IBM Passport Advantage Online – How to Manage Access

VO	VISUALS
Passport Advantage Online (PAO) provides secure access to the data and tools you need to manage and update	
Site specific contact information, entitlements and reports.	

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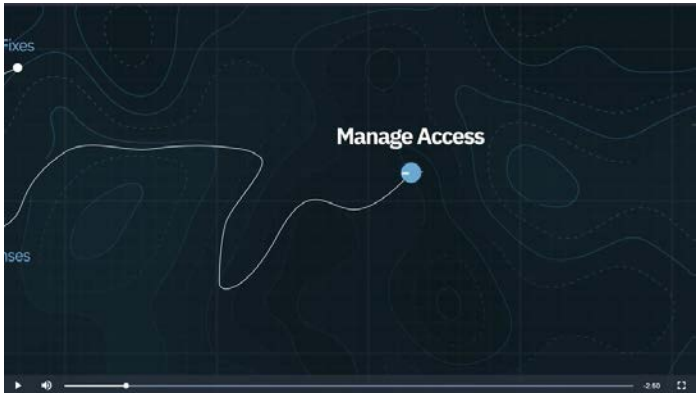
Let's take a closer look at 'Manage Access'.	

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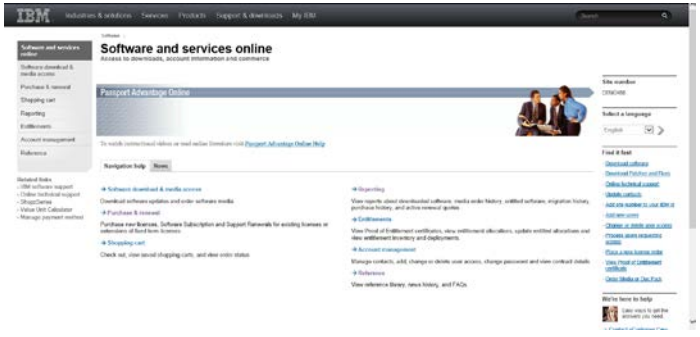
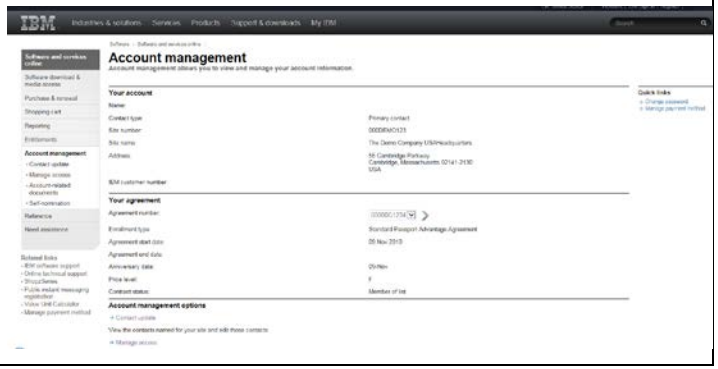
With Passport Advantage Online – also referred to as Software and Services online –	
account management is key. It governs who can access your Passport Advantage Online Ste – and what they can do within the site.	

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There are four ‘Account Management’ functions	
and it’s important to understand that only your Site’s Primary Contact and Secondary Contacts with update privileges have ‘Account Management’ privileges.	

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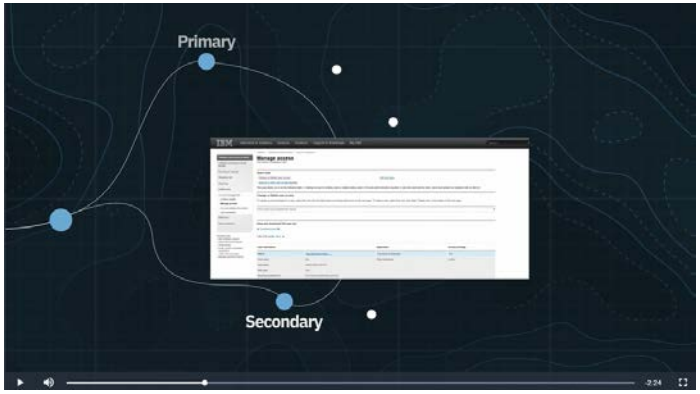
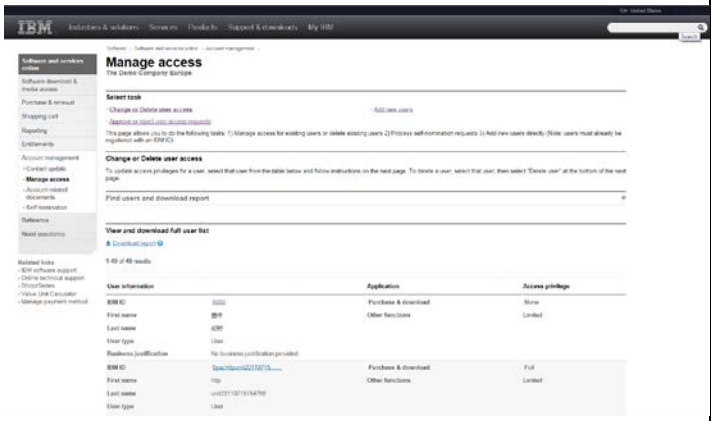
Today we'll focus on 'Manage Access'.	
'Manage Access' is where your Primary and designated Secondary Contacts can	

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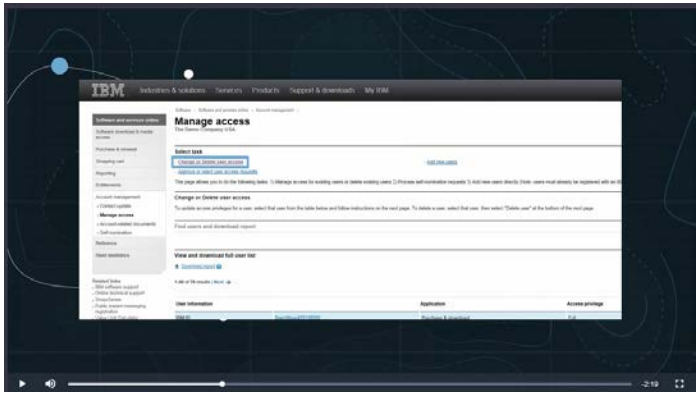
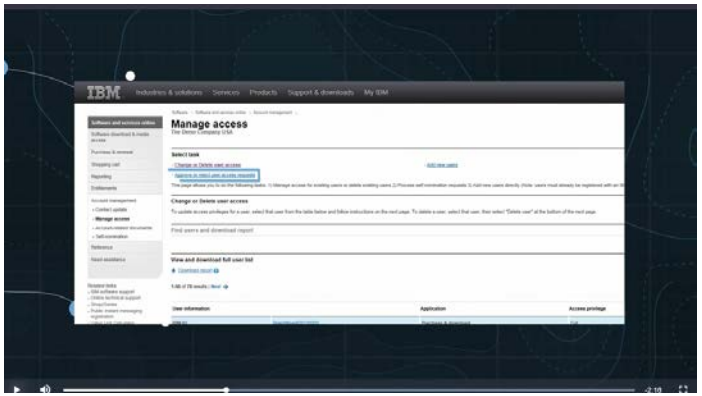
change or delete user access	
approve or reject user access requests and	

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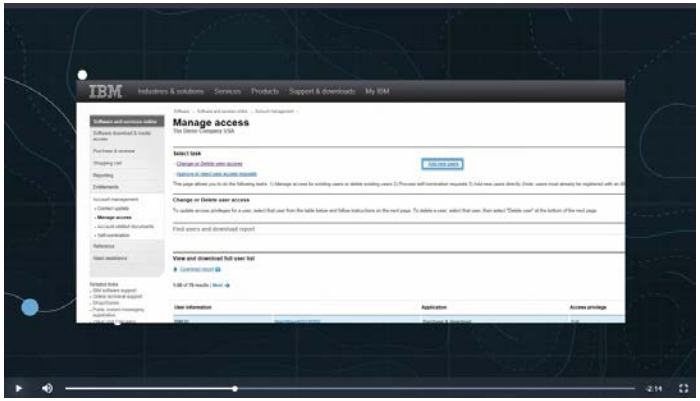
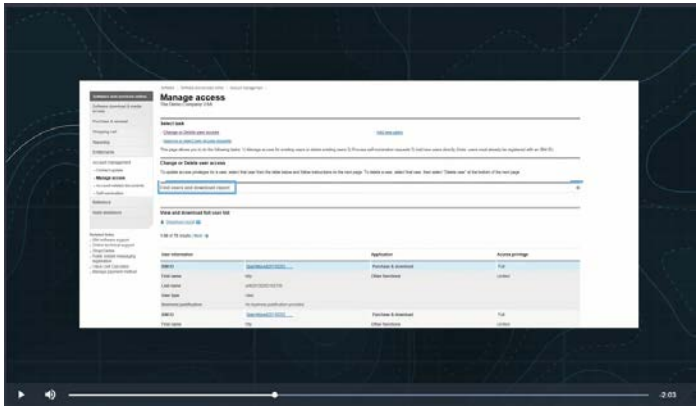
add new users Decisions made here ensure the security and the usability of your Passport Advantage Site.	
From the 'Change or delete user access' screen, you can expand the 'Find users and download report' option.	

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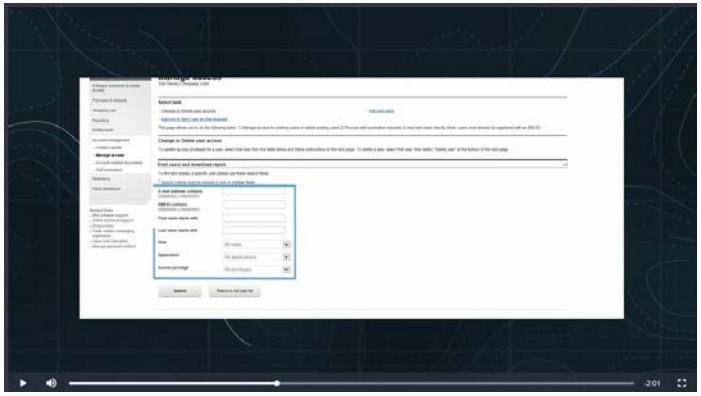
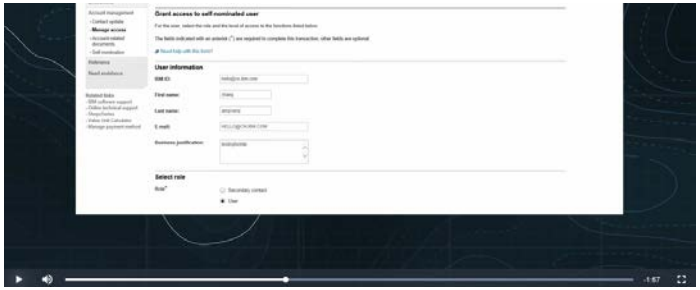
Or you can search for a specific user.	
For each user you select, review and update user information as needed.	

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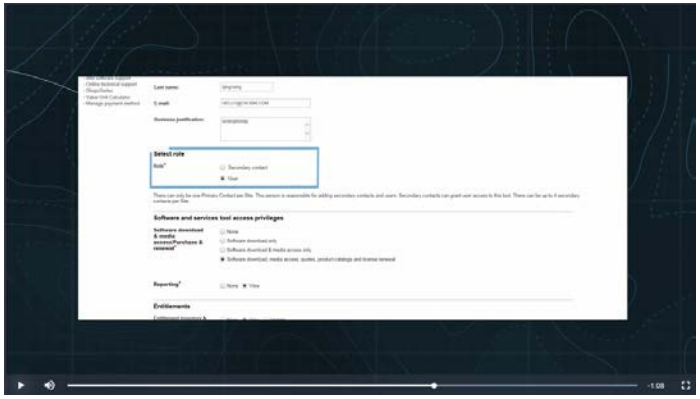
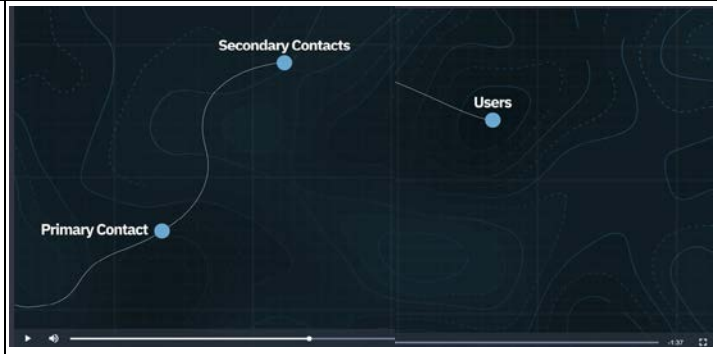
Select or change a role.	
Within PAO there are three defined roles. 1. A Primary Contact – there is only one per Site 2. Secondary Contacts (up to 4) who assist the Primary with a variety of Account Management responsibilities 3. Users – everyone else in your organization who requires access to perform PAO specific tasks.	

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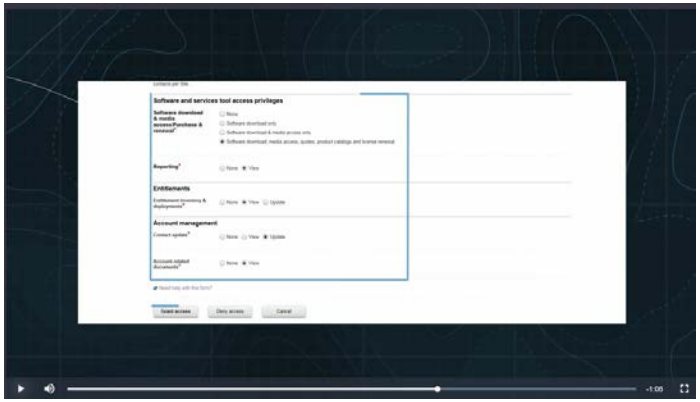
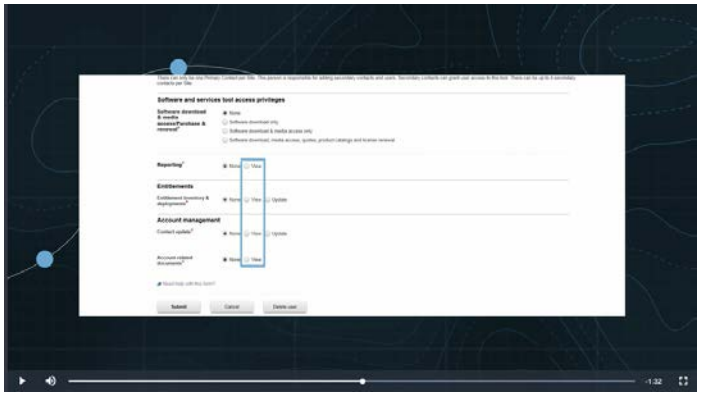
Some users may need view access only,	 

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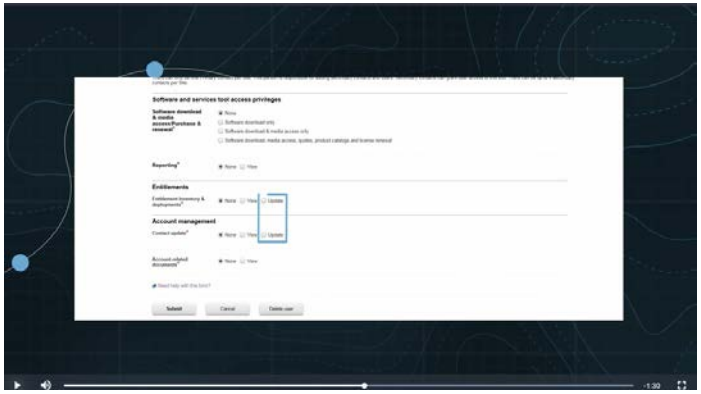
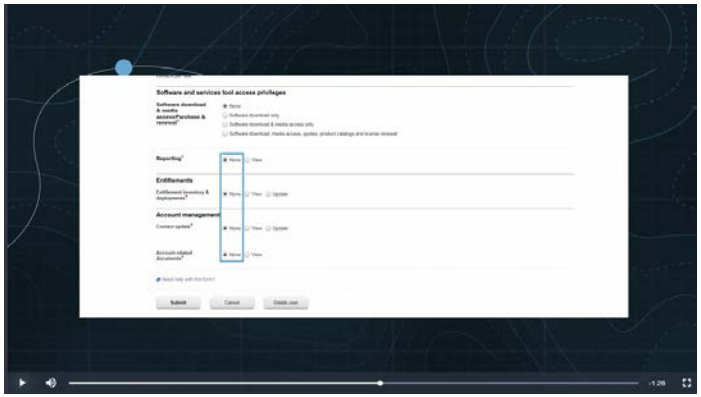
While others may need update access.	
In some instances, a user may not require access to specific privileges.	

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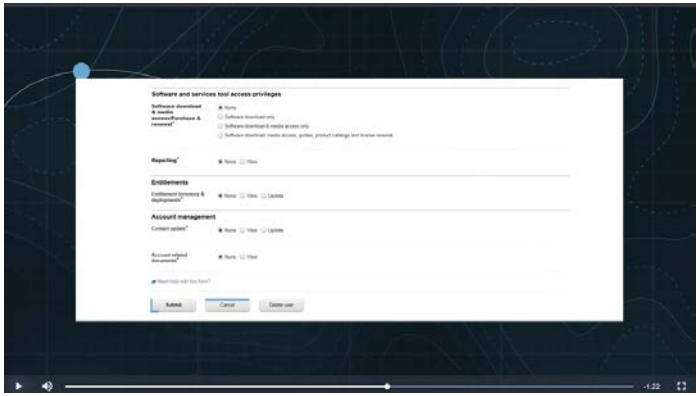
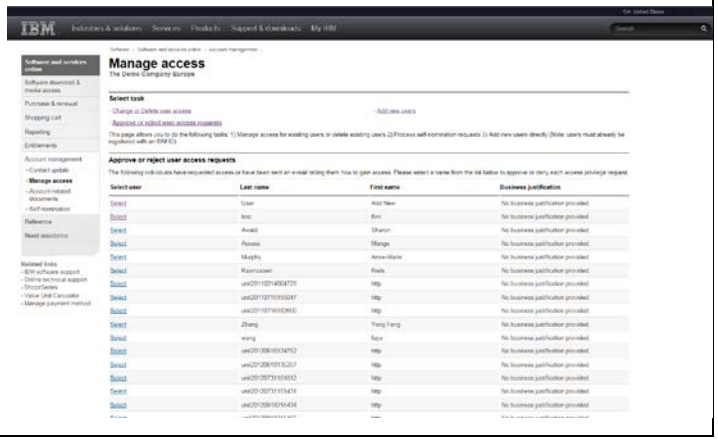
When you're done, select 'Submit', 'Cancel', or 'Delete user'.	
The steps to approve or reject user access requests are similar to the steps required to change or delete user access. Start by selecting a user.	

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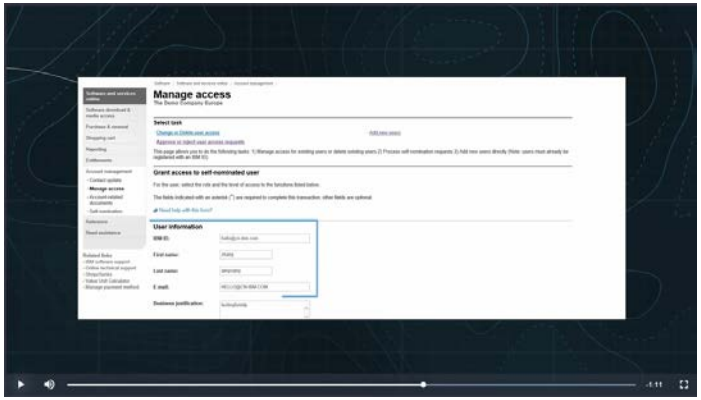
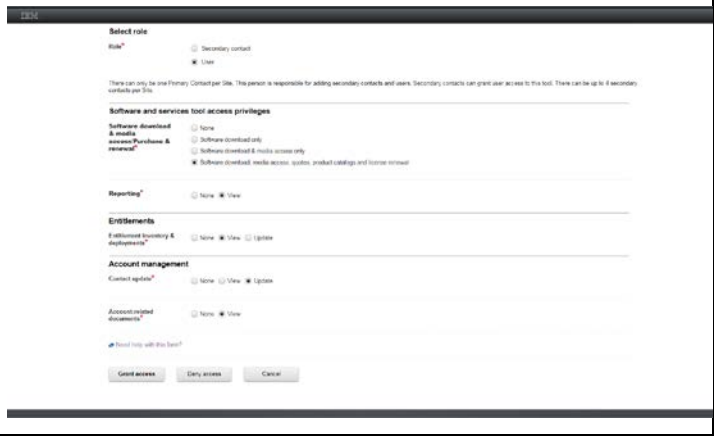
Review their user information.	
Review their requested role and privileges. And when you're done, click 'Grant access', 'Deny access', or 'Cancel'.	

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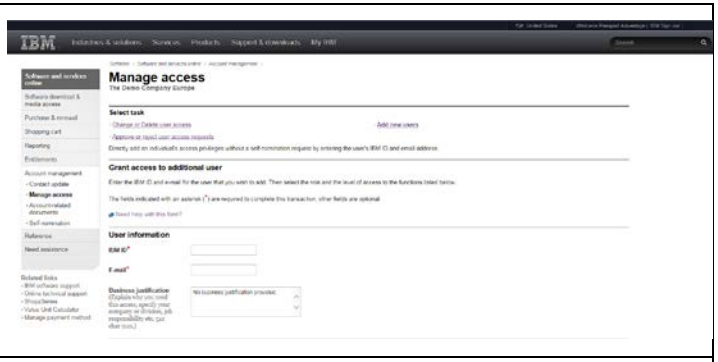
To add a new user, you will need the individual's IBM ID and email address.	
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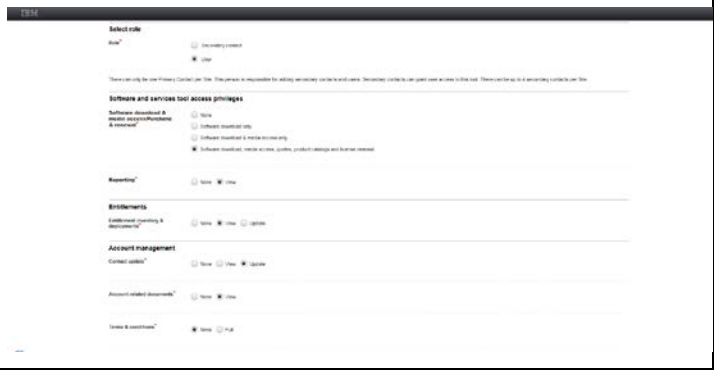
Assign privileges and click 'Submit' or 'Cancel'.	

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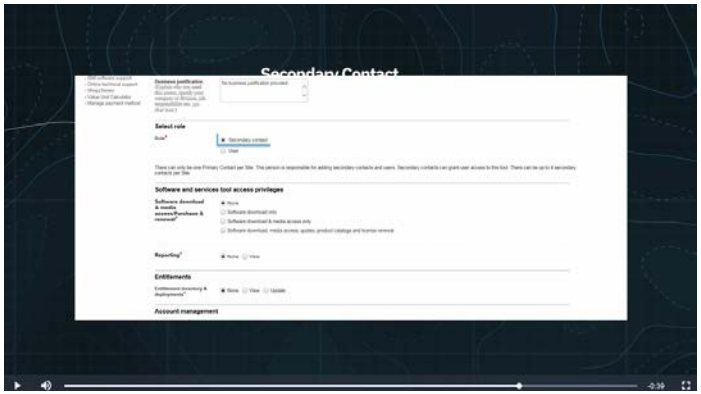
To do this, check 'Secondary contact' in the 'Select role' field.	

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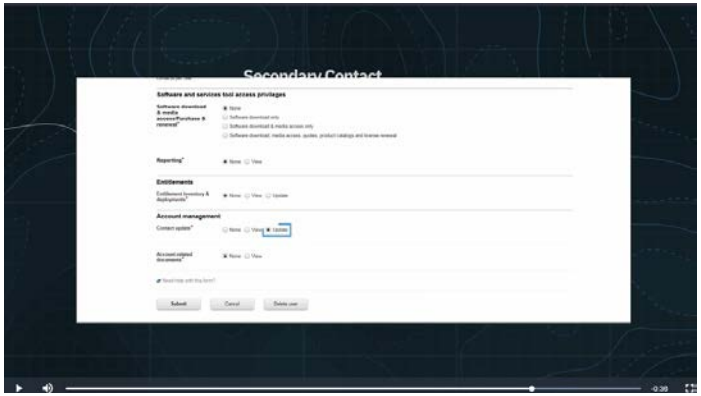
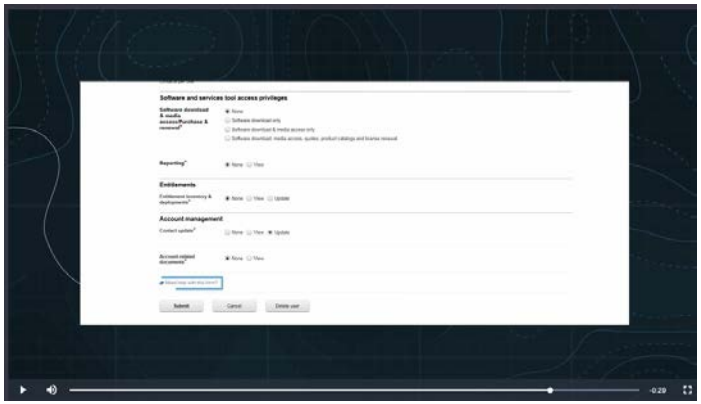
Select ‘Update’ under ‘Account Management’ privileges, and click ‘Submit’.	
If you would like additional information on roles, click ‘Need help with this form’.	

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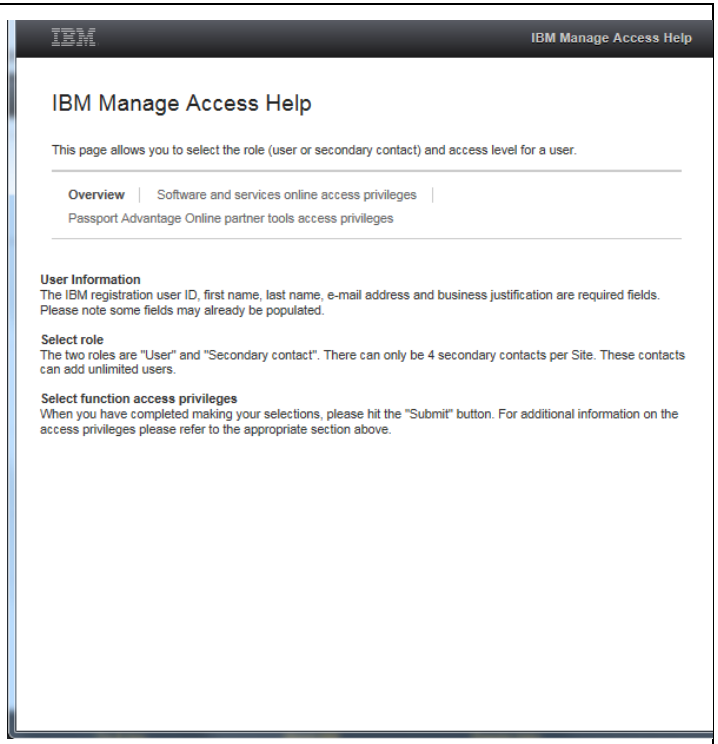
Open the 'IBM Manage Access Help' and select the 'Overview' tab.	

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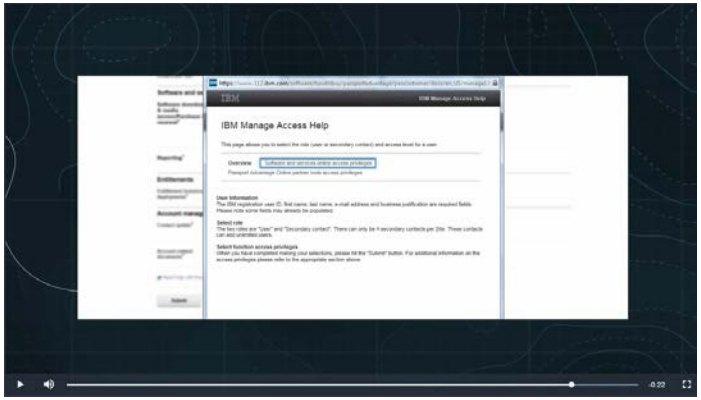
For help with user privileges, go to the 'Software and services online privileges' tab.	

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