



Assign Security Contact

Work Instruction

Transaction Code(s):

Purpose

Use this procedure to complete the steps to assign or modify security contacts.

Trigger

Perform this procedure when you need to add or change a security contact.

Menu Path

NA.

Transaction Code

NA

Helpful Hints

Use the job aid titled MAGIC Log on and Password Management for the steps to log on to MAGIC.



Assign Security Contact Work Instruction



Transaction Code(s):

Procedure

1. Log on to MAGIC.

SAP NetWeaver Portal - Windows Internet Explorer

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

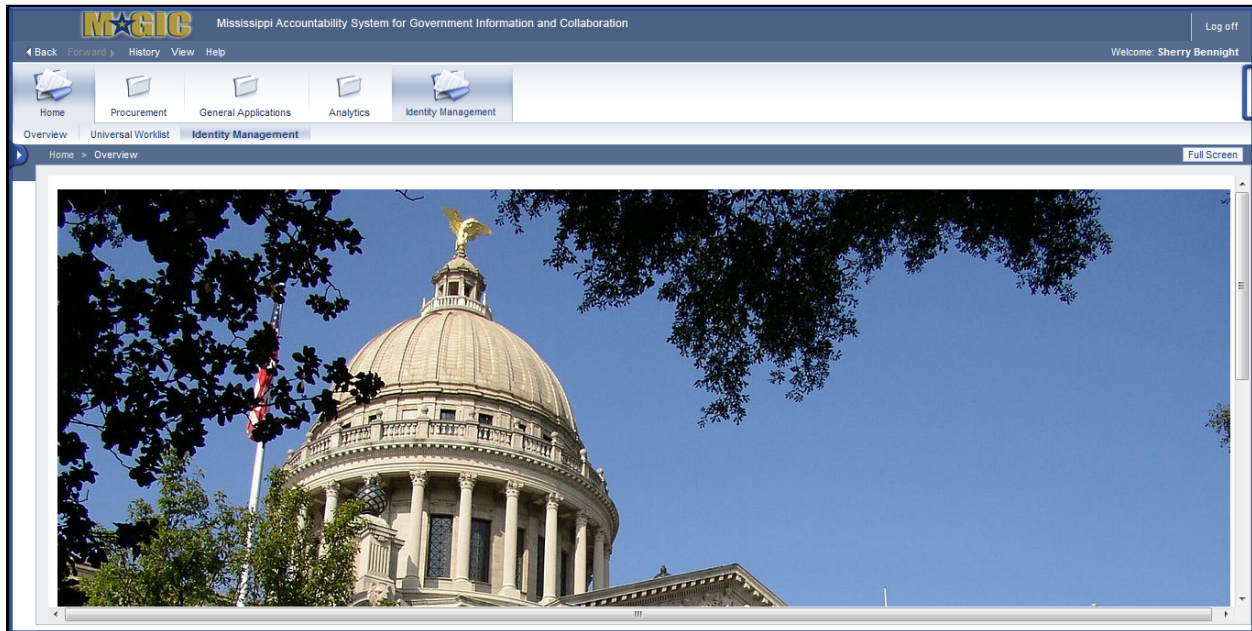
Field	R/O/C	Description
User	Required	Identification assigned to a user. Example: con000000009  You should have received your User ID and initial Password. You will enter that information in the live MAGIC system.
Password	Required	Password. Example: Pa88w0rd  In the live system you will enter your password.

3. Click .



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4. Click



The links shown here may be different than what you see on your screen and will be specific to your job needs.



If you do not see the Identify Management icon shown here, you can click the Identity Management words shown in the bar below the icon.

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



5. Click [Assign Security Contact :](#)



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The **Self Services** tab is the default display.

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Assign Security Contact Help

Unique ID: CON0000000009
Display Name: Director Sherry

[Save](#) [Modify](#) [Refresh](#)

Select Security Contacts for the following applications.

Fixed Assets: [Select...](#) [Remove](#)

Fleet: [Select...](#) [Remove](#)

Human Resources: [Select...](#) [Remove](#)

Finance & Logistics: [Select...](#) [Remove](#)

javascript:void(0);

6. Click [Select...](#)



You will have four areas to select as you assign security contacts. If you do not need a contact for a specified area you can leave it blank.



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Add...

Available

Show: and Find: **Search** | **Advanced**

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add **Cancel**

7. Click **Search**.



We are leaving all of the search fields blank. This will result in a list of all employees.

SAP NetWeaver Identity Management

Add...

☒ There may be more entries than listed

Available

Show: and Find: **Search** | **Advanced**

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	MG030212	Marshall Goodson	Goodson	Marshall
<input type="checkbox"/>	TEST1010	Houston SRM	SRM	Houston
<input type="checkbox"/>	TEST1090	SRM , Hugh	SRM	Hugh
<input type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1092	SRM , Stacey	SRM	Stacey

Add **Cancel**



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8. Click ☐ beside the name you want to add as the security contact.
9. Click **Add**.

SAP NetWeaver Identity Management

Assign Security Contact Help

Unique ID: CON000000009
Display Name: Director Sherry

Save **Modify** **Refresh**

Select Security Contacts for the following applications.

Fixed Assets: Houston SRM **Select...** **Remove**

Fleet: **Select** **Remove**

Human Resources: **Select** **Remove**

Finance & Logistics: **Select** **Remove**

javascript:void(0);

10. Click **Select...**.



Notice that the name selected is now displayed beside the application.




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

Field	R/O/C	Description
and Find:	Required	<p>Example: John*</p> <p> To assign this security contact, we will look for all names containing the term John. Notice the * at the end of the name. This is a wildcard and means that all names with John at the beginning will be shown in your list.</p>

12. Click .




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Unique ID	Display Name	Last Name	First Name
TEST1091	SRM , John	SRM	John
TEST1096	SRM , John C III	SRM	John
TEST1150	SRM , Johnny B III	SRM	Johnny
JB00000257	Bryant Name Change , Johnny	Bryant Name Change	Johnny
jj499557	Jackie Johnson	Johnson	Jackie

13. Click  to select the name of the person you want to assign as the security contact..



Notice the results of our search criteria. The list contains only those names that are John or begin with John.



14. Click .



SAP NetWeaver Identity Management



Unique ID: CON000000009
Display Name: Director Sherry



Save Modify Refresh

Select Security Contacts for the following applications.

Fixed Assets: Houston SRM  

Fleet: Jackie Johnson  

Human Resources:  

Finance & Logistics:  

javascriptvoid(0);



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15. Click **Select...**

SAP NetWeaver Identity Management

Add...

Available

Show: and Find: **Search** | **Advanced**

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add **Cancel**

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

Field	R/O/C	Description
and Find:	Required	Example: Mar*

17. Click **Search**



Assign Security Contact Work Instruction

Transaction Code(s):

SAP NetWeaver Identity Management

Add...

Available

Show: and Find:

<input type="checkbox"/>	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	MG030212	Marshall Goodson	Goodson	Marshall
<input type="checkbox"/>	TEST1095	SRM , Margaret	SRM	Margaret
<input type="checkbox"/>	cm502224	Carman Marks	Marks	Carman
<input type="checkbox"/>	mc350638	Margaret Clark	Clark	Margaret
<input type="checkbox"/>	MW520608	Mark Watson	Watson	Mark

18. Click ☐ to select the person to add as the security contact.

19. Click .

SAP NetWeaver Identity Management

Assign Security Contact

Unique ID: CON0000000009
Display Name: Director Sherry

Select Security Contacts for the following applications.

Fixed Assets:

Fleet:

Human Resources:

Finance & Logistics:

javascript:void(0);

20. Click .



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You have selected to assign 3 people as security contacts. Notice that we have not assigned a security contact for the Human Resources application. At this point we will save the selections.

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Assign Security Contact Help

Unique ID: CON000000009
Display Name: Director Sherry
☒ The task has been executed

Save Modify Refresh

Select Security Contacts for the following applications.

Fixed Assets: Houston SRM Select... Remove

Fleet: Jackie Johnson Select... Remove

Human Resources: Select... Remove

Finance & Logistics: SRM , Margaret Select... Remove

javascriptvoid(0);

21. Click Modify.



The following steps will guide you through process to modify your selections.

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Assign Security Contact Help

Unique ID: CON000000009
Display Name: Director Sherry

Save Modify Refresh

Select Security Contacts for the following applications.

Fixed Assets: Houston SRM Select... Remove

Fleet: Jackie Johnson Select... Remove

Human Resources: Select... Remove

Finance & Logistics: SRM , Margaret Select... Remove

javascriptvoid(0);



Assign Security Contact Work Instruction

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22. Click **Remove**.



The **Remove** icon is used to delete the existing security contact.

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23. Click **Select...**.



As you can see, there is no longer a security contact assigned.



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Add...

Available

Show: and Find:

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

24. Click .

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☒ There may be more entries than listed

Available

Show: and Find:

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	MG030212	Marshall Goodson	Goodson	Marshall
<input type="checkbox"/>	TEST1010	Houston SRM	SRM	Houston
<input type="checkbox"/>	TEST1090	SRM , Hugh	SRM	Hugh
<input type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1092	SRM , Stacey	SRM	Stacey

25. Click to scroll down the list.



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
Add...

☒ There may be more entries than listed

Available

Show: and Find:

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	TEST1090	SRM , Hugh	SRM	Hugh
<input type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1092	SRM , Stacey	SRM	Stacey
<input type="checkbox"/>	TEST1093	SRM , Bill	SRM	Bill
<input type="checkbox"/>	TEST1094	SRM , Susan S	SRM	Susan

26. Click  to select the person to be assigned as the security contact.

SAP NetWeaver Identity Management

Add...

Available

Show: and Find:

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	TEST1090	SRM , Hugh	SRM	Hugh
<input type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1092	SRM , Stacey	SRM	Stacey
<input type="checkbox"/>	TEST1093	SRM , Bill	SRM	Bill
<input checked="" type="checkbox"/>	TEST1094	SRM , Susan S	SRM	Susan

27. Click .



Assign Security Contact Work Instruction Transaction Code(s):

SAP NetWeaver Identity Management

Assign Security Contact Help

Unique ID: CON0000000009
Display Name: Director Sherry

[Save](#) [Modify](#) [Refresh](#)

Select Security Contacts for the following applications.

Fixed Assets: SRM, Susan S [Select...](#) [Remove](#)

Fleet: Jackie Johnson [Select...](#) [Remove](#)

Human Resources: [Select...](#) [Remove](#)

Finance & Logistics: SRM, Margaret [Select...](#) [Remove](#)

javascript:void(0);

28. Click [Select...](#)



You can also change a security contact by using Select.

SAP NetWeaver Identity Management

Add... Close

Available

Show: and Find: [Search](#) [Advanced](#)

Unique ID	Display Name	Last Name	First Name

[Add](#) [Cancel](#)

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



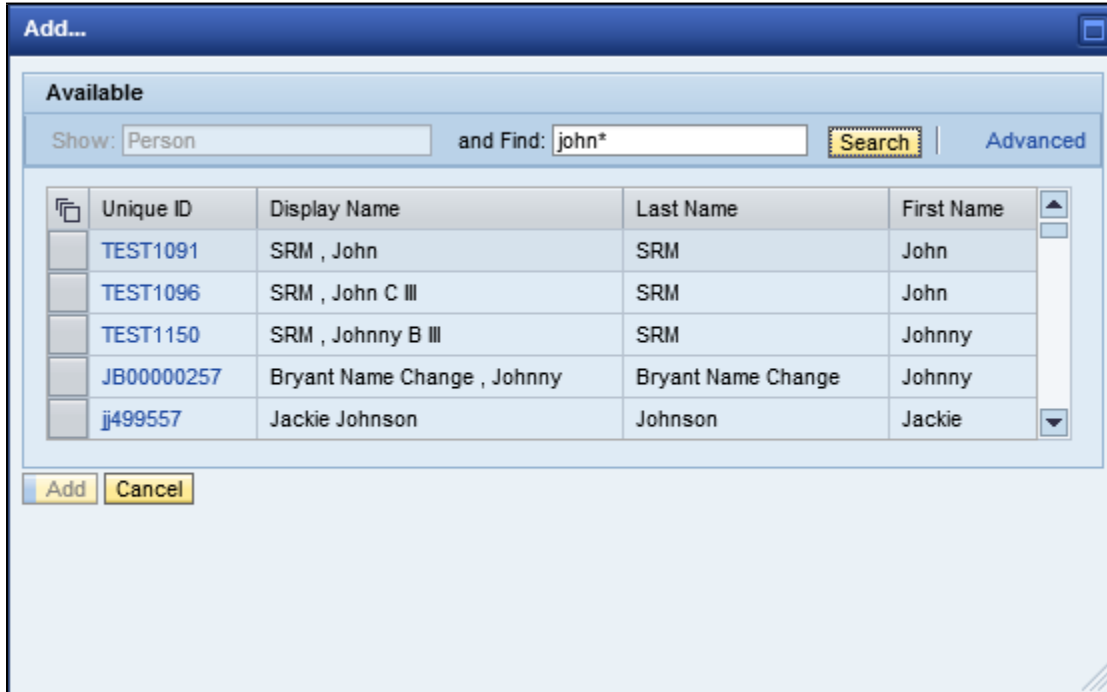
Assign Security Contact Work Instruction

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Field	R/O/C	Description
and Find:	Required	Example: john*


30. Click .













SAP NetWeaver Identity Management






Add...

Available

Show: and Find:  [Advanced](#)

	Unique ID	Display Name	Last Name	First Name	
	TEST1091	SRM , John	SRM	John	
	TEST1096	SRM , John C III	SRM	John	
	TEST1150	SRM , Johnny B III	SRM	Johnny	
	JB00000257	Bryant Name Change , Johnny	Bryant Name Change	Johnny	
	jj499557	Jackie Johnson	Johnson	Jackie	

31. Click  to select the new security contact.



Assign Security Contact Work Instruction

Transaction Code(s):

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Add...

Available

Show: and Find: [Advanced](#)

	Unique ID	Display Name	Last Name	First Name
<input checked="" type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1096	SRM , John C III	SRM	John
<input type="checkbox"/>	TEST1150	SRM , Johnny B III	SRM	Johnny
<input type="checkbox"/>	JB00000257	Bryant Name Change , Johnny	Bryant Name Change	Johnny
<input type="checkbox"/>	jj499557	Jackie Johnson	Johnson	Jackie

32. Click .

SAP NetWeaver Identity Management

Assign Security Contact [Help](#)

Unique ID: CON000000009
Display Name: Director Sherry

Select Security Contacts for the following applications.

Fixed Assets: SRM , Susan S

Fleet: SRM , John

Human Resources:

Finance & Logistics: SRM , Margaret

javascript:void(0);

33. Click .



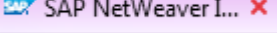
Notice that the Fleet security contact has changed based on your selection.



Assign Security Contact Work Instruction Transaction Code(s):

SAP NetWeaver Identity Management - Windows Internet Explorer

The screenshot shows the 'Assign Security Contact' screen in SAP NetWeaver Identity Management. The browser window title is 'Identity Management - SAP NetWeaver I...'. The page header includes 'Assign Security Contact' and a 'Help' link. Below the header, the 'Unique ID' is 'CON000000009' and the 'Display Name' is 'Director Sherry'. A status message indicates 'The task has been executed'. There are buttons for 'Save', 'Modify', and 'Refresh'. The main section is titled 'Select Security Contacts for the following applications.' and lists four categories: 'Fixed Assets' (SRM, Susan S), 'Fleet' (SRM, John), 'Human Resources' (SRM, Margaret), and 'Finance & Logistics' (SRM, Margaret). Each category has 'Select...' and 'Remove' buttons.

34. Click  to close the **Assign Security Contact** screen.

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

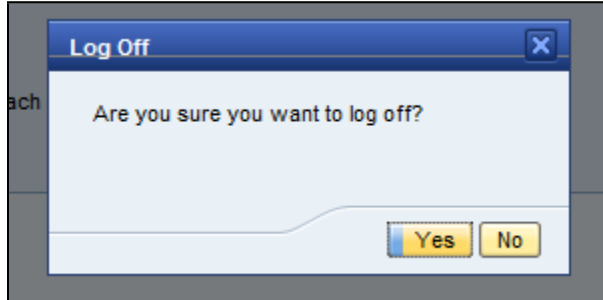
The screenshot shows the 'Identity Management' page in the MAGIC Portal. The page header includes the MAGIC logo and the text 'Mississippi Accountability System for Government Information and Collaboration'. The page title is 'Identity Management'. Below the title, there is a 'Self Services' section with a list of 'Available Tasks': 'Profile : Answer Password Security Questions', 'Password Reset', 'Assign Security Contact : As an Agency Director, you may designate Security Contacts for each application area within your agency', and 'University Security Contact Request'. The 'Assign Security Contact' task is highlighted with a blue box.



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35. Click  to exit MAGIC.

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36. Click  to verify your log off.



Assign Security Contact Work Instruction

Transaction Code(s):

Result

You have assigned and modified security contacts.