Tips for Using my.osu.edu (IdM)

By: RIC HUNTER | Published: SEPTEMBER 5, 2011

With the start of autumn quarter only a couple weeks away, here are some reminders to help you understand the identity activation process for your new and rehired employees.

my.osu.edu |  Identity and Access Management

New to Ohio State?
- Activate Now!

Current users
Username (lastname #)
Password
Log in

Welcome to my.osu.edu
You're entitled to a suite of technology services to help you succeed.
Username: Password: E-mail address and more

Hires/Rehires

- Enter the hire/rehire transaction into the PeopleSoft HR system as soon as the necessary paperwork has been completed. A future effective date hire or rehire will allow the individual to start the identity activation process immediately.
- Be sure to enter a personal e-mail address during the new hire/rehire process.
- The personal e-mail address is used to notify the individual of his or her Ohio State Username (lastname.#) and includes instructions to go to my.osu.edu to begin the identity activation process.
- The personal e-mail address can also be used as the activation code delivery location.
- New employees access the identity activation process under the "New to Ohio State? Activate Now!" Section.

Tips:

- If the new employee does not have a personal e-mail address, it will be necessary for the HRP to instruct the individual to go to my.osu.edu.
- The Ohio State Username is required to complete the identity activation steps and can be located through the "Forgotten Username" feature. The only option available for delivery of the activation code will be via mail to the individual's home address on file.
In addition to Identity Activation, my.osu.edu is used to perform the following functions:

- Change password associated with the Ohio State Username account
- Change e-mail delivery of lastname.#@osu.edu
- Reset a forgotten password

Current employees are required to transition to the university password standards for their Ohio State Username (lastname.#). Each college and office has a designated official start date when employees will be asked to begin the transition process.

The transition requires individuals to log in to my.osu.edu with their Ohio State Username and current password in the section under "Current Users." The password transition steps do not involve requesting an activation code and therefore the personal e-mail address field is not relevant to this process.

For more information, please consult the IdM Frequently Asked Questions (Links to: http://it8help.osu.edu/4421.html)

my.osu.edu  Identity and Access Management

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« No Longer Affiliated Statuses (IdM)  Department Fields in the HR/SIS »

No Longer Affiliated Statuses (IdM)

By RIC HUNTER | Published: SEPTEMBER 2, 2011

With summer quarter coming to a close and the new school year about to begin, this is an excellent time to review crucial business processes at the university. It is particularly important to provide a reminder about what occurs when an individual leaves the university.

An active appointment status (including non-salaried) is equivalent to allowing security access to university systems. In order to prevent unauthorized access and protect the security of the university's resources, access is immediately terminated when an individual leaves the university. The Ohio State Username (lastname.#) will be inactivated at 12:01 AM on the effective date of the designated inactivation date, which is based on the effective date entered into PeopleSoft. The following scenarios detail the business rules that apply to No Longer Affiliated (NLA) employees:

- Employee termination (not for cause)
  - Ohio State Username (lastname.#) account inactivated at 12:01 AM on the effective date of termination
  - Individual may receive e-mail forwarding via lastname.#@osu.edu to personal e-mail address on file in HR/SIS for 180 days. Note: The user will not be able to login to the e-mail account.
  - Personal e-mail address should be confirmed prior to entering the termination transaction
  - Removal of personal e-mail address from HR/SIS stops e-mail forwarding

- Employee termination for cause (reason codes Decline & Involuntary)
  - Ohio State Username (lastname.#) account inactivated at 12:01 AM on effective date of termination

- Employee retirement
  - Ohio State Username (lastname.#) account inactivated at 12:01 AM 30 days after effective date of retirement
  - May elect life-time e-mail forwarding at my.osu.edu by indicating a forwarding e-mail address
  - Note: Retired individuals who are granted Emeritus status will retain an active Ohio State Username. In order to avoid interruption of services, the Emeritus appointment should be entered into the PeopleSoft HR system at the same time as the retirement.

Due to these inactivation rules, it is important to remind faculty and staff to complete any work that requires their Ohio State Username account (e.g. Carmen) before their effective date of termination.

As a reminder, existing NLA inactivation rules include:

- Graduated students

http://ocio.osu.edu/blog/newslink/2011/09/02/no-longer-affiliated-statuses/
• Ohio State Username (lastname.#) account inactivated two years after graduation

• Sponsored guests
  • Ohio State Username (lastname.#) account inactivated at requested expiration date

For more information, please consult the IdM Frequently Asked Questions (Link to: https://kb.it.ohio-state.edu/kb/solution.php?id=4421)

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