



Create Identity Work Instruction

Transaction Code(s): NA

Purpose

Use this procedure to create an identity for a new independent contractor.

Trigger

Perform this procedure when an independent contractor is hired and needs access to MAGIC.

Menu Path

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

Transaction Code

NA

Helpful Hints

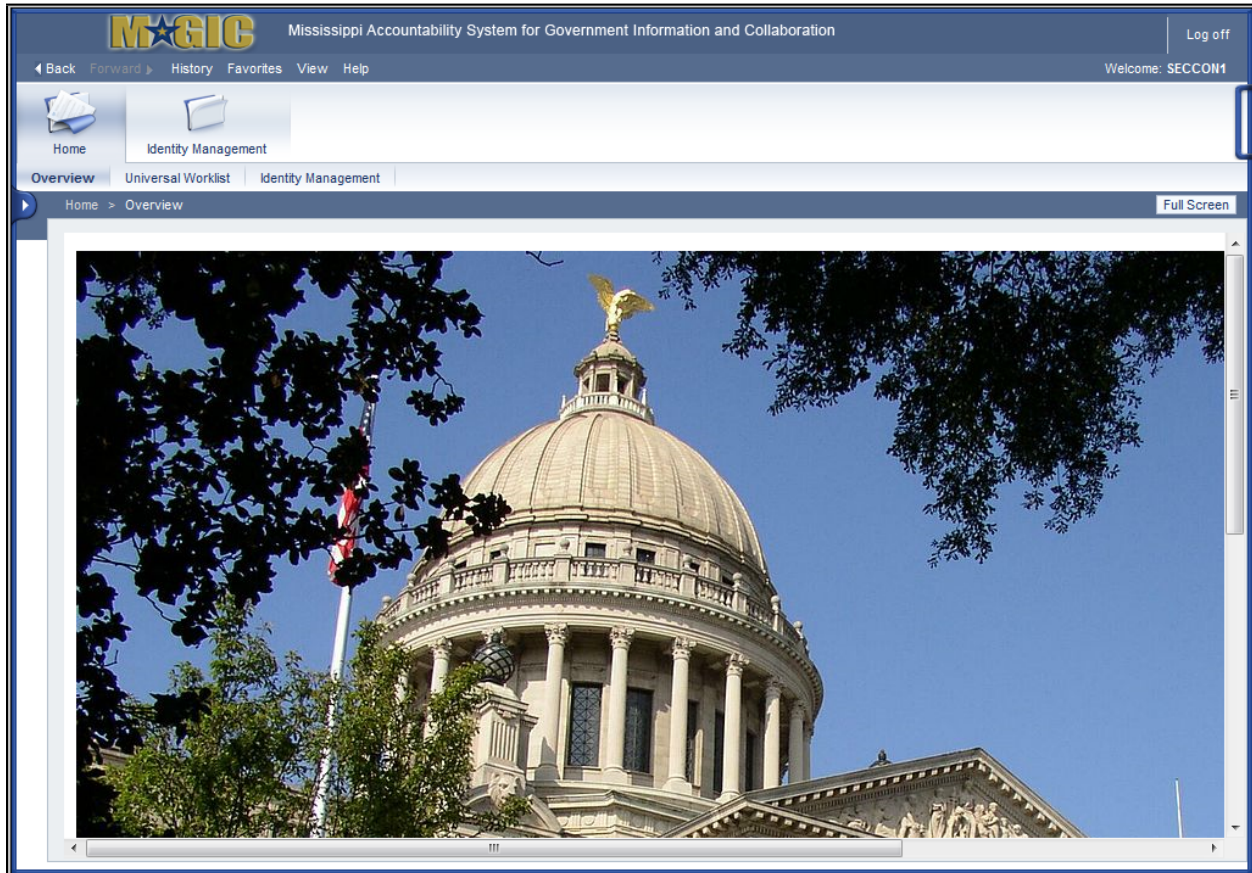


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Procedure

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

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



2. Click



If you do not see the Identity Management icon you can click the Identity Management link.



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Identity Management - State of Mississippi - MAGIC Portal

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

3. Click **Manage**.

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Self Services **Manage** History

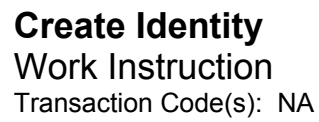
Show: **Person** Create... Choose Task...

Find: Go Advanced

Unique ID	Display Name	Last Name	First Name

Entry Details

4. Click Self Services drop-down menu



Self Services

Manage

History

Show:

Person

Active Directory Domain

Agency

Agency Subarea

Agency Zone

Business Area

Company Address

Group

Person

Person Pending

Privilege

and Find:

Go

Advanced

Create

Unlink

Display Name

Last Name

First Name

Entry Details

- 

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Unique ID	First Name	Last Name	Primary E-Mail


6. Click **Create...**

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Tasks Available for this Entry

▸ Person Pending

Choose Task Add to Favorites Remove From Favorites Cancel

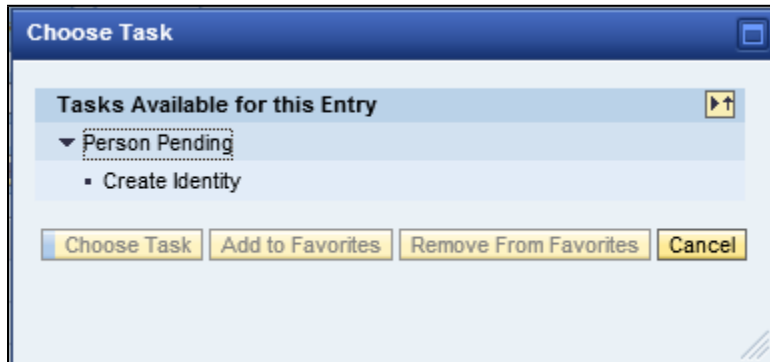
7. Click  to open the Person Pending menu list.



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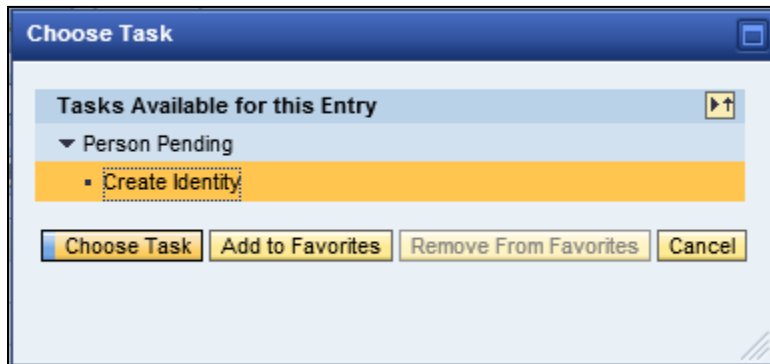
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8. Click **Create Identity**.

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9. Click **Choose Task**.



The buttons are highlighted after you select the task.



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Create Identity

Create Identity [Help](#)

[Submit](#) [Clear](#)

General Attributes

Last Name: *

First Name: *

Primary E-Mail: *

Primary Telephone Number:

Description:

Valid From:

Valid Through:

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

Field	R/O/C	Description
Last Name: *	Required	Example: Smith
First Name: *	Required	Example: James
Primary E-Mail: *	Required	Example: jsmith@nowhere.com

11. Click [Submit](#).



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Create Identity

Create Identity [Help](#)

✓ Identity created - Please wait 10 minutes for processing
[Submit](#) [Clear](#)

General Attributes

Last Name: Valid From:


First Name: Valid Through:

Primary E-Mail:

Primary Telephone Number:

Description:

100%

12. Click  to close the **Create Identity** screen.



You will see the message that the Identity has been created.



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

MAGIC Mississippi Accountability System for Government Information and Collaboration

Log off

Welcome: SECCON1

Back Forward History Favorites View Help

Home Identity Management

Identity Management > Identity Management Full Screen

Self Services Manage History

Show: Person Pending Create... Choose Task...

Find: Go Advanced

Unique ID	First Name	Last Name	Primary E-Mail

Entry Details



13. Click Home tab



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Result

You have created an identify for an independent contractor.