

## SC.080.101 - Maintaining User Profiles

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To lock or unlock a User Profile</li> <li>• To add/remove roles from a User Profile</li> </ul>
<b>Description</b>	<p>This topic demonstrates how to maintain User Profiles. Maintenance of User Profiles includes tasks such as the unlocking of an account, changing a user's password, and the addition or removal of security roles.</p> <p>All Users should be evaluated to determine whether or not they will be required to process Banner student payments. If they will need to add, maintain, or process payments for Banner students, then the "BOR_BU_XXXXB" Permission List should be selected as Primary. (Example: BOR_BU_2200B)</p>
<b>Security Role</b>	<b>BOR_LOCAL_SEC_ADMIN</b>
<b>Dependencies/ Constraints</b>	For a Security Administrator to perform the User Profile maintenance covered in this Business Process, a User ID must exist for the user, meaning they must have self-registered for a User ID or one must have been created for them.
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to maintain User Profiles.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>PeopleTools</b> link.
4.	Click the <b>Security</b> link.
5.	Click the <b>User Profiles</b> link.
6.	Click the <b>Distributed User Profiles</b> link.
7.	Enter the User ID.  <i><b>Note:</b> If users do not know the User ID, search criteria may be entered to locate it.</i>
8.	Click the <b>Search</b> button.
9.	Select the User ID.
10.	The system displays the General tab of the User Profile. <ul style="list-style-type: none"> <li>• To lock or unlock a user's profile, proceed to step 9.</li> <li>• To add or remove roles from a user's profile, proceed to step 10.</li> </ul>
11.	To immediately lock a user's profile, select the <b>Account Locked Out?</b> checkbox. To lock a user's profile on a specific future date, enter that date in the <b>Lock as of</b> field.  To unlock a user's profile, deselect the <b>Account Locked Out?</b> checkbox.  If a user attempts to login more than five times unsuccessfully, the account will be locked.
12.	To add or remove roles, select the <b>Roles</b> tab. <ul style="list-style-type: none"> <li>• To add a role, proceed to step 11.</li> <li>• To delete a role, proceed to step 15.</li> </ul>
13.	To add a role, click the <b>+</b> button.
14.	Enter the role in the <b>Role Name</b> field. If you do not know the role name, click the magnifying glass icon/ <b>Look Up Role Name</b> button. Locate the role and select the entry from the <b>Role Name</b> column.
15.	To remove a role, click the <b>-</b> button.
16.	When all User Profile maintenance is complete, click the <b>Save</b> button.