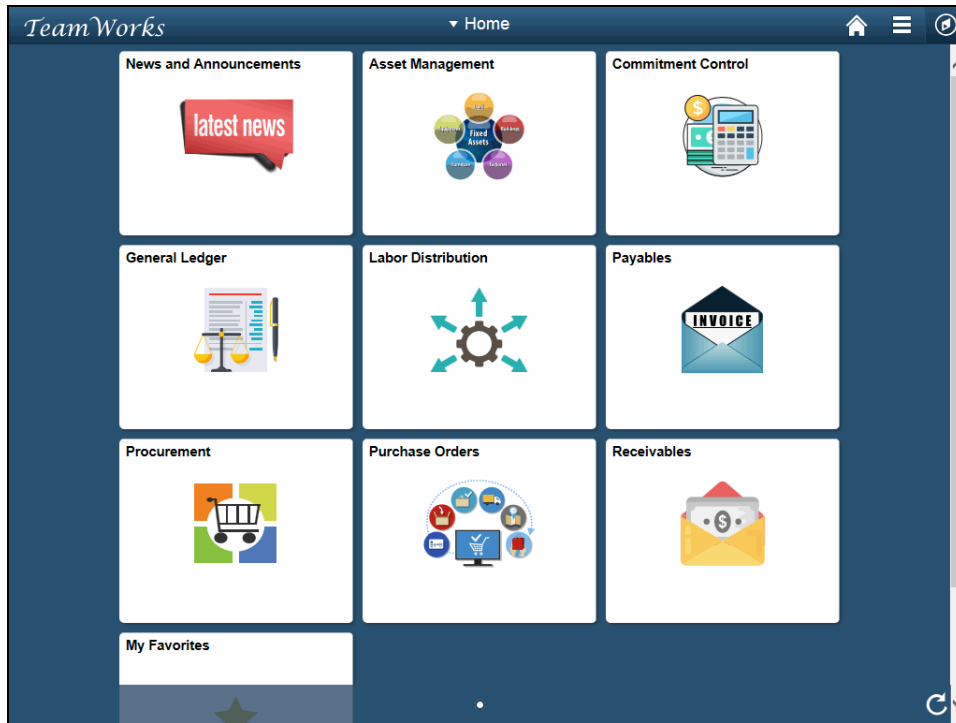

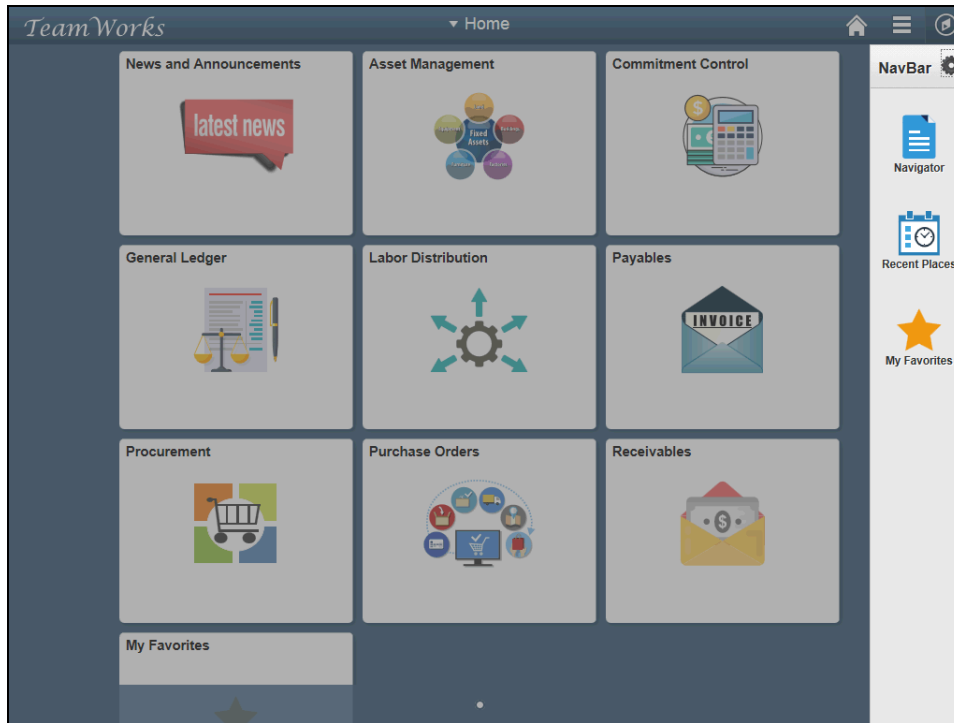



Sec Officer: Locking Account of Terminated User

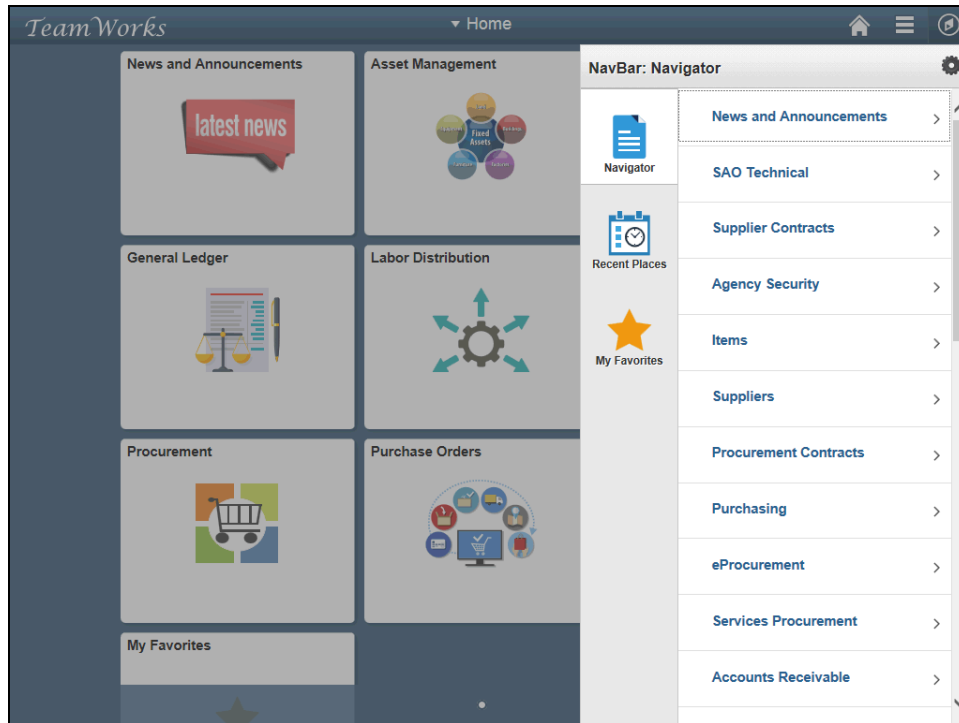
Below are the process steps to Locking the Accounting of a Terminated User as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



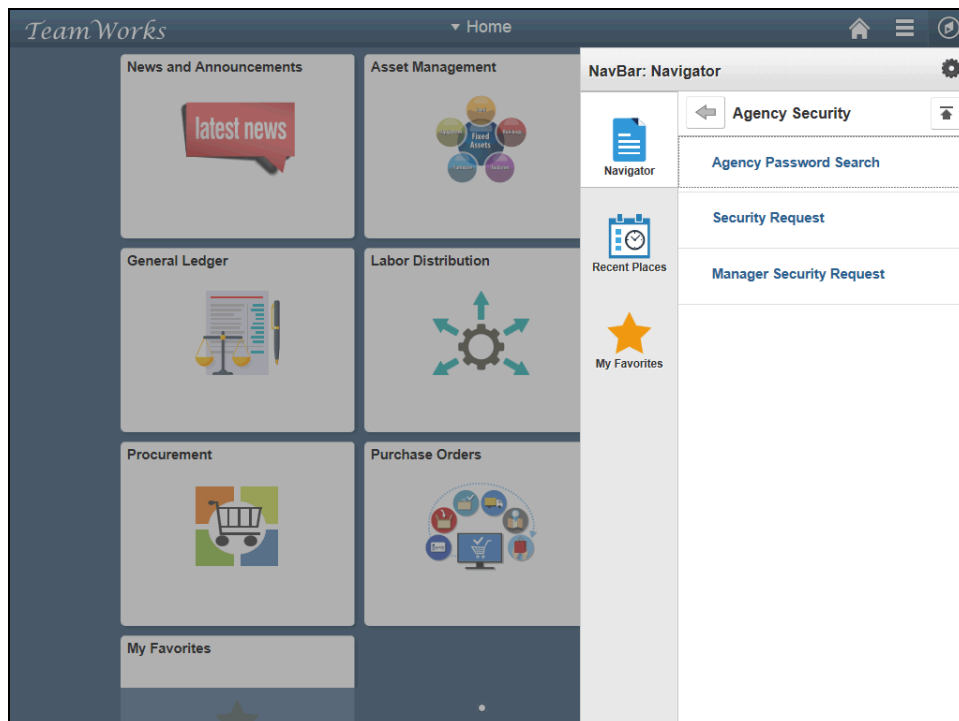
Step	Action
1.	<p>Begin by navigating to the Agency Password Search page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



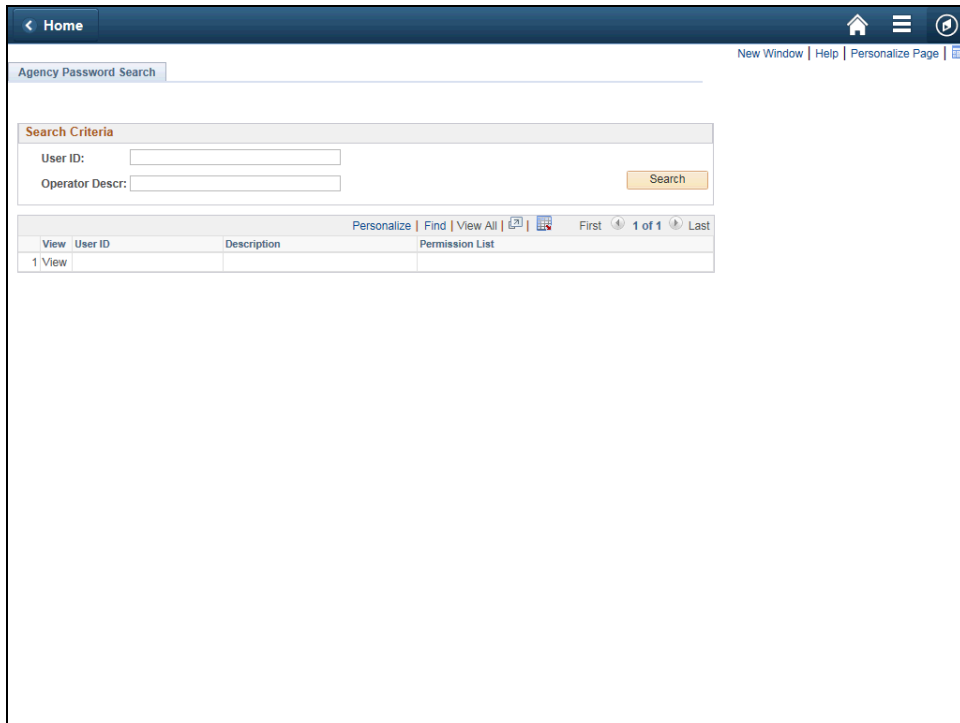
Step	Action
2.	Click the Navigator icon. <div style="text-align: center; margin-top: 10px;">  <p>Navigator</p> </div>



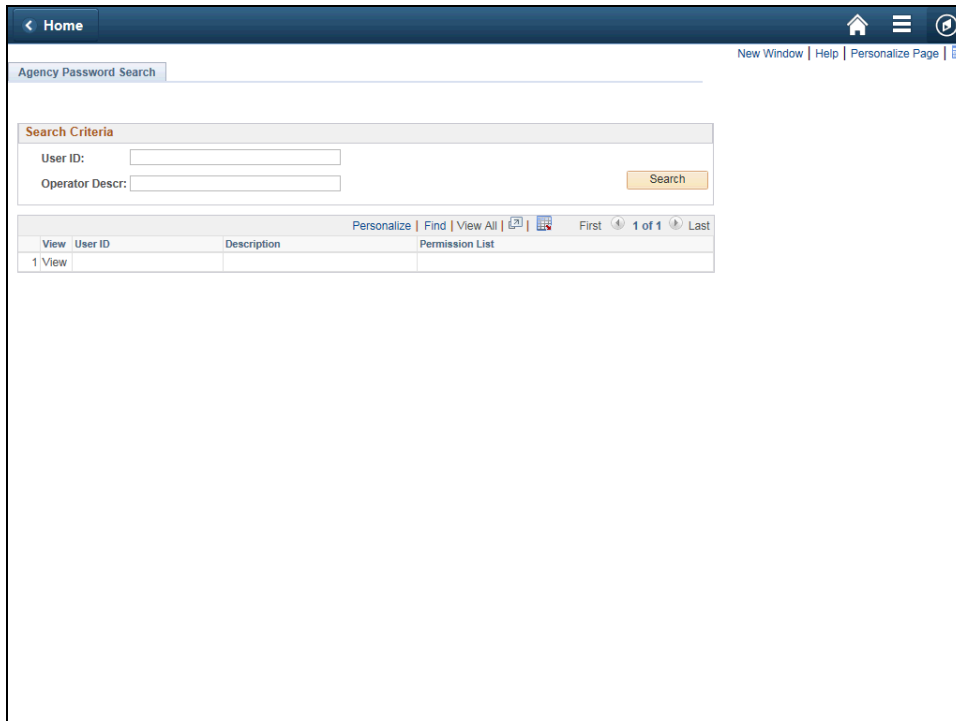
Step	Action
3.	Click the Agency Security link. Agency Security



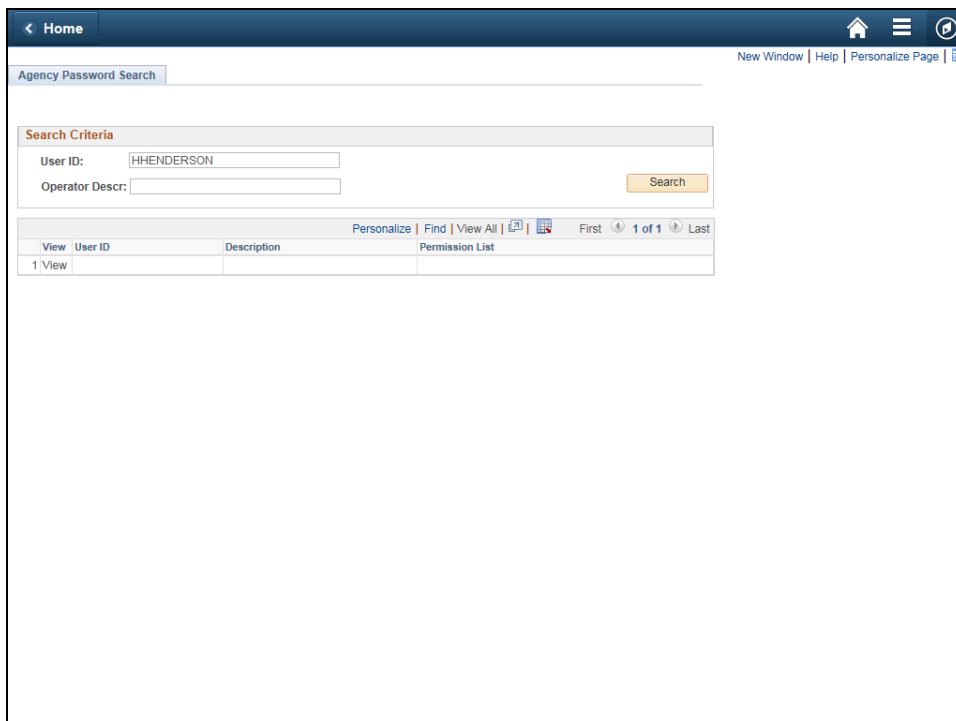
Step	Action
4.	Click the Agency Password Search link. Agency Password Search

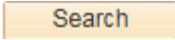


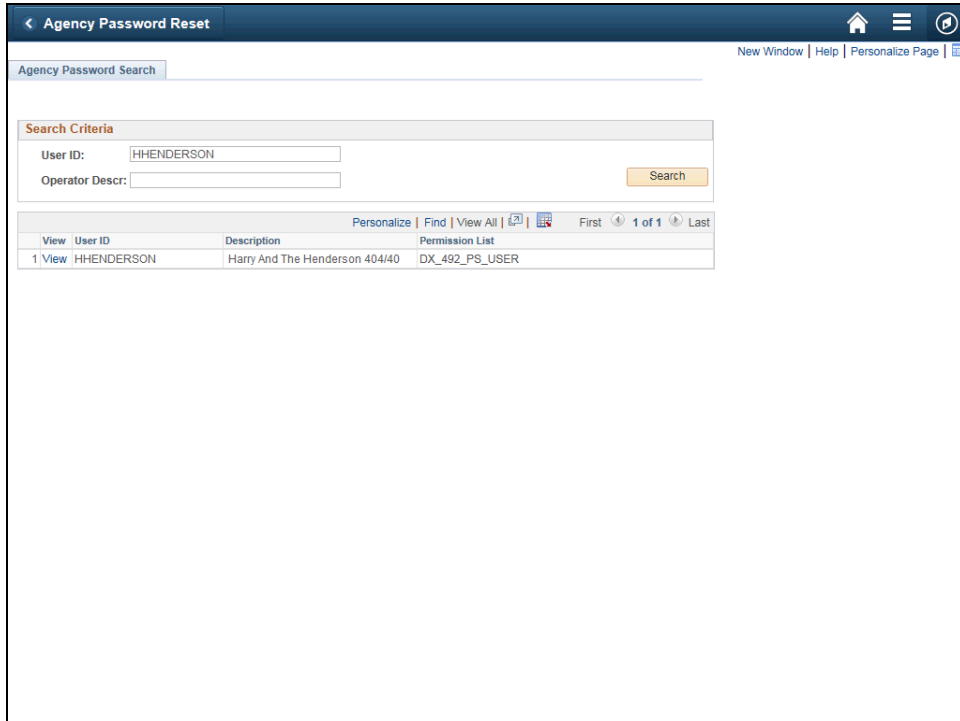
Step	Action
5.	To lock the user's account, the security officer must first search for the employee by entering the employees User ID . Click in the User ID field. User ID: <input style="border: 2px solid red;" type="text"/>




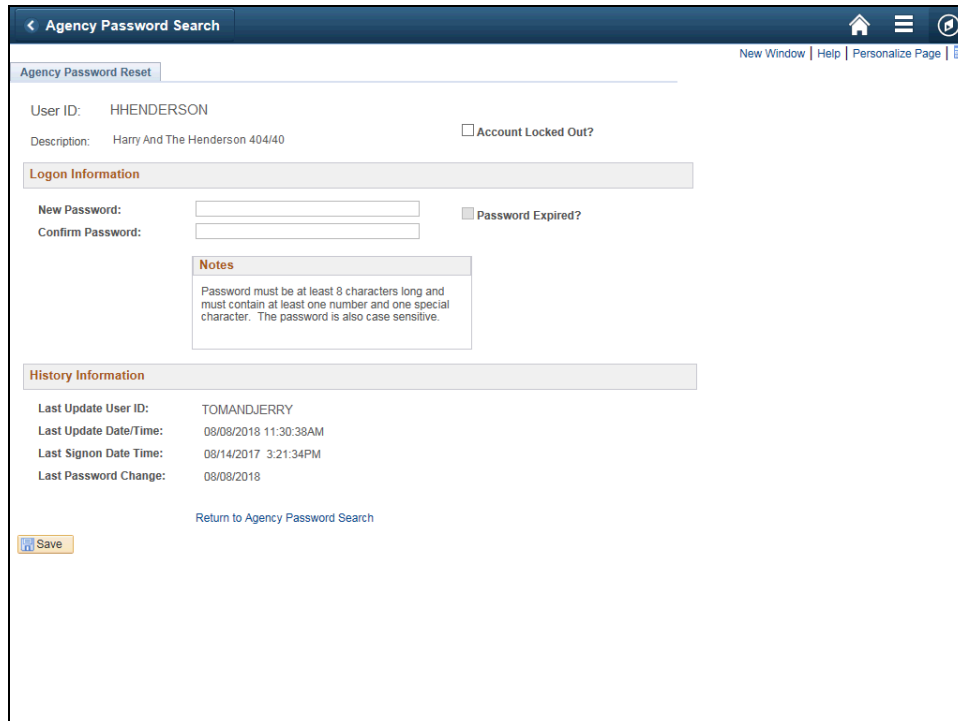
Step	Action
6.	<p>Enter the appropriate information into the User ID field.</p> <p>For this example, type HHENDERSON.</p>



Step	Action
7.	Click the Search button. 



Step	Action
8.	Click the View link. 



The screenshot shows a web browser window titled "Agency Password Search". The page content includes:

- Agency Password Reset** header.
- User ID: HHENDERSON
- Description: Harry And The Henderson 404/40
- Account Locked Out?
- Logon Information** section with:
 - New Password: [text input]
 - Confirm Password: [text input]
 - Password Expired?
- Notes** section: Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.
- History Information** section:
 - Last Update User ID: TOMANDJERRY
 - Last Update Date/Time: 08/08/2018 11:30:38AM
 - Last Signon Date Time: 08/14/2017 3:21:34PM
 - Last Password Change: 08/08/2018
- Return to Agency Password Search link.
- Save button.

Step	Action
9.	Click the Account Locked Out? option. <input type="checkbox"/> Account Locked Out?

Agency Password Search

Agency Password Reset

User ID: HHENDERSON
 Description: Harry And The Henderson 404/40 Account Locked Out?

Logon Information

New Password:
 Confirm Password: Password Expired?

Notes

Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.

History Information

Last Update User ID: TOMANDJERRY
 Last Update Date/Time: 08/08/2018 11:30:38AM
 Last Signon Date Time: 08/14/2017 3:21:34PM
 Last Password Change: 08/08/2018

[Return to Agency Password Search](#)

Step	Action
10.	Click the Save button.

Agency Password Search

Agency Password Reset

User ID: HHENDERSON
 Description: Harry And The Henderson 404/40 Account Locked Out?

Logon Information

New Password:
 Confirm Password: Password Expired?

Notes

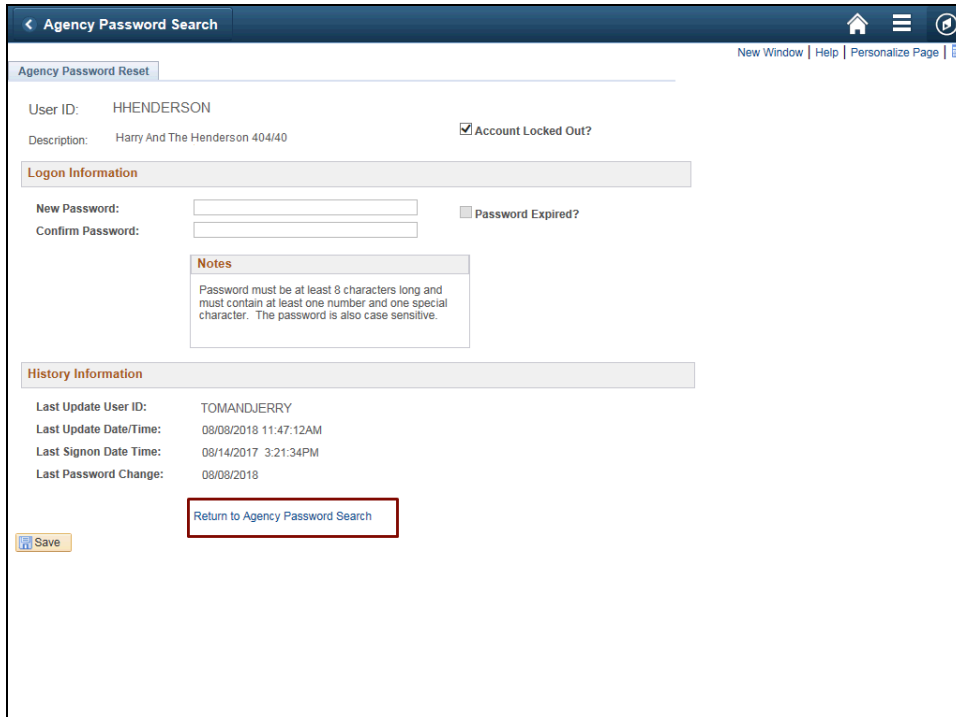
Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.

History Information

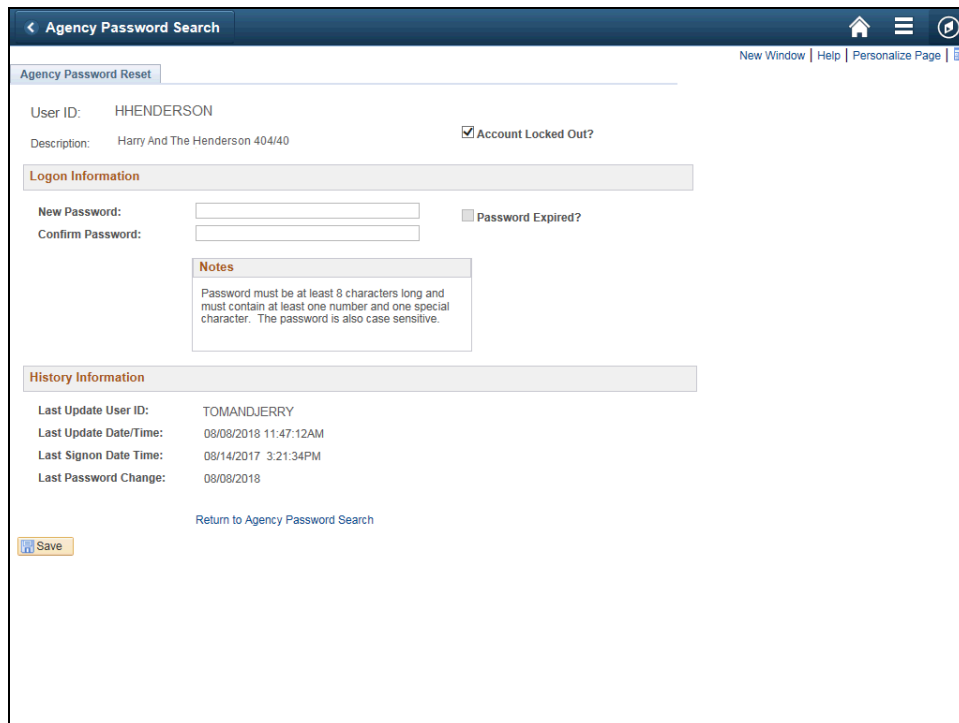
Last Update User ID: TOMANDJERRY
 Last Update Date/Time: 08/08/2018 11:47:12AM
 Last Signon Date Time: 08/14/2017 3:21:34PM
 Last Password Change: 08/08/2018

[Return to Agency Password Search](#)

Step	Action
11.	<p>Notice the Last Update User ID and the Last Update Date/Time fields showing the security officer who submitted the change along with the date and time stamp of when the password was changed.</p> <p>The user is now locked out of FS92TST and cannot access the environment.</p>



Step	Action
12.	To lock another terminated user the security officer can click on the Return to Agency Password Search link.



The screenshot shows a web application titled "Agency Password Search". The page includes a header with navigation icons and a breadcrumb trail. The main content area is divided into several sections:

- Agency Password Reset:** Displays the user ID "HHENDERSON" and description "Harry And The Henderson 404/40". There is a checkbox for "Account Locked Out?" which is checked.
- Logon Information:** Contains two input fields for "New Password:" and "Confirm Password:". There is also a checkbox for "Password Expired?".
- Notes:** A text box stating: "Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive."
- History Information:** Lists the following details:
 - Last Update User ID: TOMANDJERRY
 - Last Update Date/Time: 08/08/2018 11:47:12AM
 - Last Signon Date Time: 08/14/2017 3:21:34PM
 - Last Password Change: 08/08/2018

At the bottom of the form, there is a "Save" button and a link labeled "Return to Agency Password Search".

Step	Action
13.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!