



# RECERTIFICATION JOB AID

This Job Aid assists in the recertification process for elevated users, including all persons of interest (POI). Recertification is a user-led process. For annual recertification, the user will receive notifications in Email and IPPS-A from 60 days to 1 day before the access request expiration date. Validator Admins and Validators are approval roles and responsible for certifying all users in their hierarchy — from a user's initial access request to yearly recertification. Job Aid topics include:

- User Recertification (page 2)
- Supervisor Recertification (page 3)
- Validator Reinforcement (page 4)
- Validator Admin – Elevated User Summary (page 6)

 *NOTE: Self-Service users (Member, Member) do not require recertification.*


 *NOTE: The selected Supervisor is the approval authority for as-is recertifications.*

A Validator is a subcategory to the HR Professional category. Validators are responsible for reviewing, modifying, approving or canceling elevated access requests. Validators may assign row level security and perform Enterprise Learning Management/ Segregation of Duty (ELM/SOD) checks.

Additionally, Validators may access the Audit ELM Report in PeopleTools. This report includes all the training associated with users' subcategories, training status, Instructor Facilitated Training (IFT) Completion, etc. The information may reinforce the Validator's decision to certify new/changed access requests.

In IPPS-A, a Validator Admin is a subcategory to the HR Professional category. Validator Admins are responsible for reviewing, modifying, approving or canceling elevated access requests. Additionally, Validator Admins assign row level security, perform ELM/SOD checks and monitor elevated access users using the Elevated User Summary screen.

Validator Admins may access the Elevated User Summary in IPPS-A Audit. This summary lists all elevated users' subcategories, row level security, Department Identification (ID), Unit Identification Code (UIC), etc.

 *NOTE: See IPPS-A User Manual > Chapter 3 > Elevated User Access > Process 3-10 Elevated User Summary; IPPS-A TRA Guide > Chapter 7 > Run a Roster Query*

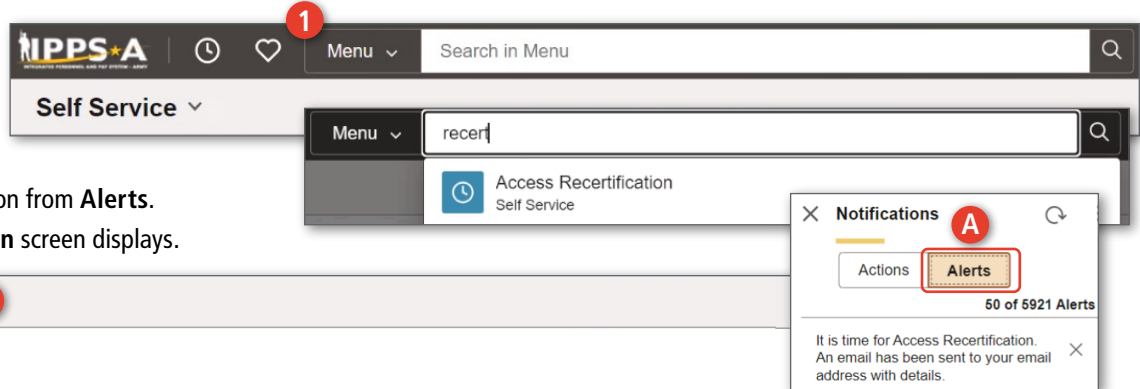


## User (Recertification)

1. Place cursor in the **Menu** text box, type **Recert**, select **Access Recertification** from the dropdown displaying.

1A. Or select the notification from **Alerts**.

2. The **Access Recertification** screen displays.



The screenshot shows the IPPS-A user interface. At the top, there is a 'Menu' dropdown and a search box. The 'Self Service' dropdown is open, showing 'Access Recertification Self Service'. A notification window is overlaid on the right, titled 'Notifications' with a red 'A' icon. It shows 'Alerts' selected, with '50 of 5921 Alerts' and a message: 'It is time for Access Recertification. An email has been sent to your email address with details.'

### Access Recertification 2

#### ANNUAL ACCESS RECERTIFICATION

**FISCAM Control AS-2.4.2** and **RMF AC-2 (j)** requires annual recertification of system access. In order to retain your access, you must review your current categories and subcategories, identify your immediate Supervisor and submit for recertification. If your access requires modification, you may submit a new access request from the **Access Request** tile on your homepage (a new access request will also satisfy the annual recertification requirement).

**FISCAM Control AS-2.4.2:** Owners periodically review access to ensure continued appropriateness.

**RMF AC-2 (j)** stipulates, "the organization defines the frequency on which it will review information system accounts for compliance with account management requirements. DoD has defined the frequency as at a minimum, annually."

SFC JOHN SMITH Access Expiration Date 04/05/2023

**User Information**

Empl ID:	0000000000	SFC JOHN SMITH
User ID:	0000000000.00	
Business Unit	ARACA	

**Current Security Settings**

Category	Subcategory
COMMANDER	MANAGER
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	PROMO DECENTRALIZED
MEMBER	MEMBER

Show Current Roles  
Show Current Roles

Row Security: IP\_HCMDP\_INCAA\_00309139  
WAPSCO-0006 IN BN 01 CO C ARM

#### SUBMITTING YOUR RECERTIFICATION

Select your Supervisor below and then click **SUBMIT** to route this for their approval. After the Supervisor approves, the system will complete your yearly access recertification.

If you are unable to find your Supervisor, please ensure they have the required IPSS-A access (**Commander, Manager, or HR Supervisor**).

Supervisor or Supervisor Representative: 0000000000.00 3

5 Submit

**Look Up Supervisor or Supervisor Representative**

Search by: 4 User ID begins with

4 Look Up 4 Cancel 4 Advanced Lookup

Searching this table may take a long time. Enter values above before requesting Lookup.

#### SUBMIT YOUR RECERTIFICATION WITH CHANGES

Click the New Access Request button below to request changes to your current IPSS-A Access.

A New Access Request

**Message**

Recertification Request Submitted (24000,155)

Your request has been routed to your Supervisor for approval

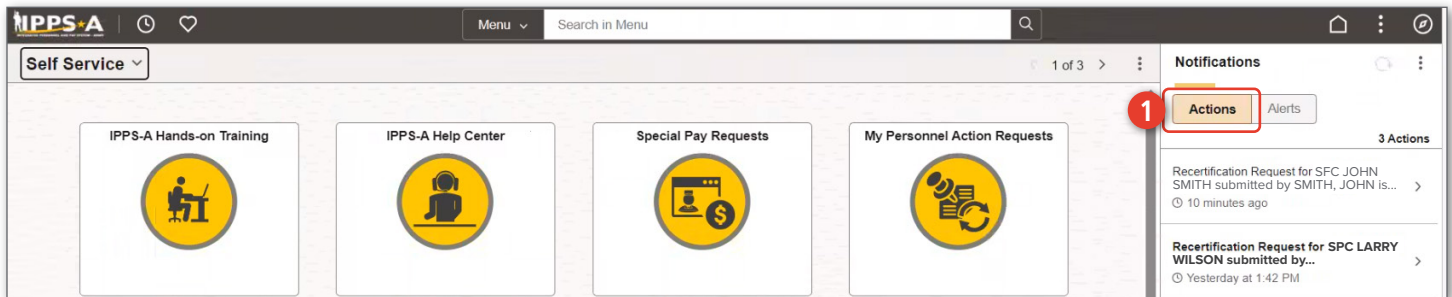
6 OK

3. Select the magnifying glass icon to search for a **Supervisor** or **Supervisor Representative**.
4. The **Look up** Search screen displays to search and choose desired Supervisor from the dropdown listing.
5. Select **Submit**, if submitting an unchanged recertification.
  - 5A. Or select **New Access Request**, if changing access (*Validator/Validator Admin Approval*).
6. Select **OK** on the **Message** screen to route to the annotated Supervisor.

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## Supervisor (Recertification)

1. Select the Recertification Request notification from **Actions**.



**Access Request** 2

RECERTIFICATION

Instructions

**Employee Information**

Employee ID: 0000000000 SFC JOHN SMITH  
 User ID: 0000000000.00 Rank: SFC  
 BU: ARACA  
 Department: 00000000 WAPSAA  
 Position: 00000000 Standard Excess  
 Job Code: E19K M1 ARMOR CREWMAN  
 Location: 00025038 EL PASO  
 Clearance: F SECRET

**Transaction Information**

Effective Date: 02/09/2023 Expiration Date: 09/14/2024  
 Contact Phone:   
 Request Status: Submitted

**Tracking Information**

**Current Security Settings**

Category	Subcategory
COMMANDER	MANAGER
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	PROMO DECENTRALIZED
MEMBER	MEMBER

Show Current Roles  
Show Current Departments

**Supervisor Comments:** 3

**Notes/Comments:**

**Recertification Options**

4

2. The **Access Request** screen displays.

3. Enter desired comments in the **Supervisor** and **Notes/Comments** text boxes.

4. Select one of the **Recertification Options** listed:

- **Recertify As-Is:** No change to ROWSECLASS, Categories, Subcategories, or roles (Supervisor Approval).
- **Reset to Self-Service:** Resets access to Member, Member immediately.
- **Expire on Scheduled Date:** Resets access to Member, Member on scheduled expiration date.

5. Select **OK** on the **Message** screen to approve the recertification and extend access for one year.

**Message**

This will approve the recertification and extend the expiration date one year. (24000, 150)

Click OK to approve or Cancel to abort and return to the page.

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## Validator (Reinforcement)

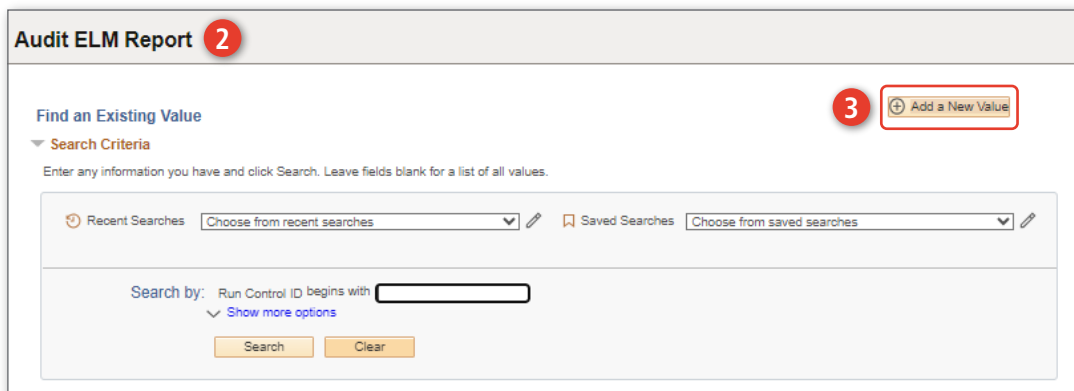
Validators may access the Audit ELM Report in PeopleTools.

1. Place cursor in the **Menu** text box, type **Audit**, select **Audit ELM Report** from the dropdown displaying.
2. The **Audit ELM Report** screen displays.
3. Select **Add a New Value** in order to make a Run Control ID for the unit.
4. Enter desired **Run Control ID**, can be any numbers, some characters (-, \_), Select **Add**.
5. The **Audit ELM Report** tab displays to align a UIC with the requested Run Control ID.
  - 5A. Select the magnifying glass icon to search and choose desired **UIC** from the **Look up UIC** dropdown listing.
6. Select the radio button beside **UIC** and **Hierarchy**.
7. Select **Save** for future use of the Run Control ID on the **Audit ELM Report** Landing Page.
8. Select **Run**.



IPPS-A | Menu | Audit | 1

- Record Audit Snapshot  
IPPSA Audit
- Audit ELM Report**  
PeopleTools



**Audit ELM Report** | 2

Find an Existing Value | 3 | Add a New Value

Search Criteria


Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches | Choose from recent searches | Saved Searches | Choose from saved searches

Search by: Run Control ID begins with [ ]

Show more options

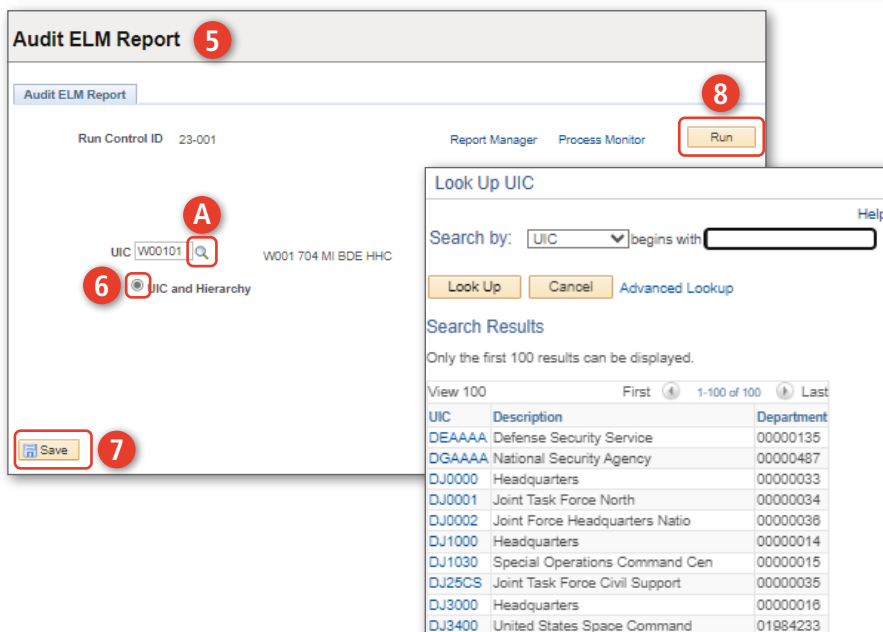
Search | Clear



**Audit ELM Report**

Add a New Value | Find an Existing Value

Run Control ID [23-001] | 4 | Add



**Audit ELM Report** | 5

Audit ELM Report | 8 | Run

Run Control ID 23-001 | Report Manager | Process Monitor

UIC [W00101] | W001 704 MI BDE HHC

UIC and Hierarchy | 6

Save | 7

**Look Up UIC**

Search by: UIC | begins with [ ] | Help

Look Up | Cancel | Advanced Lookup

Search Results

Only the first 100 results can be displayed.

View 100 | First | 1-100 of 100 | Last

UIC	Description	Department
DEAAAA	Defense Security Service	00000135
DGAAAA	National Security Agency	00000487
DJ0000	Headquarters	00000033
DJ0001	Joint Task Force North	00000034
DJ0002	Joint Force Headquarters Natio	00000036
DJ1000	Headquarters	00000014
DJ1030	Special Operations Command Cen	00000015
DJ25CS	Joint Task Force Civil Support	00000035
DJ3000	Headquarters	00000016
DJ3400	United States Space Command	01984233

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**Validator (Reinforcement) CONTINUED**

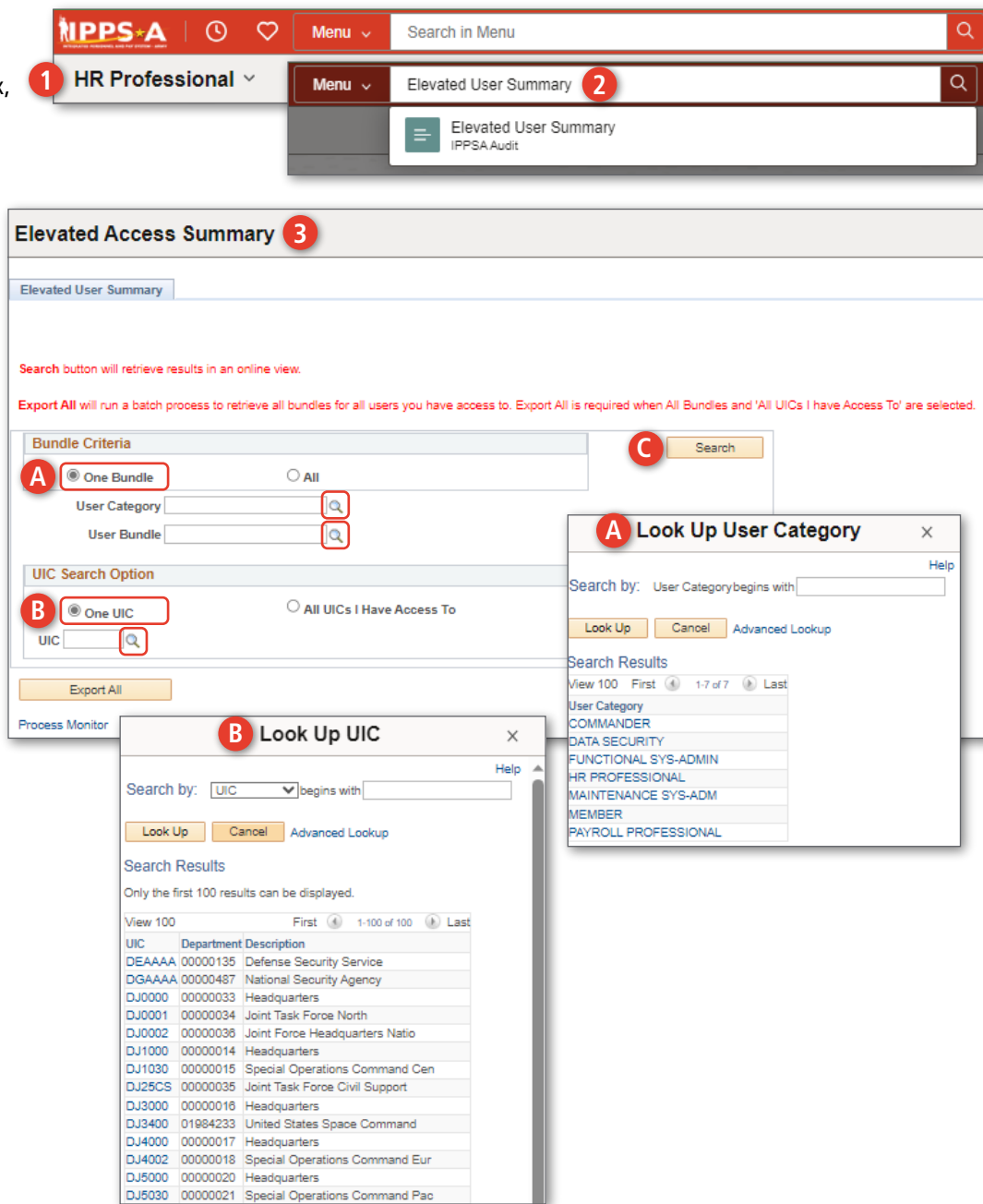
9. The Process Scheduler Request screen displays.
10. Under **Process List**, select how you would like results shown.
  - 10A. Select desired **Type** and **Format**.
  - 10B. Select **OK**.
11. The **Audit ELM Report** tab displays.
  - 11A. Note the assignment of a Process Instance number.
  - 11B. Select **Process Monitor**.
12. The **Process Monitor** screen displays.

13. Once the **Run Status** displays **Success**:
  - 13A. Select **Actions**.
  - 13B. **View Log/Trace** from the dropdown listing.
14. **View Log/Trace** screen displays.
  - 14A. Select the file ending in .csv, save the file as type Microsoft Excel Comma Separated Values File.

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## Validator Admin (Elevated User Summary)

1. Select the Role: **HR Professional** from the dropdown listing.
2. Place cursor in the **Menu** text box, type **Elevated User Summary**, select it from the dropdown displaying.
3. The **Elevated Access Summary** screen displays.
  - 3A. To search one particular bundle = one **User Category** and one User Bundle (Subcategory) – select the **One Bundle** radio button. Select the magnifying glass icon next to each to search or select from applicable dropdown listings. The **User Bundle** dropdown listing is dependent on which **User Category** is selected.
  - 3B. To search a single **UIC** – select the **One UIC** radio button. Select the magnifying glass icon next to the **UIC**, search in the **Look Up UIC** display and choose applicable **UIC**.
  - 3C. Select **Search**.



The screenshot illustrates the steps for accessing the Elevated User Summary screen. It shows the navigation menu where 'HR Professional' is selected and 'Elevated User Summary' is chosen. The main interface displays the 'Elevated Access Summary' screen with search options for 'One Bundle' and 'One UIC'. Two pop-up windows are shown: 'Look Up User Category' and 'Look Up UIC', both displaying search results for their respective categories.

**Look Up User Category**

Search by: User Category begins with [ ]

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-7 of 7 Last

User Category
COMMANDER
DATA SECURITY
FUNCTIONAL SYS-ADMIN
HR PROFESSIONAL
MAINTENANCE SYS-ADM
MEMBER
PAYROLL PROFESSIONAL

**Look Up UIC**

Search by: UIC begins with [ ]

Look Up Cancel Advanced Lookup

Search Results

Only the first 100 results can be displayed.

View 100 First 1-100 of 100 Last

UIC	Department	Description
DEAAAA	00000135	Defense Security Service
DGAAAA	00000487	National Security Agency
DJ0000	00000033	Headquarters
DJ0001	00000034	Joint Task Force North
DJ0002	00000036	Joint Force Headquarters Natio
DJ1000	00000014	Headquarters
DJ1030	00000015	Special Operations Command Cen
DJ25CS	00000035	Joint Task Force Civil Support
DJ3000	00000016	Headquarters
DJ3400	01984233	United States Space Command
DJ4000	00000017	Headquarters
DJ4002	00000018	Special Operations Command Eur
DJ5000	00000020	Headquarters
DJ5030	00000021	Special Operations Command Pac

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**Validator Admin (Elevated User Summary) CONTINUED**

- 3D. The **Elevated User Counts** displays, select 11 in the **Count** column.
- 3E. The users display. To export, select **Export All**. A dialog box displays, select **OK**.
- 3F. Select **Process Monitor**, keep in mind the Process Instance number.
- 3G. Find the **Process List** header, note the Instance number.
- 3H. Once the **Run Status** displays **Success**, select **Actions** and **View Log/Trace** from the dropdown listing.

**Elevated Access Summary**

Elevated User Summary

Search button will retrieve results in an online view.  
Export All will run a batch process to retrieve all bundles for all users you have access to. Export All is required when All Bundles and All UICs I have Access To are selected.

**Bundle Criteria**

One Bundle  All

User Category: HR PROFESSIONAL

User Bundle: HR SUPERVISOR

**UIC Search Option**

One UIC  All UICs I Have Access To

UIC: W00101

**Elevated User Counts**

User Bundle	Count
HR SUPERVISOR	11

Export All

Process Monitor

**Process Monitor**

Process List

View Process Requests

User ID: 0000000000.00

Server: [ ]

Run Status: [ ] Distribution Status: [ ] Save On Refresh:  Report Manager: [ ] Reset: [ ]

User ID	Name	Empl ID	User Bundle	RowSecClass	Department	UIC	Business Unit	User Type	View User Summary
1	SGT MICHELLE GARCIA	0000000000	HR SUPERVISOR	IP_HCMDDP_INCAA_01746718	01746718	W00101	ARACA	MEMBER	[ ]
2	SSG MICHAEL WHITE	0000000000	HR SUPERVISOR	IP_HCMDDP_INCAA_00247981	01746718	W00101	ARACA	MEMBER	[ ]
3	SFC JANE DOE	0000000000							
4	SPC JOHN SMITH	0000000000							
5	LTC SUSAN JOHNSON	0000000000							
6	CPT JANE SMITH	0000000000							
7	SPC MICHAEL JOHNSON	0000000000							
8	SPC LARRY WILSON	0000000000							
9	PFC JOHN DOE	0000000000	HR SUPERVISOR	IP_HCMDDP_INCAA_00247981	01746718	W00101	ARACA	MEMBER	[ ]
10	SFC JERRY JONES	0000000000	HR SUPERVISOR	IP_HCMDDP_INCAA_00247981	01746718	W00101	ARACA	MEMBER	[ ]
11	SPC JOHN SMITH	0000000000	HR SUPERVISOR	IP_HCMDDP_INCAA_00247981	01746718	W00101	ARACA	MEMBER	[ ]

Download has been initiated. (24000,102)

Your download has been initiated. The status of this process can be viewed via Process Monitor using process instance 2128362.

OK

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2128362		IP_US					Success	Posted	Details	Actions

**View Log/Trace**

Report

Report ID: 2040763 Process Instance: 2128362 Message Log

Name: IP\_USER\_BNDL Process Type: Application Engine

Run Status: Success

**User Bundle Report**

**Distribution Details**

Distribution Node: HCPDC Expiration Date: 10/14/2023

**File List**

Name	File Size (bytes)	Datetime Created
AE_IP_USER_BNDL_2128362.log	171	09/14/2023 5:31:24.382958PM GMT
EnhancedUsers_2128362.csv	28,081,540	09/14/2023 5:31:24.382958PM GMT

**Distribute To**

Distribution ID Type: \*Distribution ID

User: 0000000000.00

Return

- 3I. **View Log/Trace** screen displays, select the file ending in .csv, save the file as type Microsoft Excel Comma Separated Values File.

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**Subcategory Alignment to Echelon**

CATEGORY	SUBCAT	S1	BDE S1	G1	MPD	National Provider	V	VA	KV
COMMANDER	COMMANDER	✓					✓		
	MANAGER	✓					✓		
HR PROFESSIONAL	ARNG PROMO CREATE					✓			✓
	ASSIGNMENT ACTIONS					✓		✓	
	CAREER SERVICES					✓		✓	
	CASUALTY MANAGEMENT					✓		✓	
	HR DATA USER	✓					✓		
	HR PROFESSIONAL	✓					✓		
	HR SUPERVISOR	✓					✓		
	HR SYSTEM ADMIN			✓				✓	
	OFFBOARDING				✓			✓	
	ONBOARDING				✓			✓	
	PROMO DECENTRALIZED	✓					✓		
	RESTRICTIONS					✓			✓
	SPECIAL POPULATION			✓				✓	
	VALIDATOR	✓						✓	
	VALIDATOR ADMIN		✓					✓	
PAYROLL PROFESSIONAL	COMPLIANCE MONITOR	✓						✓	
	PAY DATA USER PLUS	✓					✓		
	PAYROLL DATA USER	✓					✓		

CATEGORY	SUBCAT	BDE S1	MPD	National Provider	VA	KV	PMO	SV
FUNCTIONAL SYS-ADMIN	ABO			✓		✓		
	ARISS ERR RESOLUTION		✓					✓
	ATAC			✓		✓		
	CAREER MANAGEMENT			✓		✓		
	ELIGIBILITY CONFIG			✓		✓		
	KEEB VALIDATOR		✓			✓	✓	
	ONBOARDING CONFIG			✓			✓	
	PROMO CENTRALIZED			✓		✓		
	PROMOTIONS CONFIG			✓			✓	
	PROVIDER GROUP ADMIN	✓				✓		
	READINESS & MANNING			✓		✓		
	RESTRICTION MASS UPD			✓			✓	
	RETIREMENT PTS ADMIN			✓		✓		
	SENIORITY DATES			✓		✓		
	SFARS REPORTING			✓		✓		
	SPILLAGE RESTRICTION			✓			✓	
	TALENT MGMT CONFIG			✓			✓	
	TIER 1 HELPDESK			✓			✓	
	TRNG INSTRUCTOR	✓				✓		
	TRNG RESOURCE ADMIN	✓				✓		
YMAV MASS UPDATE				✓			✓	

V	Validator
VA	Validator Admin
KV	KEEB Validator
PMO	Program Management Office
SV	Special Validator