

THE CICO (CHECK IN/OUT) SYSTEM TRAINING MANUAL

By Jay Martin

For system help, contact Gayle Robinson at 29056.

Introduction

The CICO system provides process control and security checks and balances for allowing, changing, and terminating access to both physical facilities and computer systems.

Human Resources (HR) enters a new employee into the CICO system once all proper hiring documentation is received including any required background checks. HR also assigns the supervisor for that position and the CICO system sends email notification to the supervisor.

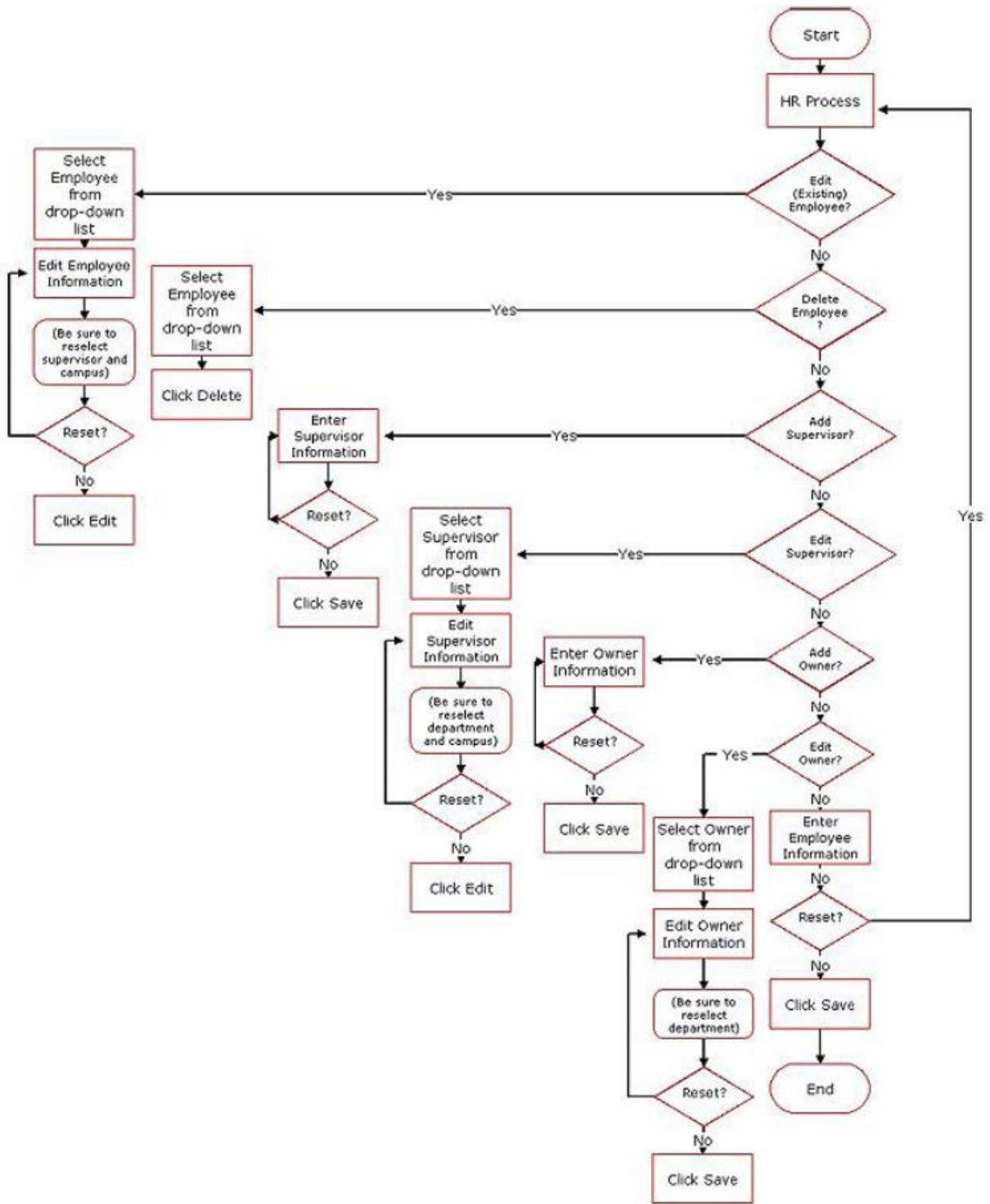
The supervisor selects the required accesses for that position and email notifications are sent to the proper system administrators or facilities managers, otherwise known as 'Owners' in the CICO system. An example of facilities would be requesting keys or access badges for access to required rooms. The CICO system is used to grant IT system users' access to GCC and VCCS IT systems and data based on the principle of least privilege. Supervisors should conduct an annual review of users' accounts in the CICO system for systems such as PeopleSoft, FRS, CIPPS, private shared folders, etc. to assess the continued need for those accounts and access levels. Supervisors of employees changing job roles should immediately assess the access needs for the new role and initiate a change in the CICO system to notify system administrators to update their account privileges.

Owners receive the access request from the supervisor and the granted access is recorded in the CICO system along with all comments from Owners.

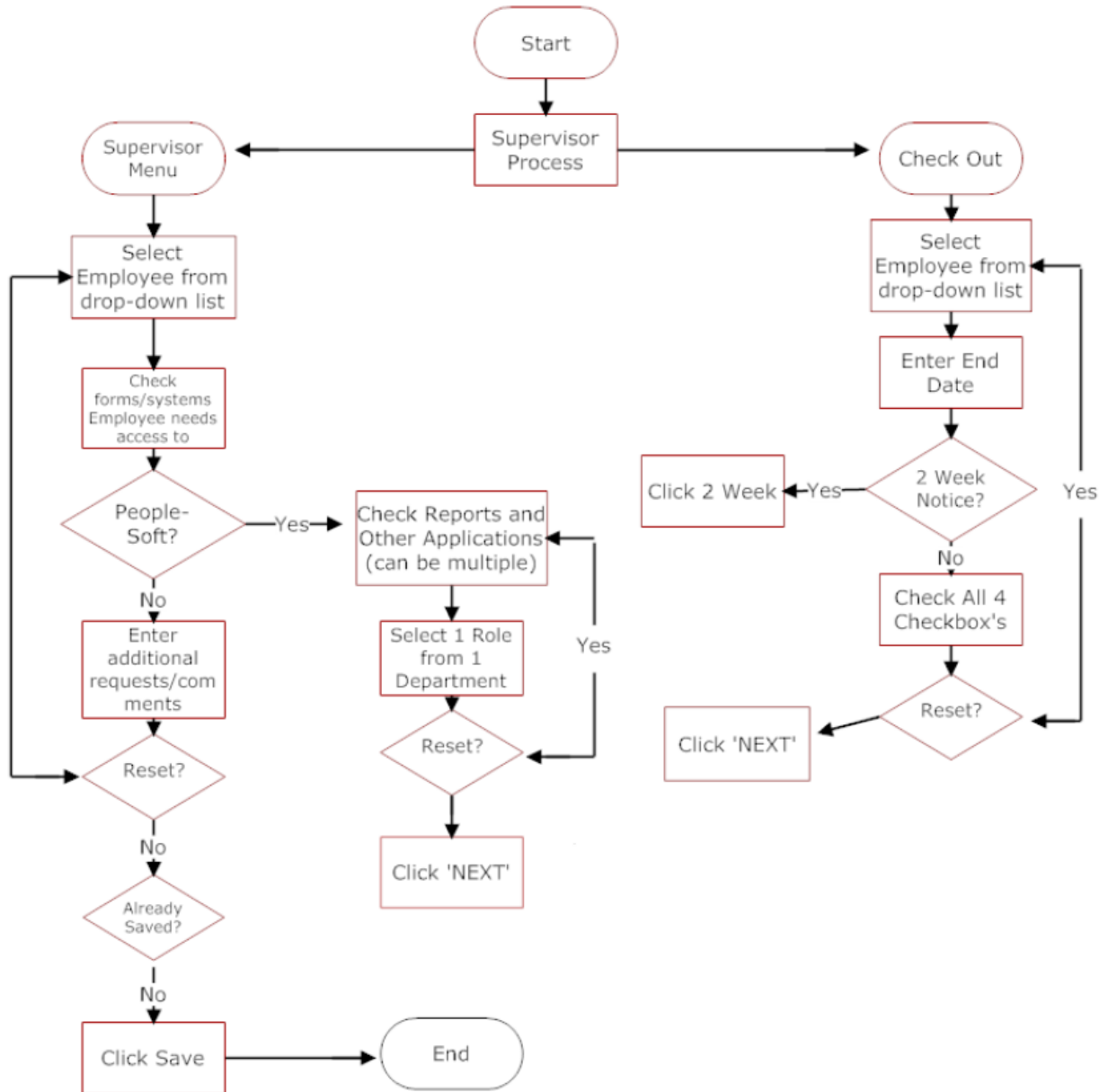
Upon the employees' voluntary or non-voluntary separation from their position, the supervisor initiates the checkout process in the CICO system. Owners are sent emails notifying them of the separation and they take the action needed to remove the employees' accesses and record it in the CICO system.

After all employee access has been removed by the Owners, the employee is removed from the CICO system, notification is sent to HR and all the employee data is stored in an inactive file for future retrieval.

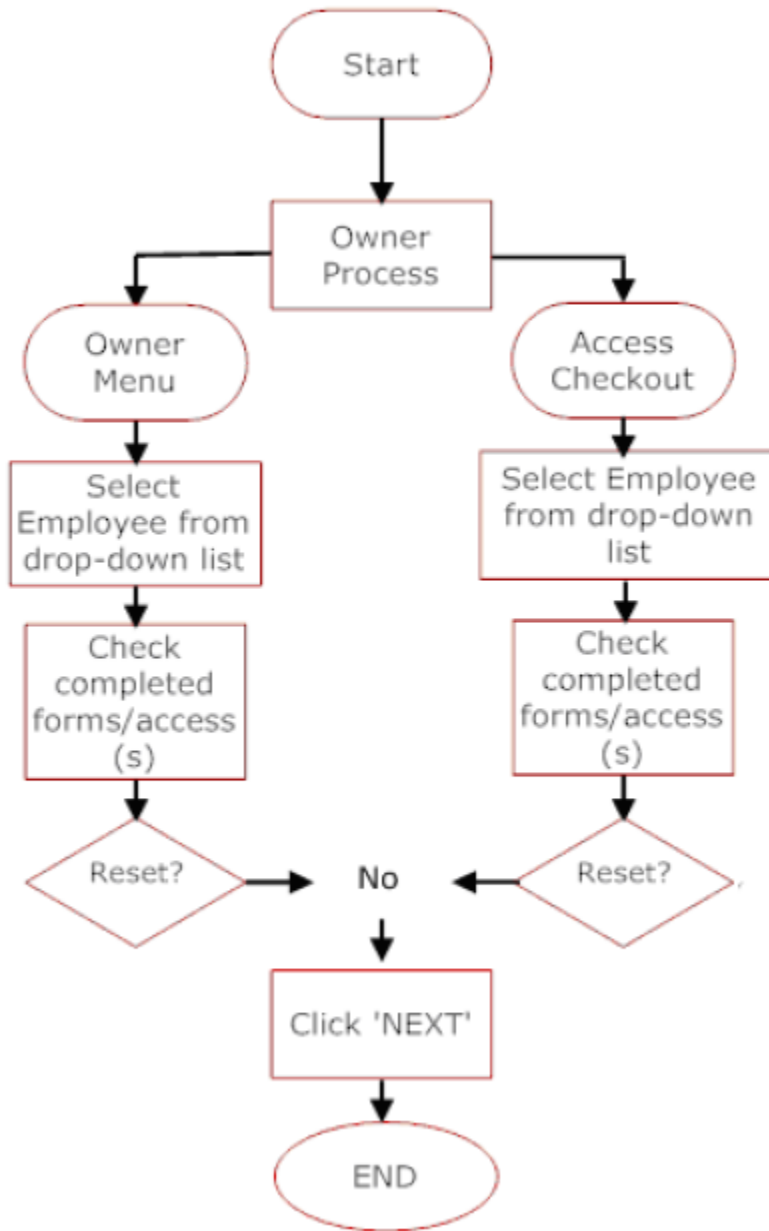
HR Flowchart



Supervisor Flowchart



Owner Flowchart



Overview Process

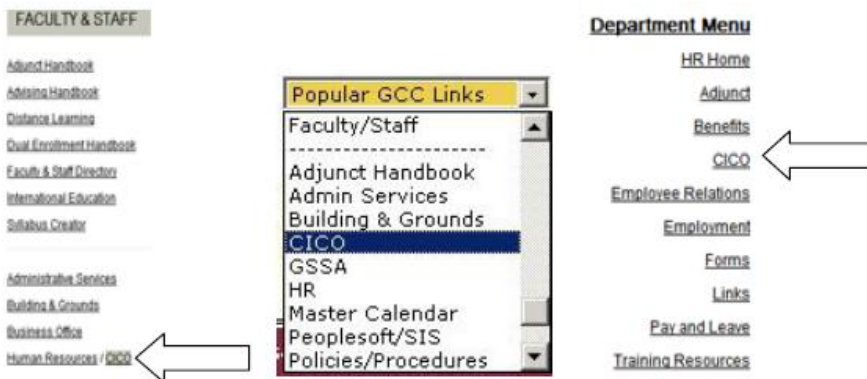
1. HR enters new or existing employee into the CICO system.
2. Mail is sent to employee's supervisor from HR informing them they need to take action to request accesses for the employee.
3. Supervisor signs into the CICO system, selects employee and checks requested accesses.
4. Supervisor clicks the 'NEXT' button. If Peoplesoft was initially selected, the Supervisor will be taken to a Peoplesoft role screen and will need to select the role and click the 'NEXT' button on the Peoplesoft screen.
5. Owners receive mailings from supervisor for access request.
6. Owners sign into the CICO system and check accesses they are responsible for after they give the access and then FINALIZE.
7. Supervisors receive mailings from Owners informing them the accesses have been given.
8. Supervisor sign into the CICO system and checks out employee when they leave.
9. Owners sign into the CICO system and remove accesses they are responsible for and FINALIZES.
10. Employee is removed from the CICO system and placed in an inactive file.

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Logging Into the CICO System

1. From the Germanna home page, you can access the CICO system three ways shown below.



2. **OR** the CICO system can also be accessed from the Human Resources home page by clicking 'CICO' in the menu listing (last choice).

HUMAN RESOURCES

Check In/Out Login

EmpID:

Password:

3. From the Check In/Out Login, put in your userid (employee id or assigned number) and your password (initial password is 'default') and click 'Login'

Human Resources Department

Check In/Out Login

UserID:

Password:

Changing Your Password

1. From the Check In/Out Login, type your userid (employee id or assigned number) and password then click 'Change Password'.

Human Resources Department

Check In/Out Login

UserID:

Password:

2. On the next screen, type your original password again then your new password twice and click 'Update Password'.

Human Resources Department

This screen is used to change your password. Please enter your user new password and then press 'Enter' to make the change and access

Check In/Out Login

UserID:

Password:

New Password:

Verify New Password:

3. If you receive the message 'Your password change was successful!' then your change was complete. If not, follow the on-screen directions to complete.

Add a New Employee

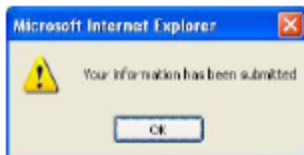
Adding a new employee to the CICO system should happen when the new employee is hired. After successfully adding a new/existing employee to the CICO system, a informative e-mail will be sent to the employee's supervisor.

1. From the HR Menu page (first page you'll see after you successfully log in), type the employee's first name, middle initial and last name.
2. Type the employee's role title (ex. Technology Specialist II)
3. Select Initial Status from drop-down. See descriptions on page.
4. Select Supervisor assigned to employee.
5. Select Campus employee will be based at.
6. Type the employee's room number.
7. Type the employee's birthday. (xx/xx/xxxx)
8. Type the HR Employee ID number.
9. Type the employee's position number.
10. Type the employee's start date. (use date-picker)
11. Click 'Save'



The screenshot shows the 'Check-In/Out | HR' menu with 'Add New Employee' highlighted. Below the menu is a form titled 'Use the fields below to input new employee information.' The form includes fields for Employee Name, Role Title, Initial Status, Supervisor, Campus, Room Number, Workday, Employee ID, Position Number, and Start Date. There are also 'Save' and 'Cancel' buttons.

12. Click 'OK'

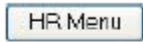


13. If you receive the message 'Your submission has been accepted!' then your change was complete. If not, follow the on-screen directions to complete. **NOTE:** An email will automatically be sent to supervisor informing them of new employee.

Edit an Existing Employee

Edit an existing employee when information such as role title, department and supervisor change.

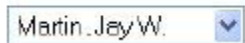
1. From the HR Menu, click 'Edit Employee' from the submenu below the top menu.



Edit Employee • **Dele**

2. From the 'Edit' page, select your employee.

Select a new employee below to bring up their information.



3. Change your employee information and click 'Edit'.

* Note: Make sure to reselect the correct supervisor and campus before saving!

Employee Name:

Role Title:

Initial Status:

Supervisor:

Campus:

Room Number:

Birthday:

Employee ID:

Position Number:

Start Date:

4. Click 'OK'.



5. If you receive the message 'Your update was successful!' then your change was complete. If not, follow the on-screen directions to complete.

NOTE: An email will automatically be sent to the supervisor informing them of the edit.

Deleting an Existing Employee

Deleting an employee would occur if you entered an employee by mistake and want them removed from system. Deletion can only occur if no employee access has been requested, given or removed unless the Delete ALL checkbox is checked.

1. From the HR Menu, click 'Delete Employee' from the submenu below the top menu.

♦ Delete Employee ♦

2. Select the employee to delete.

Select a new employee below to bring up their information.

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Note: Check the checkbox below **ONLY** if you want to completely delete the employee even if access has been requested by the supervisor. It will completely delete **ALL** records of the employee!! It will not delete Supervisor or Owner login information.

Click the 'Delete' button.

Employee Name: Richard J. Smith
Room Number: 106A
Birthday: 10/15/1959
Employee ID: 1668521
Position Number: FA008
Start Date: 09/25/1997

Note: Check the checkbox below **ONLY** if you want to completely delete the employee even if access has been requested by the supervisor. It will completely delete **ALL** records of the employee!! It will not delete Supervisor or Owner login information.

Delete ALL:

Delete

Click 'OK'



3. If you receive the message 'Your deletion was successful!' then your request was complete. If not, follow the on-screen directions to complete.

Add a Supervisor

The Supervisor's added to the CICO system have the ability to log into the system and control accesses given and taken away from their employee's.

1. From the HR Menu, click 'Add Supervisor' from the submenu below the top menu.

Edit Employee • **Dele**
Add Supervisor •

2. Enter the supervisor's employee ID.

3. Select the supervisor's department.

4. Select the campus their home office will be at.

5. Choose if the supervisor will also be an Owner of application(s), forms or other security items.

6. Click 'Save' button.

7. If you receive the message 'Your submission has been accepted!' then your change was complete. If not, follow the on-screen directions to complete.

Select a supervisor below to bring up their information. If no information comes up then the employee is already a user of the CICO system and just needs to become a supervisor.

Down, Susan

Note: Make ONE change at a time! *** Make sure ALL information is correct before saving!

Employee ID:
Department: Academic Computing Center
Email:
Campus: FACT
Owner: Yes No

Save Reset

8. If you receive the message 'Your submission has been accepted!' then your change was complete. If not, follow the on-screen directions to complete.

Edit an Existing Supervisor

Edit an existing supervisor if their information changes such as department.

1. From the HR Menu, click 'Edit Supervisor' from the submenu below the top menu.

Delete Employee •
r • Edit Supervisor

2. Select the supervisor to edit.

Select a supervisor below to bring up their information.

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3. Change the supervisor information and then click 'Save'.

*** Note: Make sure ALL information is correct before saving!**

EmpID:
Name:
Department: Academic Computing Center ▼
Email:
Campus: FAC1 ▼
Owner: Yes No

Save delete Reset

4. Click 'OK'.



5. If you receive the message 'Your submission has been accepted!' then your change was complete. If not, follow the on-screen directions to complete.

