique ID	Display Name	Last Name	First Name
ccmscutch	Mark Scutch	Scutch	Mark
cm502224	Carman Marks	Marks	Carman
CON000000067	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

7. Click **Choose Task...**

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

The screenshot shows a 'Choose Task' dialog box. It has a title bar 'Choose Task' and a close button. Inside, there's a section 'Tasks Available for this Entry' with a dropdown arrow. Below this, there's a list of tasks, with 'Identity' selected. At the bottom, there are four buttons: 'Choose Task', 'Add to Favorites', 'Remove From Favorites', and 'Cancel'.

8. Click **Identity**



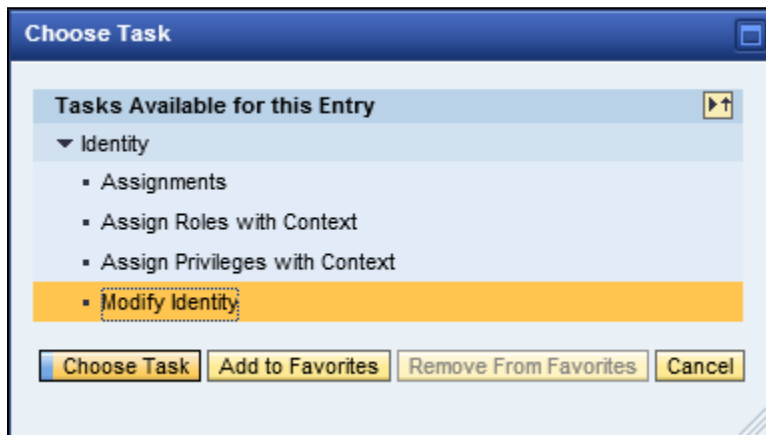
## Modify Identity Work Instruction Transaction Code(s): NA

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



9. Click **Modify Identity**.

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



10. Click **Choose Task**.



Click the **Add to Favorites** button to add the button to the **Manage** screen.



# Modify Identity

## Work Instruction

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### SAP NetWeaver Identity Management

**Modify Identity**

Unique ID: CON000000067  
Display Name: Mark Harper

Save Refresh


General AttributesParametersEmployee DataFuture ValuesAssignment History

**Person**  
Title:   
First Name:   
Last Name:   
Display Name:   
Academic Title:

**Position**  
Identity Category:   
Function:   
Department:   
Building Code:   
Floor:   
Room Number:   
Company: Select... Remove

**Communication**  
Primary Telephone Number:   
Primary Mobile Number:   
Primary Fax Number:   
Primary E-Mail:   
Comm. Method:

11. As required, complete/review the following fields:

Field	R/O/C	Description
Primary Telephone Number:	Required	<b>Example:</b> 601-458-1212   Any of the fields in white may be changed or entered. Gray fields are not modifiable.

12. Click Save.



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## SAP NetWeaver Identity Management - Windows Internet Explorer


**Modify Identity**

Unique ID: CON000000067  
Display Name: Mark Harper

☒ Identity changed - Please wait 10 minutes for processing

**General Attributes** | Parameters | Employee Data | Future Values | Assignment History

Person	Position	Communication
Title: <input type="text"/>	Identity Category: <input type="text"/>	Primary Telephone Number: <input type="text" value="601-458-1212"/>
First Name: <input type="text" value="Mark"/>	Function: <input type="text"/>	Primary Mobile Number: <input type="text"/>
Last Name: <input type="text" value="Harper"/>	Department: <input type="text"/>	Primary Fax Number: <input type="text"/>
Display Name: <input type="text" value="Mark Harper"/>	Building Code: <input type="text"/>	Primary E-Mail: <input type="text" value="testuser@dfa.gov"/>
Academic Title: <input type="text"/>	Floor: <input type="text"/>	Comm. Method: <input type="text"/>
	Room Number: <input type="text"/>	
	Company: <input type="button" value="Select..."/> <input type="button" value="Remove"/>	

13. Click  to close the Modify Identity screen.





## **Modify Identity**

### **Work Instruction**

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#### **Result**

You have modified the identify of an employee or contractor.