

SC.080.103 - Copying User Profiles

Purpose	<ul style="list-style-type: none"> To copy a User Profile from an existing User Profile To update a newly copied User Profile
Description	<p>This topic demonstrates how to copy a User Profile.</p> <p>The Copy User Profiles functionality can be used when creating a new User Profile that will have the same or similar attributes as an existing User Profile.</p>
Security Role	BOR_LOCAL_SEC_ADMIN
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to copy a User Profile.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the PeopleTools link.
4.	Click the Security link.
5.	Click the User Profiles link.
6.	Click the Copy User Profiles link.
7.	<p>Enter the User ID to copy in the begins with field.</p> <p>Search criteria can also be entered to locate the User ID to copy.</p>
8.	Click the Search button.

Step	Action
9.	Select the User ID .
10.	Enter the new User ID in the New User ID field.
11.	Enter the user's Last Name, First Name in the Description field. Example: Smith, Brian
12.	Enter a generic password in the New Password field.
13.	Enter the same password from the previous step in the Confirm Password field.
14.	Click the Save button. A new User Profile has been created by copying the existing User Profile selected. The system automatically navigates to the Distributed User Profile page and the new User ID pre-populates in the begins with field. Now it is crucial that the profile be updated with the appropriate information.
15.	Click the Search button.
16.	Select the User ID.
17.	The General tab of the User Profile displays.
18.	Click the Edit Email Addresses link.
19.	Be sure that the Primary Email Account box is checked. If it is not, check the box.
20.	Click the Email Type list item and select Business.
21.	Enter the user's email address in the Email Address field.
22.	Click OK .
23.	Confirm that the Permission Lists are correct and/or make any necessary changes. <i>Note: 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.</i>
24.	Select the ID tab.
25.	Click the ID Type list item. <ul style="list-style-type: none"> • For active employees, this will be set to Employee. • For end users that are not employees, this will be set to None.

Step	Action
26.	If ID Type of Employee was selected, enter the user's Employee ID in the Attribute Value field. <i>Note: All employee User Profiles must have an Employee ID linked to it.</i>
27.	Click the User Roles tab.
28.	The roles that appear are the same roles as the user that was copied. Verify the roles are correct, adding/removing roles if necessary.
29.	Click the Save button.