

AHS IAM e-People Access Process

User Guide

Prerequisite AHS IAM Security Profile


To use the AHS Identity & Access Management (AHS IAM) system, you must have completed your AHS IAM Security Profile. If you have not created your Security Profile, please use the [AHS IAM Security Profile User Guide](#) available on the [AHS IAM Support Page](#) under  Learning.

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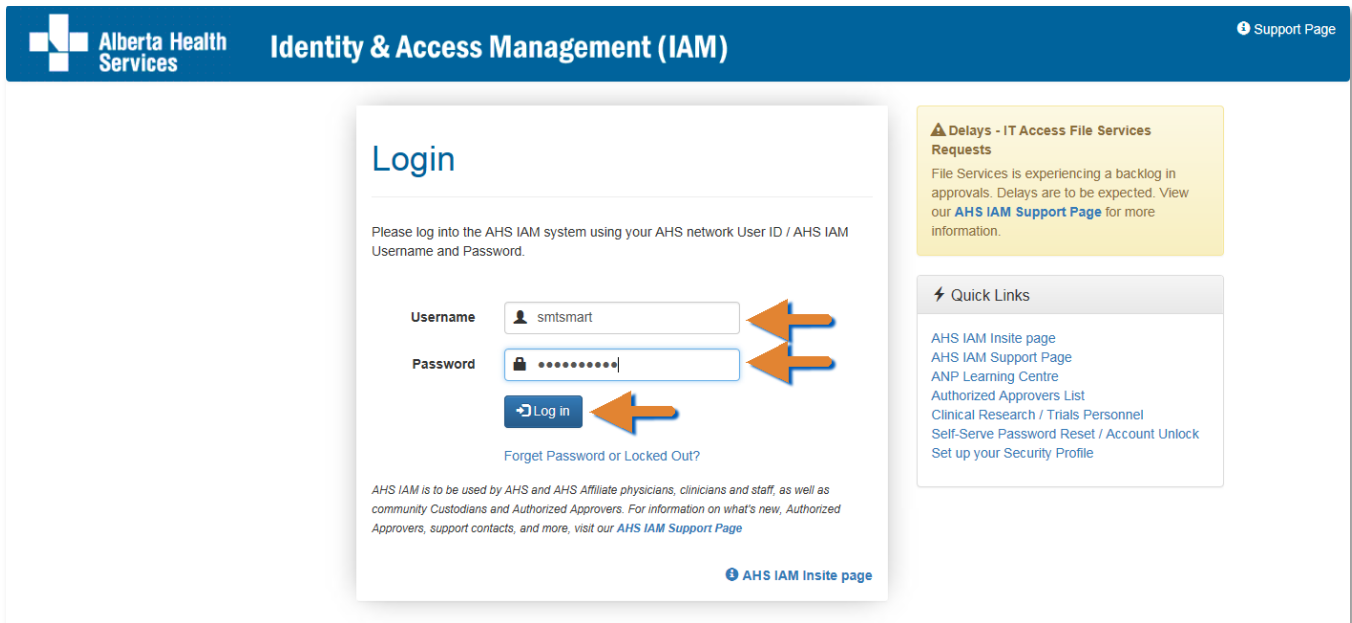
AHS IAM Terms & Definitions

These may or may not be the same as your organization's definitions.

AHS Employee	A person on-boarded and paid through AHS Human Resources e-People.
AHS Non-Employee	A person not on-boarded or paid through AHS Human Resources e-People.
Community End-User	A person who works for a privately owned health delivery facility. Examples: physician, pharmacist, dentist, chiropractor.
Combination End-User	A person who is more than one of the above types.
Requester	<p>A person who submits a NAR request in AHS IAM.</p> <p>If this person is also an Authorized Approver, the request will be automatically approved.</p> <p>If this person is not an Authorized Approver, they will have to select one.</p>
Authorized Approver	<p>A person who is able to approve access requests in AHS IAM.</p> <p>An Authorized Approver must meet one of these criteria.</p> <p>Have an AHS Delegation of Human Resources Authority (DOHRA) of 1 to 12</p> <p>OR</p> <p>Have a Covenant Health DOHRA of 1 to 6</p> <p>OR</p> <p>Has been pre-approved by AHS IT Access to perform the role of an Authorized Approver.</p> <p>More information about Authorized Approvers can be found on the AHS IAM Support Page, under  Authorized Approvers.</p>

Request e-People Access

ENTER the AHS IAM URL into your internet web browser ➡ <https://iam.albertahealthservices.ca>
The **AHS IAM Login** screen appears



The screenshot shows the AHS Identity & Access Management (IAM) login interface. At the top, there is a blue header with the Alberta Health Services logo and the text "Identity & Access Management (IAM)". A "Support Page" link is visible in the top right corner. The main content area features a "Login" section with a prompt: "Please log into the AHS IAM system using your AHS network User ID / AHS IAM Username and Password." Below this, there are input fields for "Username" (containing "smtsmart") and "Password" (masked with dots). A "Log in" button is positioned below the password field. Three orange arrows point to the username field, the password field, and the "Log in" button. Below the login fields, there is a link for "Forgot Password or Locked Out?". At the bottom of the login section, a note states: "AHS IAM is to be used by AHS and AHS Affiliate physicians, clinicians and staff, as well as community Custodians and Authorized Approvers. For information on what's new, Authorized Approvers, support contacts, and more, visit our [AHS IAM Support Page](#)". A link for "AHS IAM Insite page" is also present. To the right of the login section, there is a yellow box titled "Delays - IT Access File Services Requests" with a warning icon, stating: "File Services is experiencing a backlog in approvals. Delays are to be expected. View our [AHS IAM Support Page](#) for more information." Below this, there is a "Quick Links" section with a list of links: "AHS IAM Insite page", "AHS IAM Support Page", "ANP Learning Centre", "Authorized Approvers List", "Clinical Research / Trials Personnel", "Self-Serve Password Reset / Account Unlock", and "Set up your Security Profile".


ENTER your **Username** and **Password**

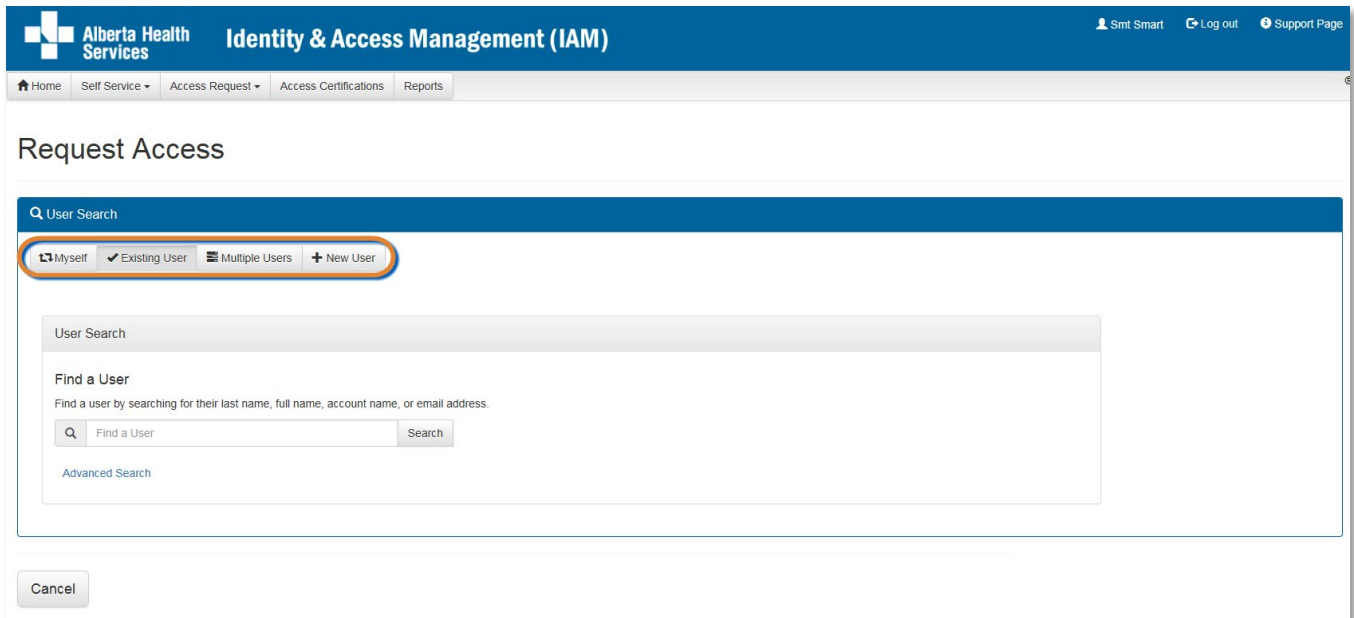
CLICK ➡ **Log in**

The **AHS IAM** 🏠 **Home** screen appears

CLICK [Request](#) or [Modify Access](#)

The **Request Access** screen appears with ☒ [Existing User](#) selected

 You can create a request for [Myself](#), an [Existing User](#) (default), and [Multiple Users](#).
Directions follow. You cannot request e-People access for New User.



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Smart Log out Support Page

Request Access

User Search

Myself ☒ Existing User Multiple Users + New User

User Search

Find a User

Find a user by searching for their last name, full name, account name, or email address.

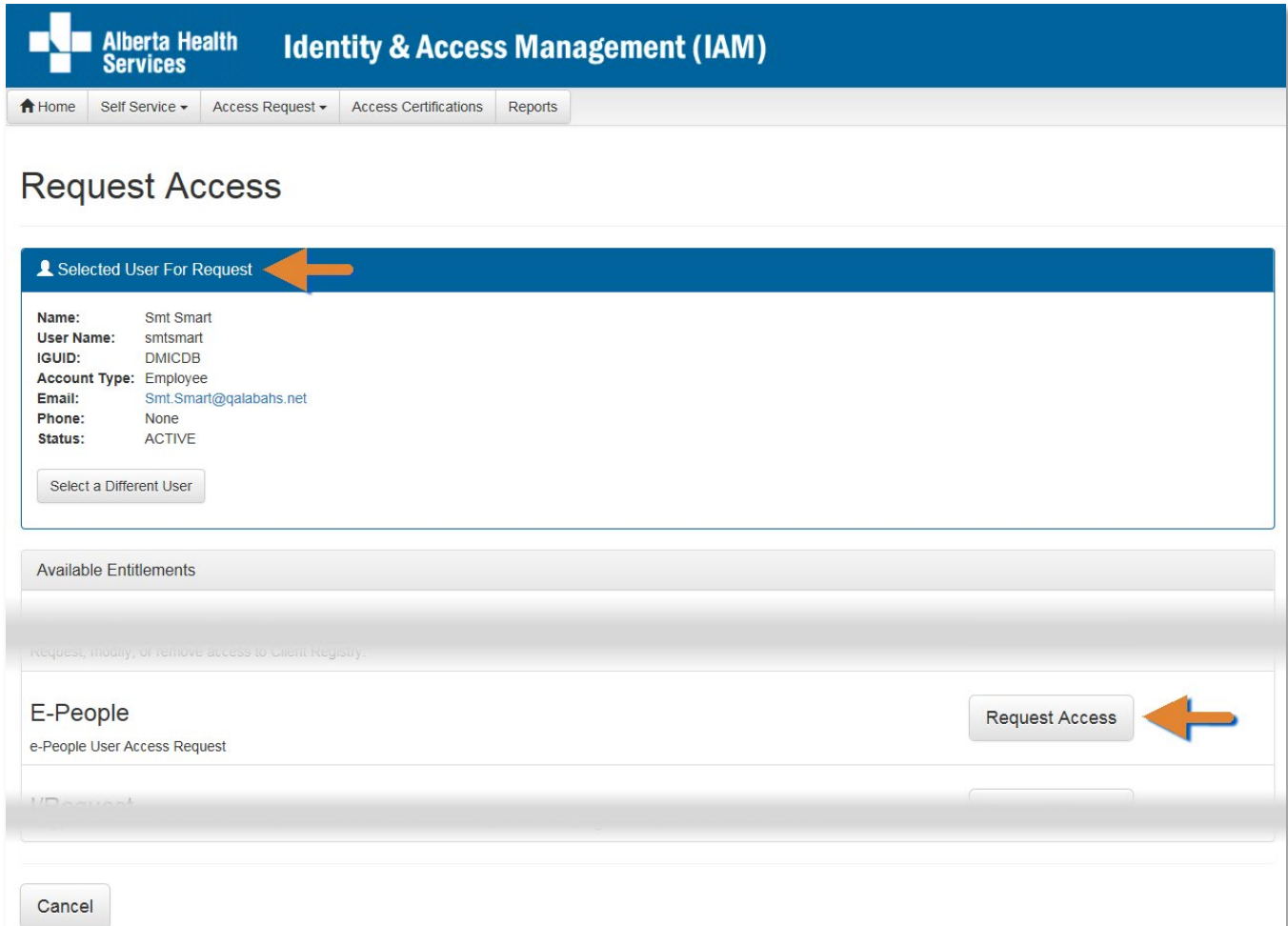
[Advanced Search](#)

Request e-People access for Myself

If the request is for yourself

CLICK  [Myself](#)

The **Request Access** screen refreshes. Your information appears in the [Selected User For Request](#) pane.



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

Selected User For Request

Name: Smt Smart
User Name: smismart
IGUID: DMICDB
Account Type: Employee
Email: Smt.Smart@qalabhs.net
Phone: None
Status: ACTIVE

Select a Different User

Available Entitlements

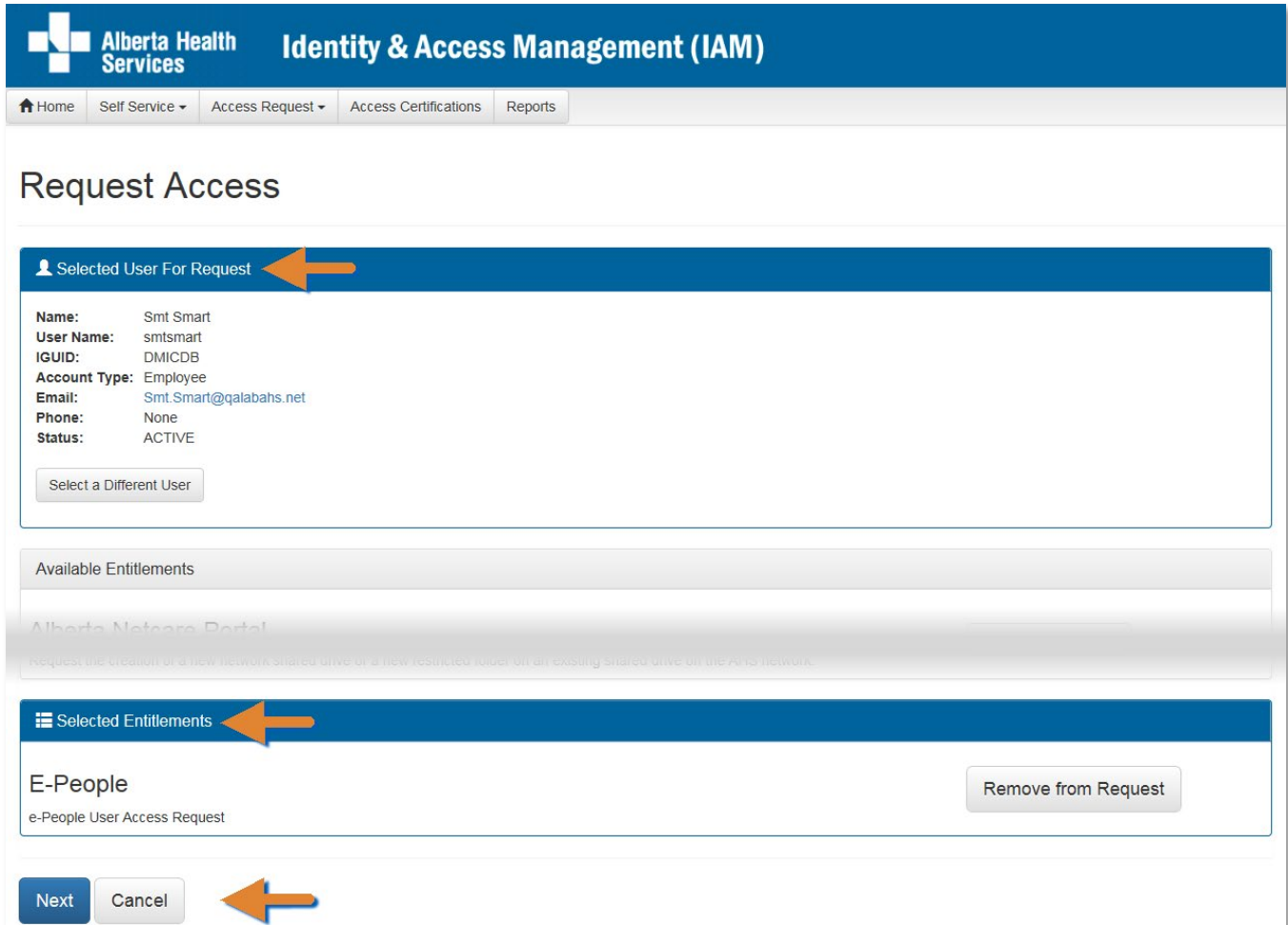
Request, modify, or remove access to Client Registry.

Entitlement	Action
E-People	Request Access
e-People User Access Request	

Cancel

Under [Available Entitlements](#), at [E-People](#), CLICK [Request Access](#)

The screen refreshes and the [Selected Entitlements](#) pane appears at the bottom of the screen with [E-People](#) displayed.



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

Selected User For Request

Name: Smt Smart
User Name: smtsmart
IGUID: DMICDB
Account Type: Employee
Email: Smt.Smart@qalabahs.net
Phone: None
Status: ACTIVE

Select a Different User

Available Entitlements

Alberta Network Portal
Request the creation of a new network shared drive or a new restricted folder on an existing shared drive on the AHS network.

Selected Entitlements

E-People
e-People User Access Request

Remove from Request

Next Cancel

CLICK [Next](#)

The **Complete Access Request** screen appears

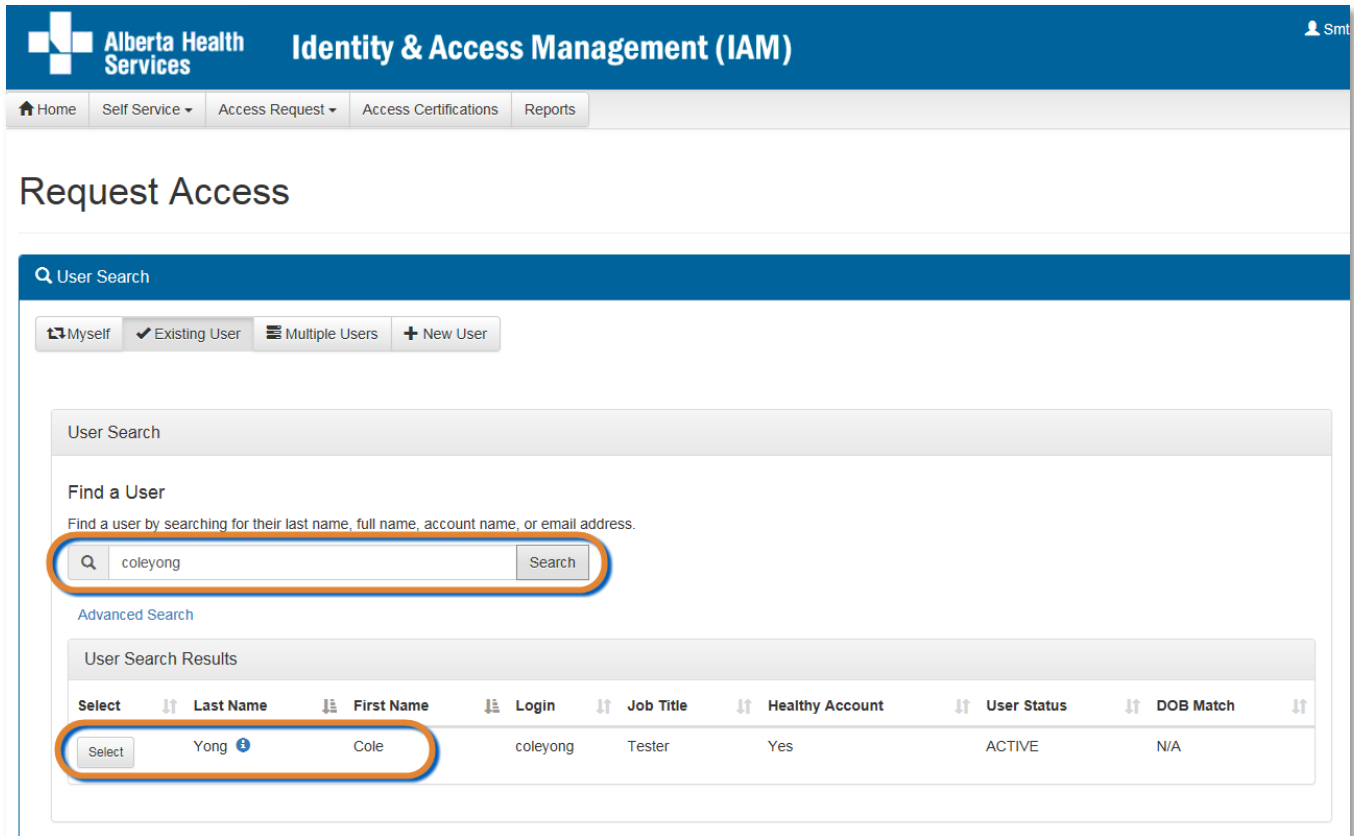
SKIP to [Complete Access Request Screen instructions](#)

Request e-People access for an Existing User

If the request is for an existing end-user

CLICK ☒ [Existing User](#)

The [User Search](#) screen pane appears



Request Access

User Search

Find a User
Find a user by searching for their last name, full name, account name, or email address.

[Advanced Search](#)

User Search Results

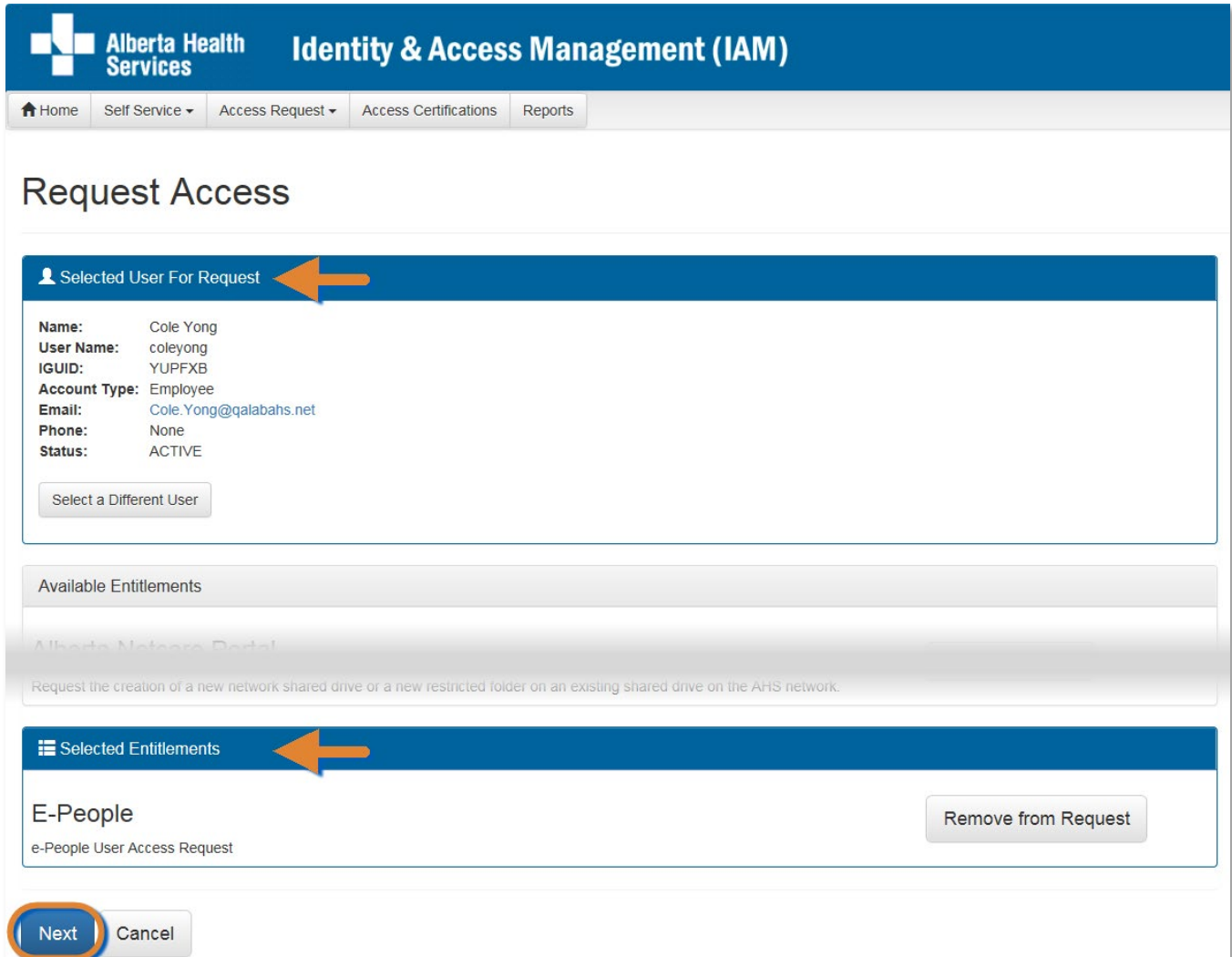
Select	Last Name	First Name	Login	Job Title	Healthy Account	User Status	DOB Match
<input type="button" value="Select"/>	Yong	Cole	coleyong	Tester	Yes	ACTIVE	N/A

SEARCH for the existing end-user using the simple or [Advanced Search](#) functions

[User Search Results](#) appear

SELECT the end-user

The screen refreshes with the end-user's details displayed in the [Selected User For Request](#) pane



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

Selected User For Request

Name: Cole Yong
 User Name: coleyong
 IGUID: YUPFXB
 Account Type: Employee
 Email: Cole.Yong@qalabahs.net
 Phone: None
 Status: ACTIVE

Select a Different User

Available Entitlements

Alberta Network Portal

Request the creation of a new network shared drive or a new restricted folder on an existing shared drive on the AHS network.

Selected Entitlements

E-People
 e-People User Access Request

Remove from Request

Next Cancel

Under [Available Entitlements](#), at [E-People](#), CLICK [Request Access](#)

The screen refreshes and the [Selected Entitlements](#) pane appears at the bottom of the screen with [E-People](#) displayed

CLICK [Next](#)

The **Complete Access Request** screen appears

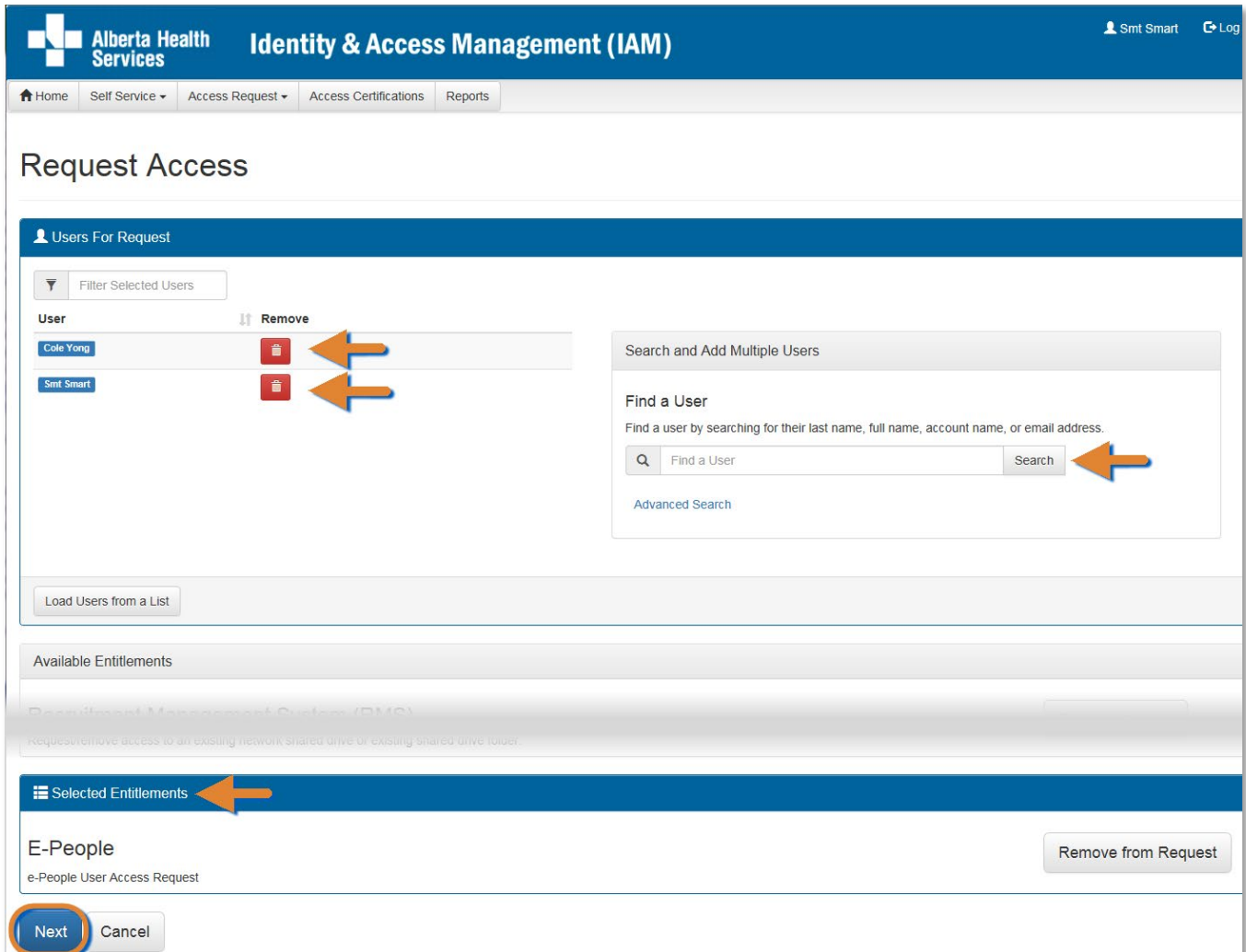
SKIP to [Complete Access Request Screen instructions](#)

Request e-People access for Multiple Users

If the request is for multiple existing end-users

CLICK  [Multiple Users](#)

The **Request Access** screen appears



The screenshot displays the 'Request Access' interface within the 'Identity & Access Management (IAM)' system. The top navigation bar includes the Alberta Health Services logo and the title 'Identity & Access Management (IAM)'. Below the navigation bar, there are tabs for 'Home', 'Self Service', 'Access Request', 'Access Certifications', and 'Reports'. The main content area is titled 'Request Access' and contains several sections:

- Users For Request:** A section with a 'Filter Selected Users' dropdown and a list of users. The list includes 'Cole Yong' and 'Smt Smart', each with a 'Remove' icon (a red square with a white trash can) and a blue arrow pointing to the right. Below the list is a 'Load Users from a List' button.
- Search and Add Multiple Users:** A section with a 'Find a User' search bar and a 'Search' button. Below the search bar is a link for 'Advanced Search'.
- Available Entitlements:** A section with a list of entitlements, including 'Request Management System (RMS)'.
- Selected Entitlements:** A section with a blue bar and a list of selected entitlements. A blue arrow points to the 'Selected Entitlements' section.
- E-People:** A section with the text 'e-People User Access Request' and a 'Remove from Request' button.

At the bottom of the screen, there are 'Next' and 'Cancel' buttons.

In the [Search and Add Multiple Users](#) pane SEARCH for the end-users using the simple or [Advanced Search](#) functions

[User Search Results](#) appear

SELECT the end-users

The selected end-users will appear in a list to the left of the [Search and Add Multiple Users](#) pane. REMOVE end-users from the list if needed by CLICKING on [Remove](#) icon.

Under [Available Entitlements](#), at [E-People](#), CLICK [Request Access](#)

The screen refreshes and the [Selected Entitlements](#) pane appears at the bottom of the screen with [E-People](#) displayed.

CLICK [Next](#)

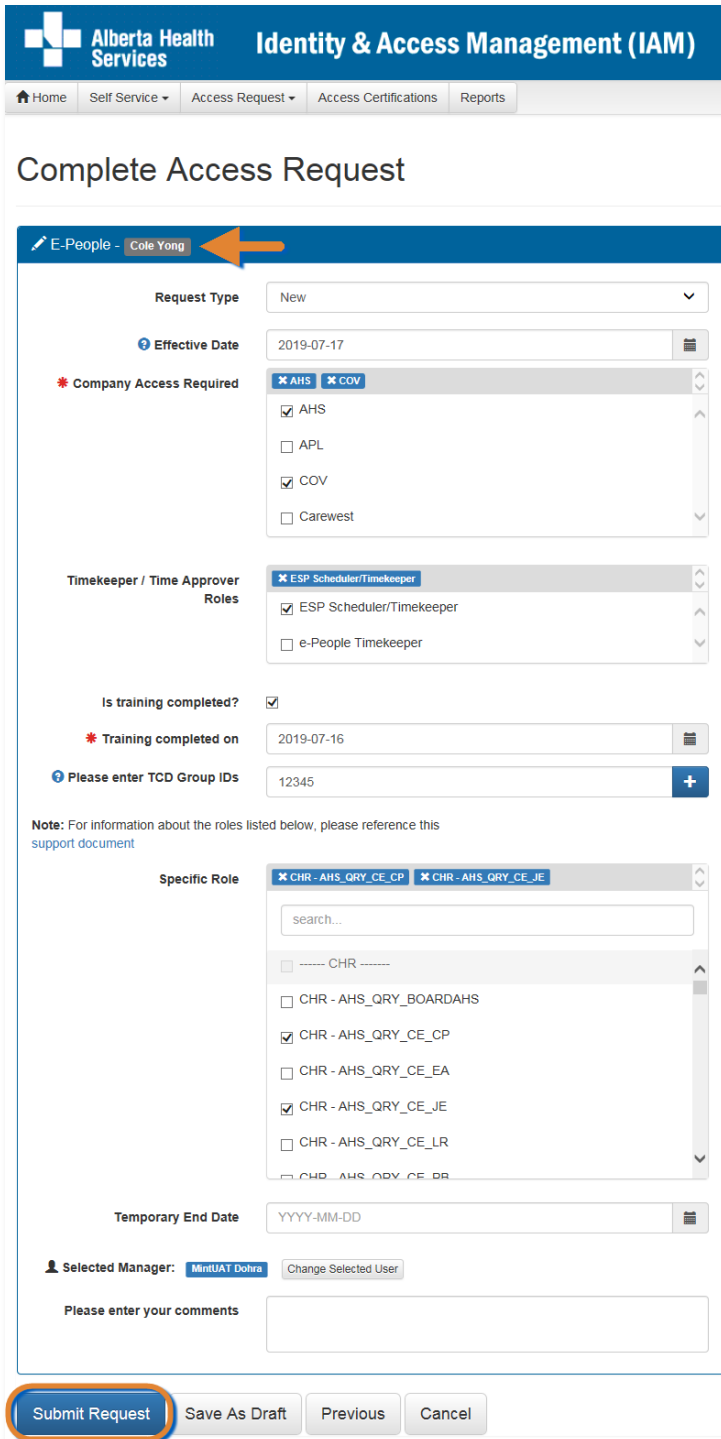
The **Complete Access Request** screen appears

SKIP to [Complete Access Request Screen instructions](#)

Complete Access Request Screen

COMPLETE the  **E-People** pane



See the  [Tool Tips for the E-People pane](#) on the next page



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Complete Access Request

 E-People - Cole Yong 

Request Type New

Effective Date 2019-07-17

*** Company Access Required**

- ☒ AHS
- ☐ APL
- ☒ COV
- ☐ Carewest

Timekeeper / Time Approver Roles

- ☒ ESP Scheduler/Timekeeper
- ☐ ESP Scheduler/Timekeeper
- ☐ e-People Timekeeper

Is training completed? ☒

*** Training completed on** 2019-07-16

Please enter TCD Group IDs 12345

Note: For information about the roles listed below, please reference this [support document](#)

Specific Role

- ☒ CHR - AHS_QRY_CE_CP
- ☒ CHR - AHS_QRY_CE_JE
- ☐ search...
- ☐ CHR - AHS_QRY_BOARDAHS
- ☒ CHR - AHS_QRY_CE_CP
- ☐ CHR - AHS_QRY_CE_EA
- ☒ CHR - AHS_QRY_CE_JE
- ☐ CHR - AHS_QRY_CE_LR
- ☐ CHR - AHS_QRY_CE_PR

Temporary End Date YYYY-MM-DD

Selected Manager: MiniUAT Dohra [Change Selected User](#)

Please enter your comments

Submit Request Save As Draft Previous Cancel

Tool Tips for completing the E-People pane

COMPLETE all mandatory * fields and as many optional fields as possible.

READ the on-screen information and field tips.

At Company Access Required

CLICK on the checkbox beside each company as applies

At Timekeeper / Time Approver Roles

CLICK on the checkbox beside each role as applies

At Is training completed?

CLICK on the checkbox to certify that training has been completed and COMPLETE the date

At Specific Role

CLICK on the checkbox beside each role as applies

At Temporary End Date

If access is short-term, COMPLETE the date

At Select Manager for Approval

If presented with [Select Manager for Approval](#), SEARCH for and SELECT an Approving Manager, also known as an [Authorized Approver](#).

ENTER the name of the [Approving Manager](#)

CLICK [Search](#)

[User Search Results](#) will appear

CLICK [Select](#) beside the correct [Approving Manager](#)

When you submit the request, the Approving Manager you identify will be notified in two ways. They will receive an automated message from “Identity Management Services” notifying them a request requires their approval. When they log into AHS IAM, they will see the pending request in their [Approvals](#) queue.

They have 10 business days to process the request before it will be returned to you to resubmit or choose another Approving Manager. You, as the requester, will receive an automated message from “Identity Management Services” if the request is returned to you.

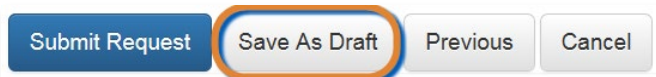
If the request is approved, you will receive a notification to that effect from “Identity Management Services”.

Option – Save Request as Draft

You can, at any time, save an in-progress request as a Draft. You can complete it later without losing any of the information already entered. You can also change any of the entered information when you resume the request.

At the bottom of the **Complete Access Request** screen CLICK [Save as Draft](#)


You can cancel the request by CLICKING on [Cancel](#). This will erase the request completely.



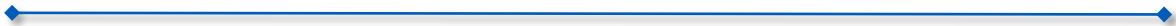
The **Complete Access Request** screen refreshes with message, **Success Draft Saved** displayed in the top left corner.

Option – Open a draft request

CLICK  **Home** screen

In the  [Draft Requests](#) pane the saved draft is listed

CLICK [Resume](#) or [Delete](#)

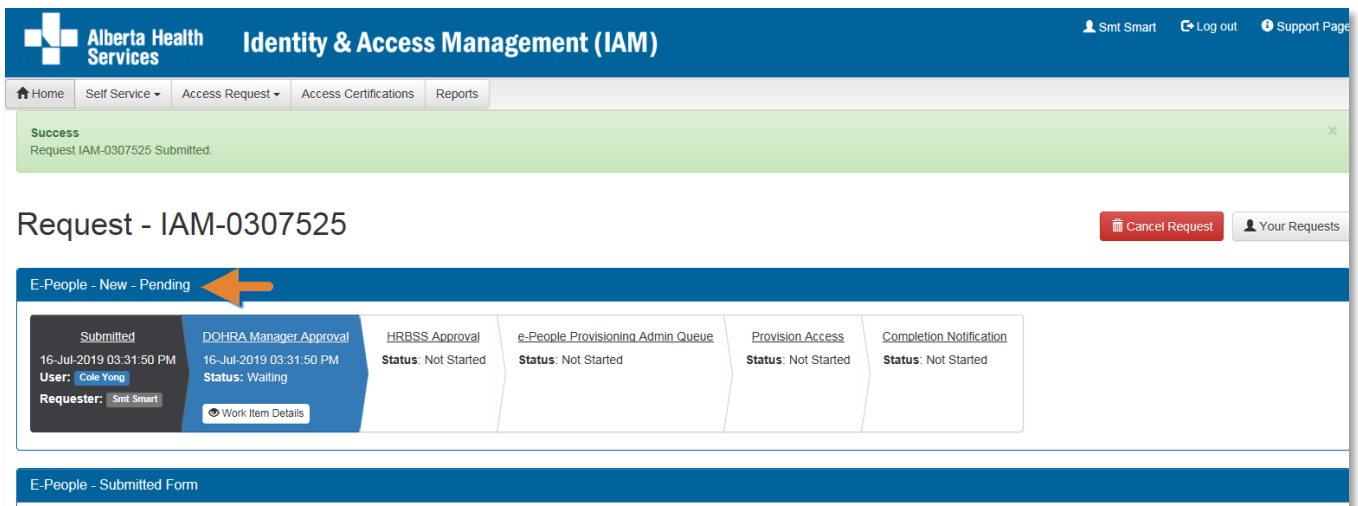


Submit Request

If you have finished the request to your satisfaction you can submit it.

CLICK [Submit Request](#)

The **Request Status Viewer** screen appears



Identity & Access Management (IAM)

Success
Request IAM-0307525 Submitted.

Request - IAM-0307525 [Cancel Request](#) [Your Requests](#)



Submitted	DOHRA Manager Approval	HRBSS Approval	e-People Provisioning Admin Queue	Provision Access	Completion Notification
16-Jul-2019 03:31:50 PM User: Cole Yong Requester: Smt Smart	16-Jul-2019 03:31:50 PM Status: Waiting	Status: Not Started	Status: Not Started	Status: Not Started	Status: Not Started

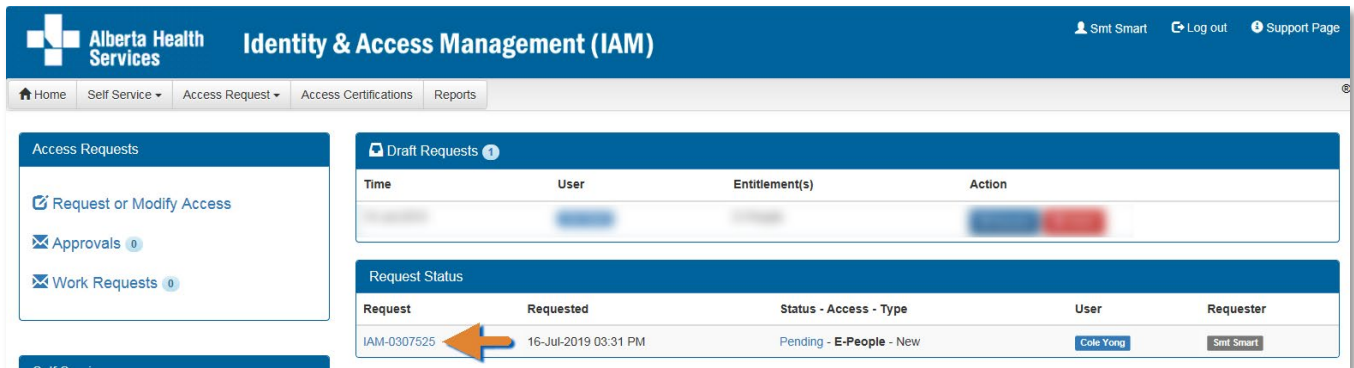
[Work Item Details](#)

E-People - Submitted Form

Note the, **Success** Request IAM-##### Submitted. message in the top left corner highlighted in green.

Approval and processing steps must be performed by others: HRBSS Approval followed by the e-People Provisioning Admin. These tasks display as **Waiting** and **Not Started**. Once complete, access will be provisioned and the end-user notified.

CLICK  **Home** to return to the **AHS IAM**  **Home** screen
In the **Request Status** pane, the pending request appears.




Request	Requested	Status - Access - Type	User	Requester
IAM-0307525	16-Jul-2019 03:31 PM	Pending - E-People - New	Cole Yong	Smt Smart

You can monitor the progress and status of your request in the **Request Status** pane of your **AHS IAM Home** screen.

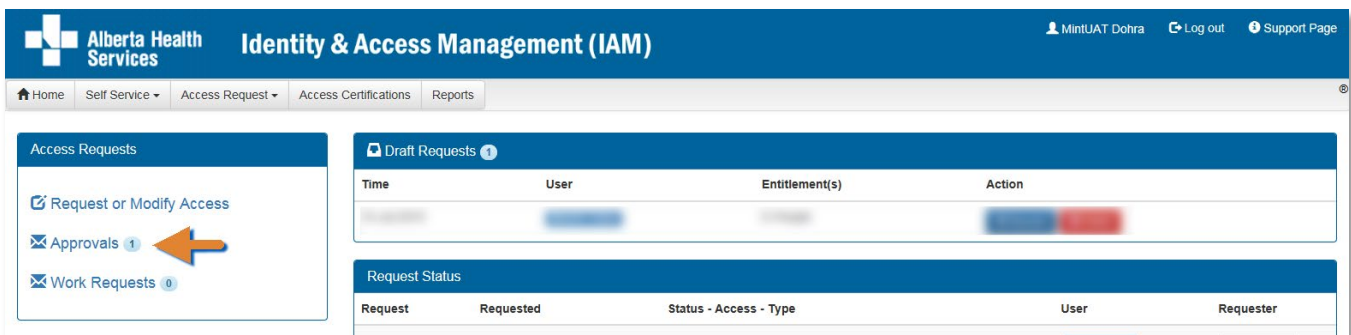
Complete 

Approve an e-People Request

 These steps can be followed to for new, modify or remove access requests.

ENTER the AHS IAM URL into your internet web browser ➡ <https://iam.albertahealthservices.ca>
LOGIN

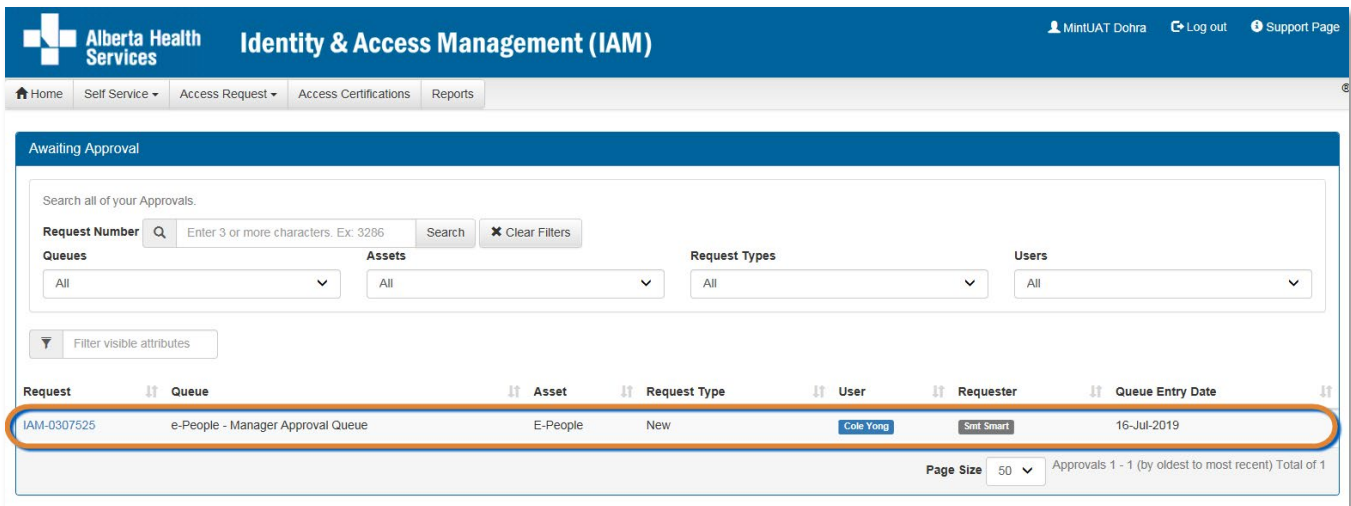
In the [Access Requests](#) pane, notice a new [Approvals](#) item is waiting.



The screenshot shows the IAM dashboard. On the left, the 'Access Requests' pane has three items: 'Request or Modify Access', 'Approvals 1' (highlighted with an orange arrow), and 'Work Requests 0'. The main content area has two tables. The 'Draft Requests' table has columns: Time, User, Entitlement(s), and Action. The 'Request Status' table has columns: Request, Requested, Status - Access - Type, User, and Requester.

CLICK [Approvals](#)


The **Awaiting Approval** screen will appear.



The screenshot shows the 'Awaiting Approval' screen. It includes a search bar with the text 'Search all of your Approvals.' and a search button. Below the search bar are four filter dropdowns: 'Queues' (set to 'All'), 'Assets' (set to 'All'), 'Request Types' (set to 'All'), and 'Users' (set to 'All'). There is also a 'Filter visible attributes' button. Below the filters is a table with the following columns: Request, Queue, Asset, Request Type, User, Requester, and Queue Entry Date. The first row of the table is highlighted with an orange circle and contains the following data: Request: IAM-0307525, Queue: e-People - Manager Approval Queue, Asset: E-People, Request Type: New, User: Cole Yong, Requester: Sent Smart, Queue Entry Date: 16-Jul-2019. At the bottom right, there is a 'Page Size' dropdown set to 50 and a status message: 'Approvals 1 - 1 (by oldest to most recent) Total of 1'.

CLICK the [Request](#) number

The **Pending Approval – IAM-#####** screen displays showing the request for review and approval.


Alberta Health Services

Identity & Access Management (IAM)
MintUAT Dohra
Log out
Support Page

[Home](#)
[Self Service](#)
[Access Request](#)
[Access Certifications](#)
[Reports](#)

Pending Approval - IAM-0307525

[Return to Queue](#)

E-People - New - Pending

<p>Submitted</p> <p>16-Jul-2019 03:31:50 PM</p> <p>User: Cole Yong</p> <p>Requester: Smt Smart</p> <p>DOHRA Manager Approval</p> <p>16-Jul-2019 03:31:50 PM</p> <p>Status: Waiting</p> <p>Work Item Details</p>	<p>HRBSS Approval</p> <p>Status: Not Started</p>	<p>e-People Provisioning Admin Queue</p> <p>Status: Not Started</p>	<p>Provision Access</p> <p>Status: Not Started</p>	<p>Completion Notification</p> <p>Status: Not Started</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------------------------------------	------------------------------------------------------------------	-------------------------------------------------------------------------

E-People

Effective Date 2019-07-17

Company Access Required

- ☒ AHS
- ☐ APL
- ☒ COV
- ☐ Carewest

Timekeeper / Time Approver Roles

- ☒ ESP Scheduler/Timekeeper
- ☐ e-People Timekeeper

Is training completed? ☒

Training completed on 2019-07-16

Please enter TCD Group IDs 12345

Note: For information about the roles listed below, please reference this [support document](#)

Specific Role

- ☒ CHR - AHS_QRY_CE_CP
- ☒ CHR - AHS_QRY_CE_JE
- ☐ CHR - AHS_QRY_BOARDAHS
- ☐ CHR - AHS_QRY_CE_EA
- ☐ CHR - AHS_QRY_CE_LR
- ☐ CHR - AHS_QRY_CE_PR

Temporary End Date YYYY-MM-DD


Selected Manager: MintUAT Dohra [Change Selected User](#)



Please enter your comments

Your Comments

[Approve](#)
[Deny](#)
[Save](#)

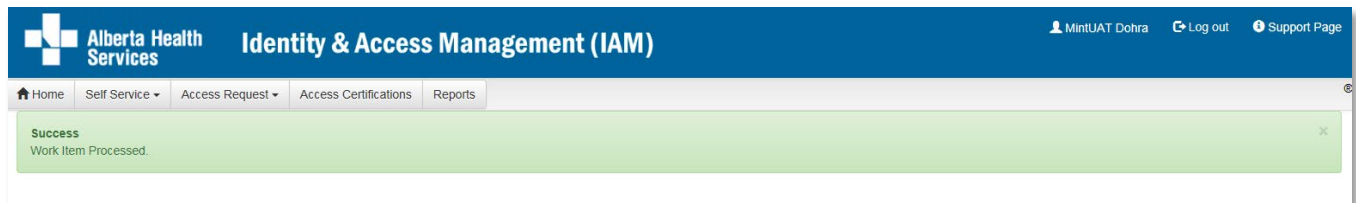
[Return to Queue](#)

REVIEW the  **E-People** request information
CHANGE information as needed and permitted
ENTER **Comments** as needed

 Comments you enter can only be seen by other approvers during the request. Comments cannot be seen by the end-user or requester. If you see this comment icon  on a work item, it means an Approver has left a comment.

CLICK **Approve**

The **Awaiting Approval** screen appears with the work item no longer displayed
Note the **Success Work Item Processed.** message displayed in the top left corner highlighted in green.




CLICK  **Home**

The **AHS IAM Home** screen appears
In the **Access Requests** pane, you will see one less **Approval** item requiring action.

Complete 

Resubmit a Denied or Cancelled Request

 This process can only be performed on an e-People access request that has been submitted by you and then denied or cancelled.

ENTER the AHS IAM URL into your internet web browser ➡ <https://iam.albertahealthservices.ca>
The **AHS IAM Login** screen appears


ENTER your [Username](#) and [Password](#)
CLICK ➡ [Log in](#)

The **AHS IAM**  **Home** screen appears

At the [Request Status](#) pane, CLICK on the [IAM-#####](#) of the access request you want to resubmit
The **Request Status Viewer** screen appears with the request status [Canceled](#) or [Denied](#)



CLICK [Resubmit Request](#)
A verification message appears

CLICK [Resubmit Request](#)
The **Complete Access Request** screen appears with the end-user's details displayed

REVIEW the  [E-People](#) request information
If needed, CHANGE any request details

CLICK [Submit Request](#)
The **Request Status Viewer** screen appears with the message, **Success** [Request IAM-##### Submitted](#). displayed in the top left corner.

Once all the approvals have been given and work items processed, the **Request Status Viewer** screen will show all processes [Completed](#).

CLICK  [Home](#)
The **AHS IAM**  **Home** screen appears
In the [Request Status](#) pane, you will see the request [Completed](#)

Complete 

Modify e-People Access

ENTER the AHS IAM URL into your internet web browser ➡ <https://iam.albertahealthservices.ca>
The **AHS IAM Login** screen appears

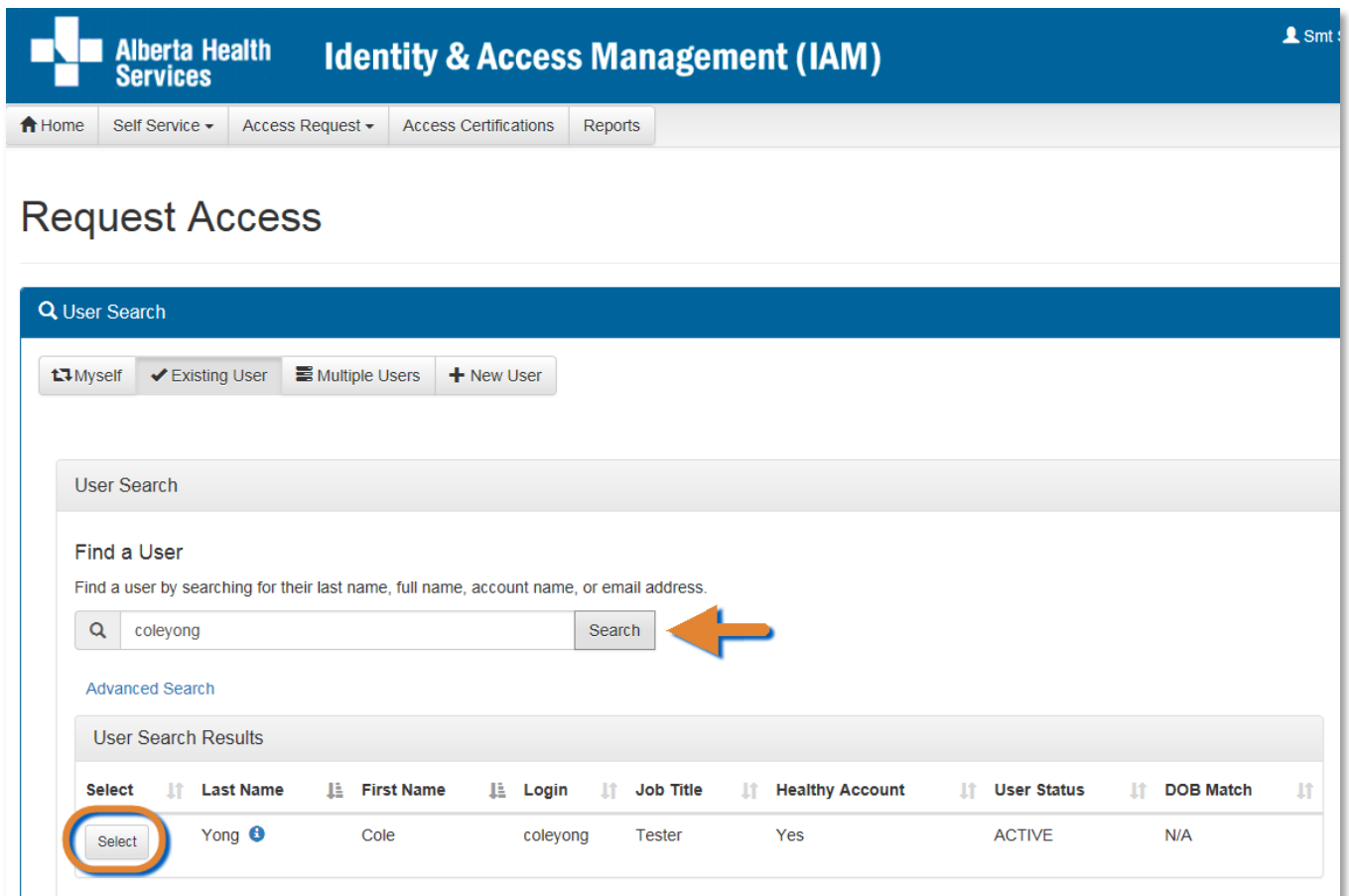
ENTER your **Username** and **Password**

CLICK ➡ **Log in**

The **AHS IAM Home** screen appears

CLICK **Request or Modify Access**

The **Request Access** screen appears with ☒ **Existing User** selected



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

Q User Search

Myself Existing User Multiple Users New User

User Search

Find a User

Find a user by searching for their last name, full name, account name, or email address.

Q coleyong Search

Advanced Search

User Search Results

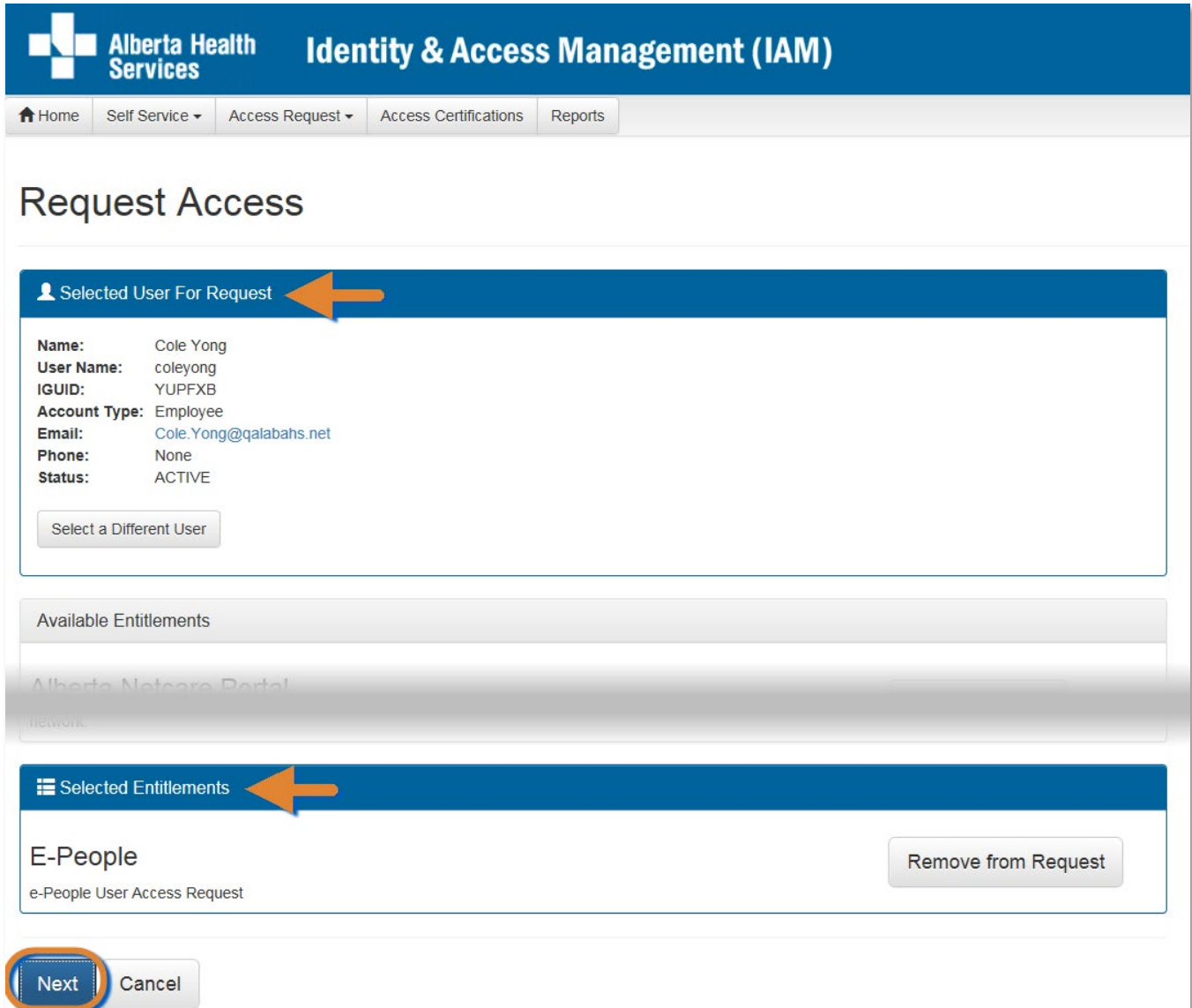
Select	Last Name	First Name	Login	Job Title	Healthy Account	User Status	DOB Match
Select	Yong	Cole	coleyong	Tester	Yes	ACTIVE	N/A

SEARCH for and SELECT the end-user whose existing e-People access needs modifying
The **Request Access** screen appears with the end-user's details displayed.

At [Available Entitlements](#), at [E-People](#) CLICK [Change Access](#)

The screen refreshes

The [Selected Entitlements](#) pane appears at the bottom of the screen with [E-People](#) displayed



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

Selected User For Request

Name: Cole Yong
User Name: coleyong
IGUID: YUPFXB
Account Type: Employee
Email: Cole.Yong@qalabhs.net
Phone: None
Status: ACTIVE

Select a Different User

Available Entitlements

Alberta Network Portal

network

Selected Entitlements


E-People
e-People User Access Request

Remove from Request

Next Cancel

CLICK [Next](#)


The **Complete Access Request** screen appears with the end-user's details displayed


**Alberta Health
Services**

Identity & Access Management (IAM)

[Home](#) | [Self Service](#) | [Access Request](#) | [Access Certifications](#) | [Reports](#)

Complete Access Request

 E-People - **Cole Yong**

Request Type Modify

Effective Date YYYY-MM-DD

Company Access Required

✕ AHS ✕ COV

☒ AHS
☐ APL
☒ COV
☐ Carewest

Timekeeper / Time Approver Roles

✕ ESP Scheduler/Timekeeper

☒ ESP Scheduler/Timekeeper
☐ e-People Timekeeper

Is training completed? ☒

Training completed on 2019-07-16

Please enter TCD Group IDs 12345

Note: For information about the roles listed below, please reference this [support document](#)

Specific Role

✕ CHR - AHS_QRY_CE_CP ✕ CHR - AHS_QRY_CE_JE



☐ ----- CHR -----
☐ CHR - AHS_QRY_BOARDAHS
☒ CHR - AHS_QRY_CE_CP
☐ CHR - AHS_QRY_CE_EA
☒ CHR - AHS_QRY_CE_JE
☐ CHR - AHS_QRY_CE_LR
☐ CHR - AHS_QRY_CE_PR

Temporary End Date YYYY-MM-DD

Selected Manager: MintJAT Dohra Change Selected User

Please enter your comments

Submit Request Save As Draft Previous Cancel

MODIFY the  **E-People** pane as needed
 READ the on-screen information and field tips
 SEE the  Tool Tips for [Complete Access Request screen](#) on the following page

Tool Tips for Complete Access Request screen

At Company Access Request

ADD or REMOVE locations as needed

At Timekeeper / Time Approver Roles

ADD or REMOVE roles as needed

At Specific Role

ADD or REMOVE roles as needed

At Selected Manager

If you are an [Authorized Approver](#), this section will not display.


If you are not an Authorized Approver, you will need to identify one.

If an Authorized Approver is already provided, ACCEPT or CHANGE as needed

CLICK [Submit Request](#)

The **Request Status Viewer** screen appears

Note the **Success** [Request IAM-##### Submitted](#). message in the top left corner of the screen highlighted in green.


Alberta Health Services

Identity & Access Management (IAM)
Smt Smart
Log out
Support Page

[Home](#)
[Self Service](#)
[Access Request](#)
[Access Certifications](#)
[Reports](#)

Success
 Request IAM-0307571 Submitted.

Request - IAM-0307571
Cancel Request
Your Requests

E-People - Modify - Pending

Submitted 18-Jul-2019 01:18:46 PM User: Cole Yong Requester: Smt Smart	DOHRA Manager Approval 18-Jul-2019 01:18:46 PM Status: Waiting Work Item Details	HRBSS Approval Status: Not Started	e-People Provisioning Admin Queue Status: Not Started	Provision Updates Status: Not Started	Completion Notification Status: Not Started
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	----------------------------------------------	-----------------------------------------------------------------	-------------------------------------------------	-------------------------------------------------------

E-People - Submitted Form

Request Type
 Modify

Effective Date
 YYYY-MM-DD

Company Access Required

AHS
 ☐ APL
 ☐ COV
 ☐ Carewest

Timekeeper / Time Approver Roles

ESP Scheduler/Timekeeper
 ☒ ESP Scheduler/Timekeeper
 ☐ e-People Timekeeper

Is training completed?
☒

Training completed on
 2019-07-16

Please enter TCD Group IDs
 12345

Note: For information about the roles listed below, please reference this [support document](#)

Specific Role

CHR - AHS_QRY_CE_CP
 ☐ CHR - AHS_QRY_BOARDAHS
 ☒ CHR - AHS_QRY_CE_CP
 ☐ CHR - AHS_QRY_CE_EA
 ☐ CHR - AHS_QRY_CE_JE
 ☐ CHR - AHS_QRY_CE_LR
 ☐ CHR - AHS_QRY_CE_PR

Temporary End Date
 YYYY-MM-DD

Selected Manager:
[MintUAT Dohra](#)


Please enter your comments

Company Access Required

Original Value	AHS COV
Updated Value	AHS
Added	None
Removed	COV

Specific Role

Original Value	AHS_QRY_CE_CP AHS_QRY_CE_JE
Updated Value	AHS_QRY_CE_CP
Added	None
Removed	AHS_QRY_CE_JE

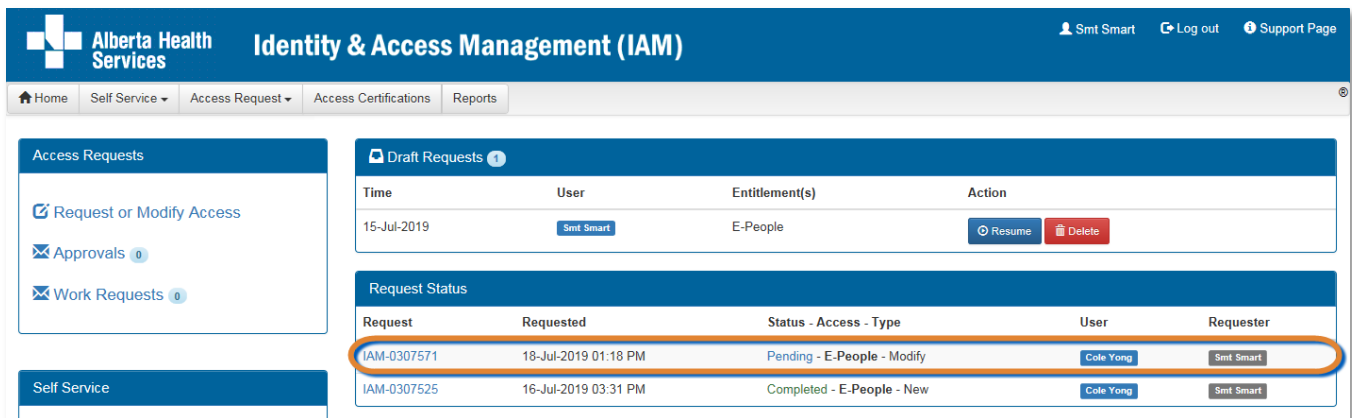
SHOW CHANGES by CLICKING on the  exclamation mark
A detail pane appears showing the changed data

Approval and processing steps must be performed by others: HRBSS Approval followed by the e-People Provisioning Admin. These tasks display as **Waiting** and **Not Started**.

CLICK  **Home**

The **AHS IAM**  **Home** screen appears

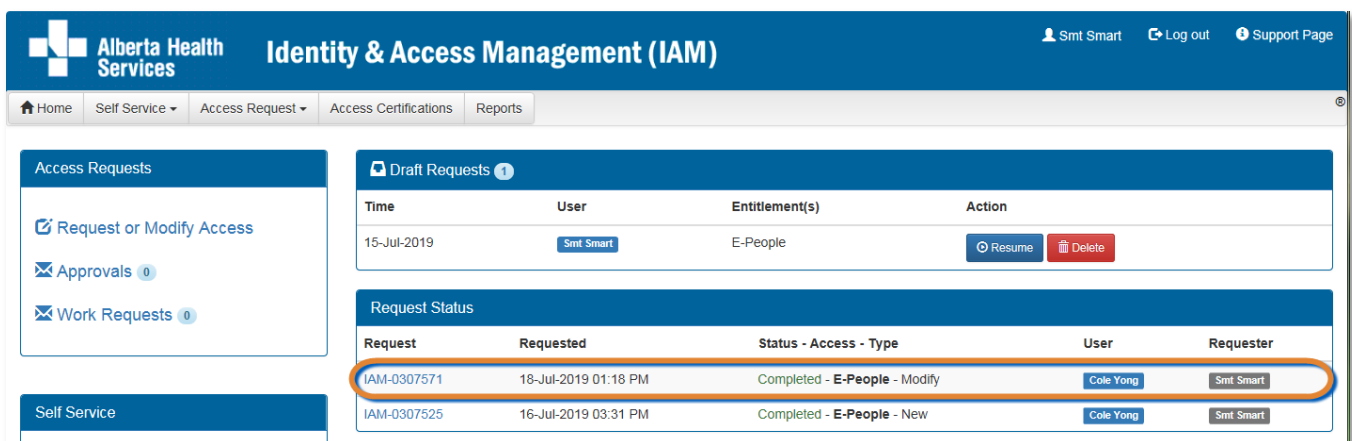
At the Request Status pane, note the request's status of **Pending**.



The screenshot shows the AHS IAM Home screen. The 'Request Status' table has the following data:

Request	Requested	Status - Access - Type	User	Requester
IAM-0307571	18-Jul-2019 01:18 PM	Pending - E-People - Modify	Cole Yong	Smt Smart
IAM-0307525	16-Jul-2019 03:31 PM	Completed - E-People - New	Cole Yong	Smt Smart

Once complete, the request's status will be updated to **Complete**.



The screenshot shows the AHS IAM Home screen. The 'Request Status' table has the following data:


Request	Requested	Status - Access - Type	User	Requester
IAM-0307571	18-Jul-2019 01:18 PM	Completed - E-People - Modify	Cole Yong	Smt Smart
IAM-0307525	16-Jul-2019 03:31 PM	Completed - E-People - New	Cole Yong	Smt Smart


CLICK **Request** number to see details

The **Request Status Viewer** screen appears


Complete 

Remove e-People Access

 Requests to remove e-People access can only be submitted by the end-user's Manager.

ENTER the AHS IAM URL into your internet web browser  <https://iam.albertahealthservices.ca>
The **AHS IAM Login** screen appears

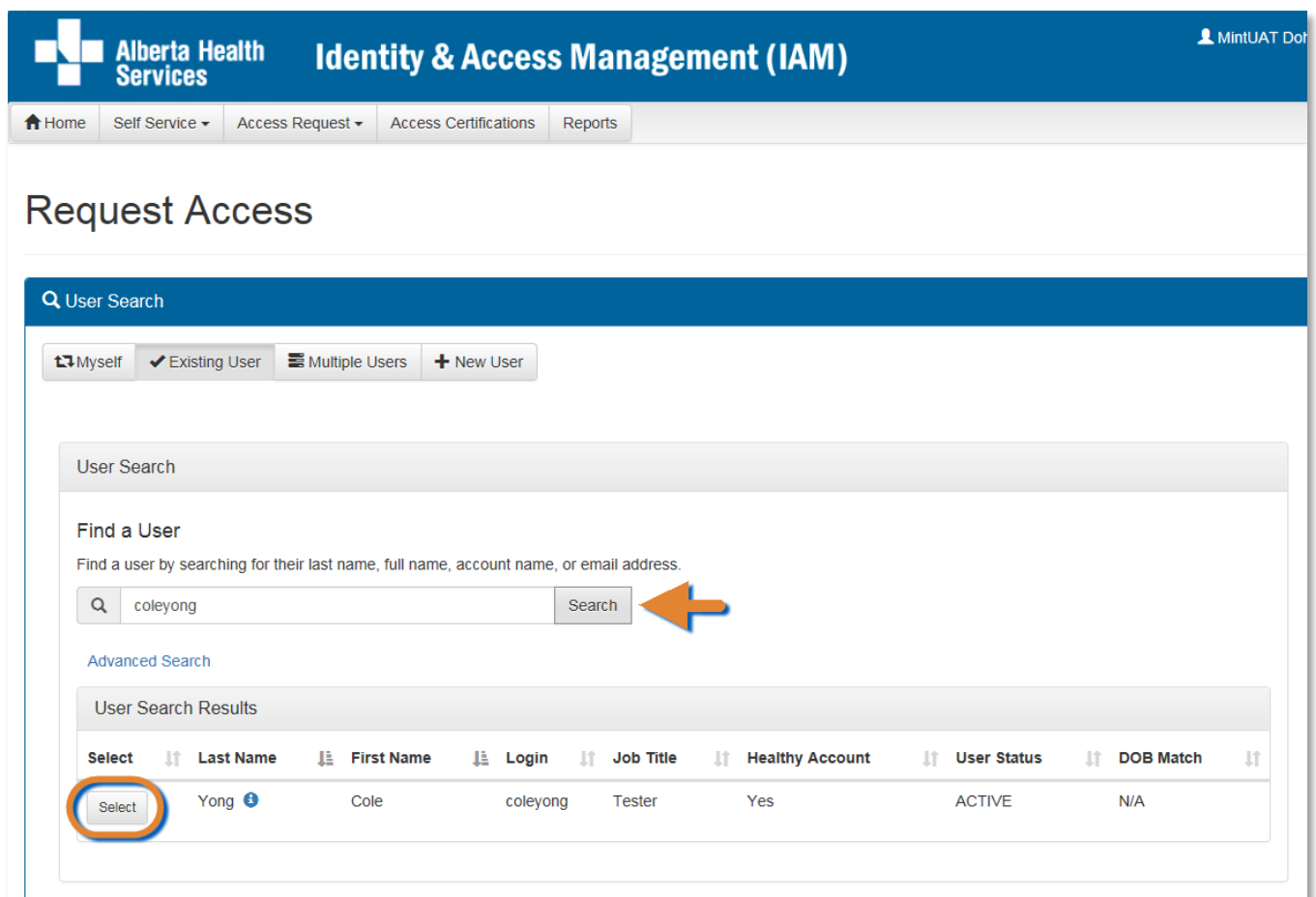
ENTER your **Username** and **Password**

CLICK  **Log in**

The **AHS IAM Home** screen appears

CLICK **Request or Modify Access**

The **Request Access** screen appears with  **Existing User** selected



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

User Search

Myself Existing User Multiple Users New User

User Search

Find a User

Find a user by searching for their last name, full name, account name, or email address.

coleyong Search

Advanced Search

User Search Results

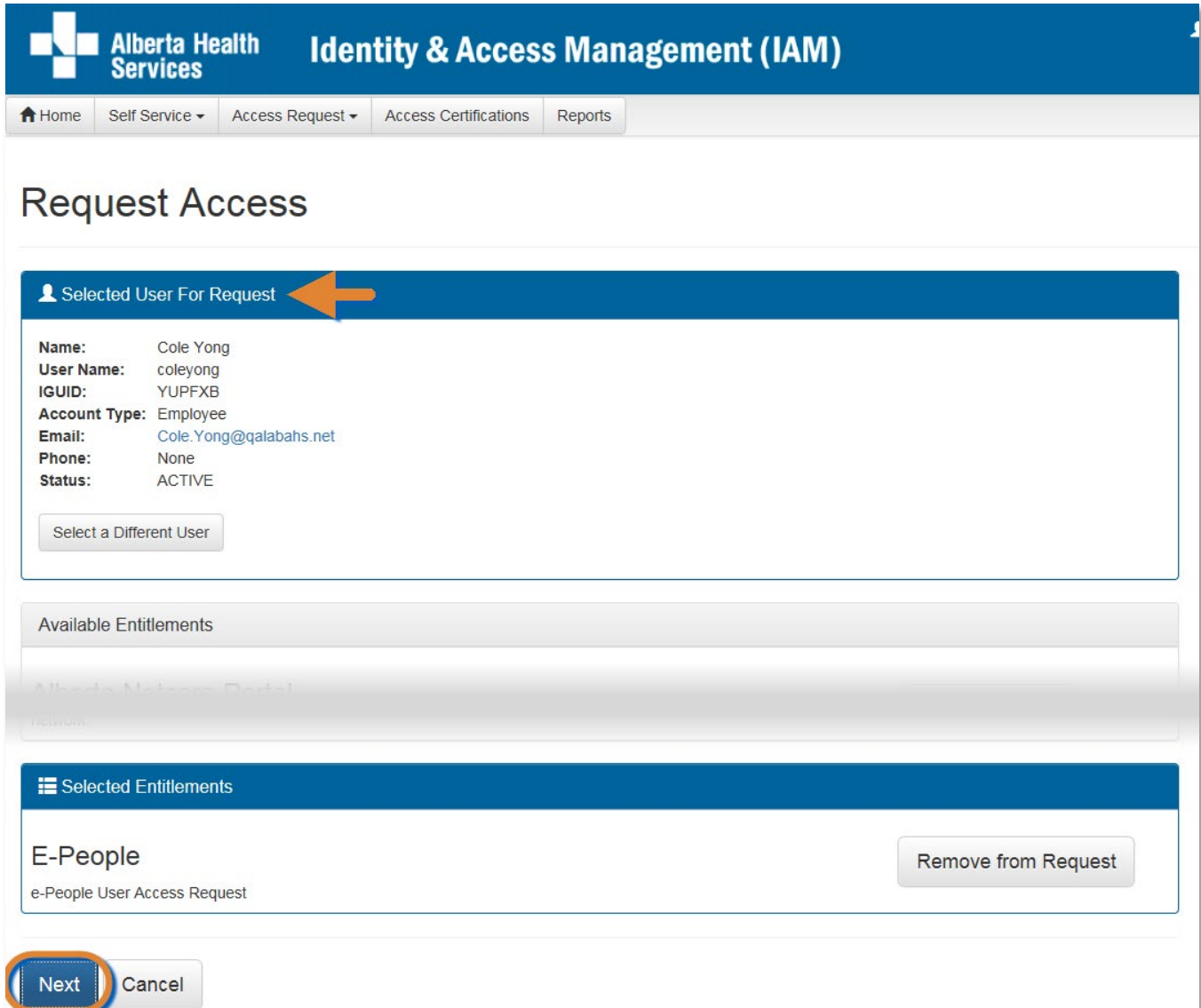
Select	Last Name	First Name	Login	Job Title	Healthy Account	User Status	DOB Match
Select	Yong	Cole	coleyong	Tester	Yes	ACTIVE	N/A

SEARCH for and SELECT the end-user whose existing e-People access needs to be removed
The **Request Access** screen appears with the end-user's details displayed.

At [Available Entitlements](#), under [E-People](#) CLICK [Change Access](#)

The screen refreshes

The [Selected Entitlements](#) pane appears at the bottom of the screen with [E-People](#) displayed



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Request Access

Selected User For Request ←

Name: Cole Yong
User Name: coleyong
IGUID: YUPFXB
Account Type: Employee
Email: Cole.Yong@qalabhs.net
Phone: None
Status: ACTIVE

Select a Different User

Available Entitlements

Alberta Network Portal
Network

Selected Entitlements

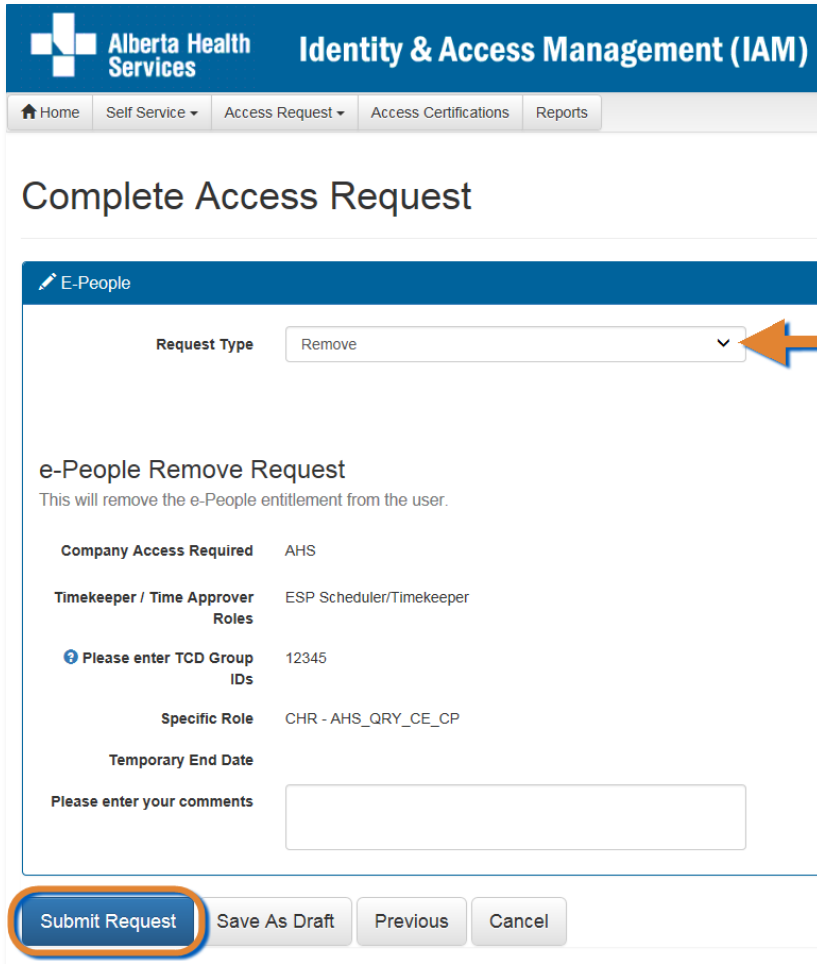
E-People
e-People User Access Request

Remove from Request

Next Cancel

CLICK [Next](#)

The **Complete Access Request** screen appears with the end-user's details displayed

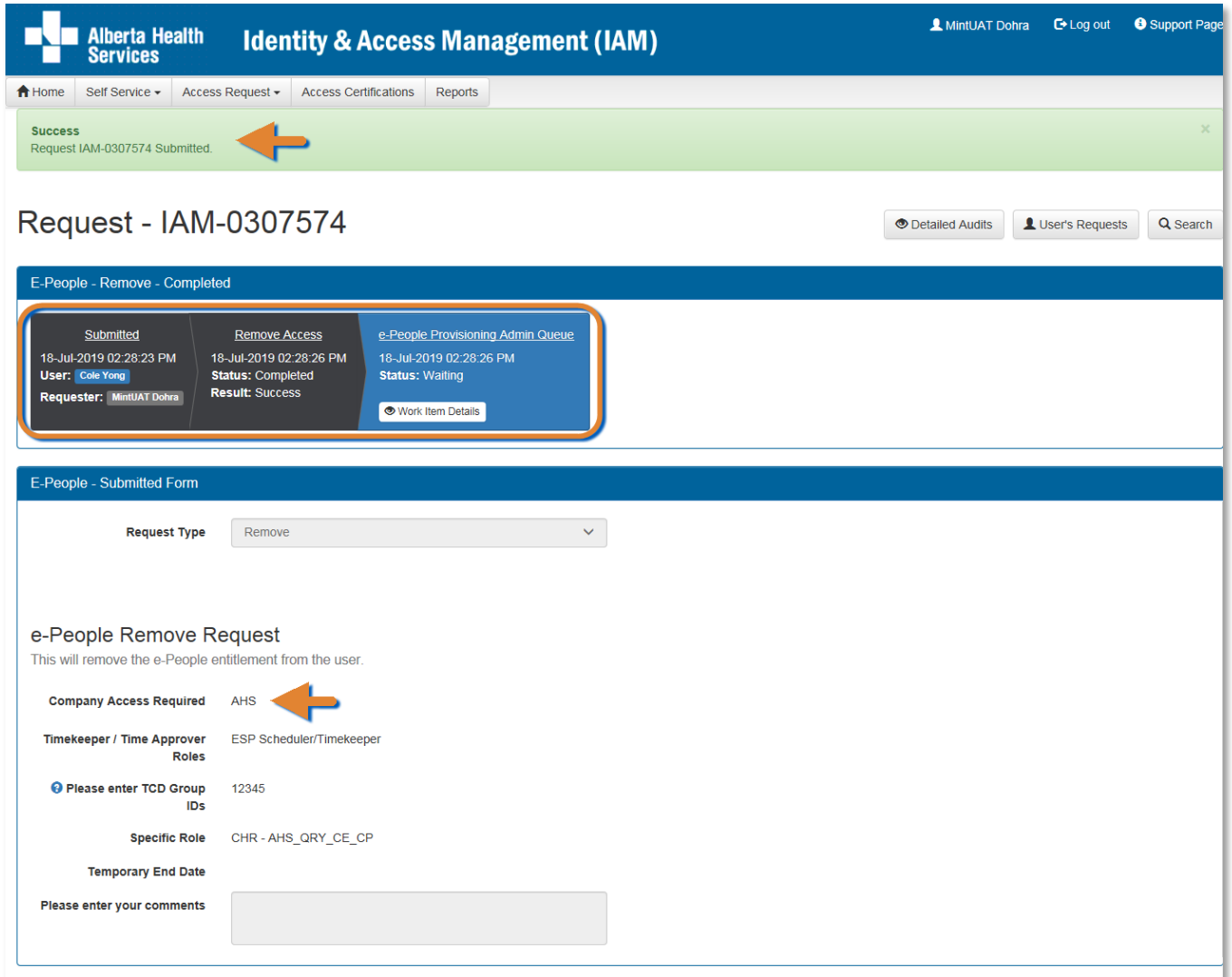


At **Request Type** SELECT **Remove** from the drop down list
The screen refreshes

CLICK **Submit Request**

The **Request Status Viewer** screen appears

Note the message **Success Request IAM-##### Submitted.** displayed in the top left corner highlighted in green.



Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports

Success
Request IAM-0307574 Submitted.

Request - IAM-0307574

Detailed Audits User's Requests Search

E-People - Remove - Completed

Submitted	Remove Access	e-People Provisioning Admin Queue
18-Jul-2019 02:28:23 PM User: Cole Yong Requester: MintUAT Dohra	18-Jul-2019 02:28:26 PM Status: Completed Result: Success	18-Jul-2019 02:28:26 PM Status: Waiting

Work Item Details

E-People - Submitted Form

Request Type: Remove

e-People Remove Request
This will remove the e-People entitlement from the user.

Company Access Required: AHS

Timekeeper / Time Approver Roles: ESP Scheduler/Timekeeper

Please enter TCD Group IDs: 12345

Specific Role: CHR - AHS_QRY_CE_CP

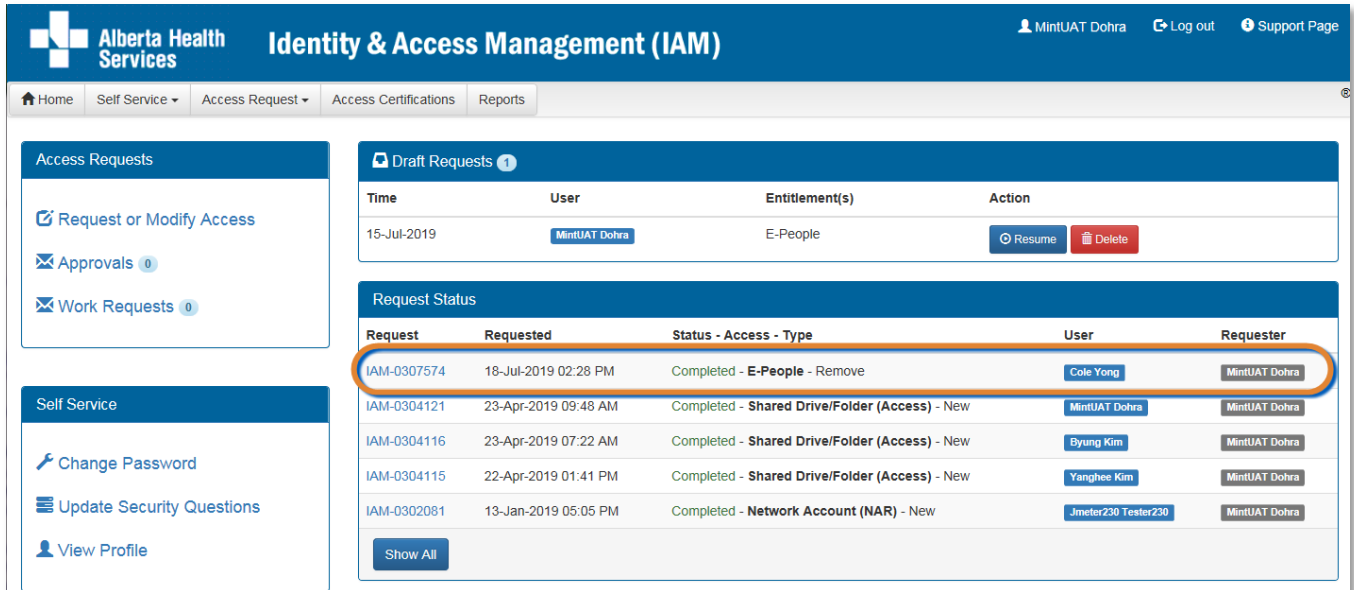
Temporary End Date:

Please enter your comments:

! Note the e-People Provisioning Admin must complete the final step to remove the end-user's access at the Company and for the Role(s) identified.

CLICK  **Home**

The **AHS IAM**  **Home** screen appears



Access Requests

- Request or Modify Access
- Approvals 0
- Work Requests 0

Self Service

- Change Password
- Update Security Questions
- View Profile


Draft Requests 1

Time	User	Entitlement(s)	Action
15-Jul-2019	MintUAT Dohra	E-People	Resume Delete

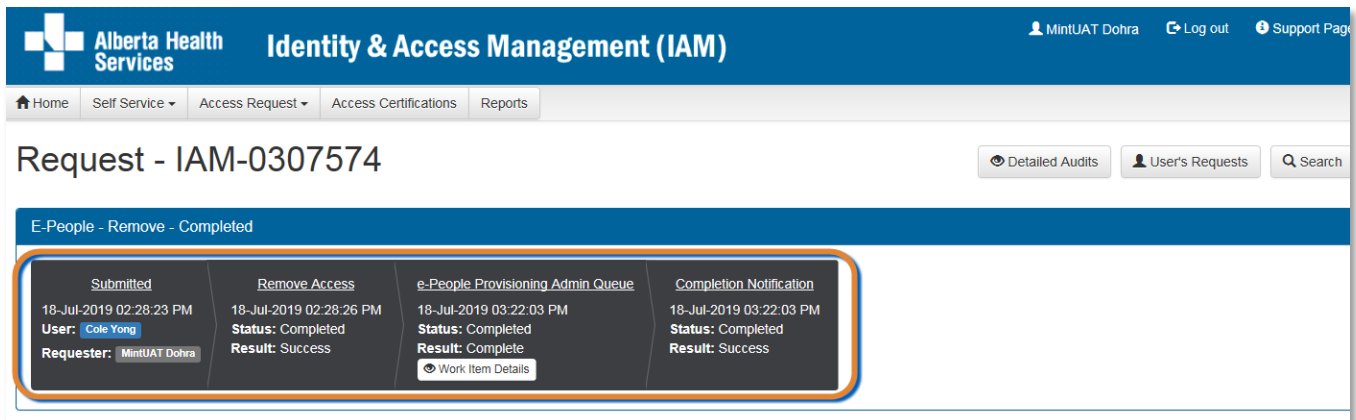
Request Status

Request	Requested	Status - Access - Type	User	Requester
IAM-0307574	18-Jul-2019 02:28 PM	Completed - E-People - Remove	Cole Yong	MintUAT Dohra
IAM-0304121	23-Apr-2019 09:48 AM	Completed - Shared Drive/Folder (Access) - New	MintUAT Dohra	MintUAT Dohra
IAM-0304116	23-Apr-2019 07:22 AM	Completed - Shared Drive/Folder (Access) - New	Byung Kim	MintUAT Dohra
IAM-0304115	22-Apr-2019 01:41 PM	Completed - Shared Drive/Folder (Access) - New	Yanghee Kim	MintUAT Dohra
IAM-0302081	13-Jan-2019 05:05 PM	Completed - Network Account (NAR) - New	Jmeter230 Tester230	MintUAT Dohra

[Show All](#)

 Note in the **Request Status** pane that the **Status** of the request is **Completed** even though a processing step is still needed. This is because a portion of the processing step happens outside of the AHS IAM system.

Once the processing step is complete, **CLICK Request** number to see details
The **Request Status Viewer** screen appears and the request is **Completed**.
If the end-user needs e-People access in the future, a new request will have to be submitted.



Request - IAM-0307574

[Detailed Audits](#) [User's Requests](#) [Search](#)

E-People - Remove - Completed

Submitted	Remove Access	e-People Provisioning Admin Queue	Completion Notification
18-Jul-2019 02:28:23 PM User: Cole Yong Requester: MintUAT Dohra	18-Jul-2019 02:28:26 PM Status: Completed Result: Success	18-Jul-2019 03:22:03 PM Status: Completed Result: Complete Work Item Details	18-Jul-2019 03:22:03 PM Status: Completed Result: Success

CLICK  **Home**

The **AHS IAM Home** screen appears

Complete 