AccessVUMC

Identity Management tool

Resource Account Administration User Guide

VANDERBILT UNIVERSITY MEDICAL CENTER

Information Technology

AccessVUMC – What's new for everyone?

1. **AccessVUMC is the new Identity Access Management tool for our workforce**.
   - Check out the new AccessVUMC homepage
2. **Enrollment in Multi-Factor Authentication is a requirement** to protect and manage your resource accounts.
   - If you are not already enrolled, visit the Enterprise Cybersecurity MFA home page.
   - See the new sign on experience
3. **All current usernames and passwords will remain the same;** however, usernames are now called VUMC IDs.
   - VUMC no longer uses the term "ePassword".
4. **Managing a VUMC account looks and feels different for our users.** See the AccessVUMC User Guide for information on how to change a password, how to set a display name, and how to reset a forgotten password.

Visit https://www.vumc.org/it/vumc-it-identity-management-project-accessvumc to see more about the AccessVUMC Identity Management Project.

AccessVUMC – What's new for account administration?

Administering a Resource Account is the same in most areas, but the workflow is new for the following functions:

- Change the password for a Resource Account
- To set a Resource Owner for a Resource Account – submit a Pegasus Ticket to https://pegasus.mc.vanderbilt.edu/request/start/5656/?s=
- To request a Resource Account, submit a Pegasus Ticket to https://pegasus.mc.vanderbilt.edu/request/start/5656/?s=

All other Resource Account services will be provided by Vanderbilt University Partner Support until the next phase of the project.

Find out more about the AccessVUMC Identity Management Project at https://www.vumc.org/it/vumc-it-identity-management-project-accessvumc.

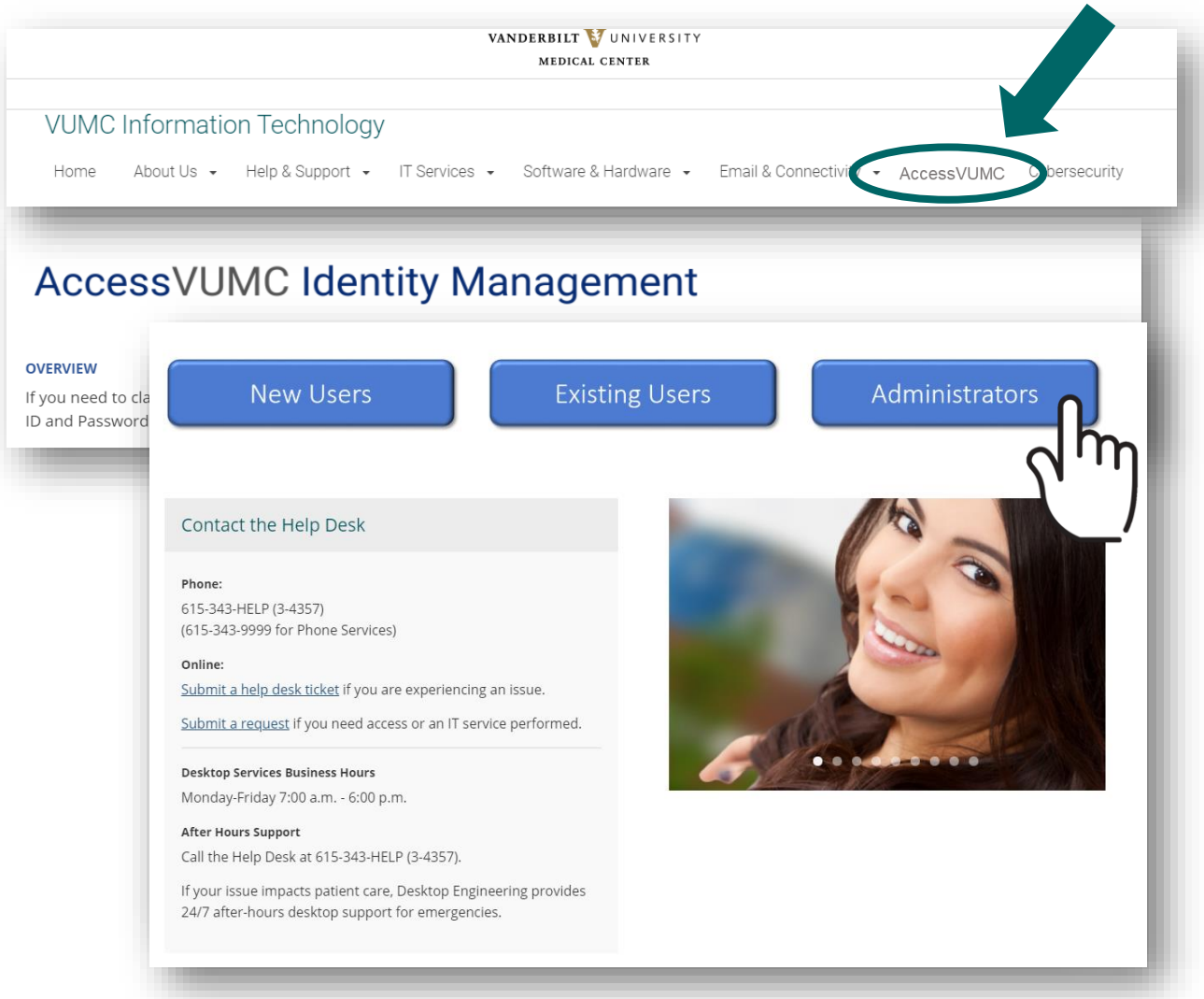
The new AccessVUMC home page

Find the new AccessVUMC home page at:

https://www.vumc.org/it/accessvumc.

This page will go live on January 31, 2020.

- Click on **Administrators**.
- From here you will authenticate using your VUMC ID and password.



Back to “What’s new for account administration?”

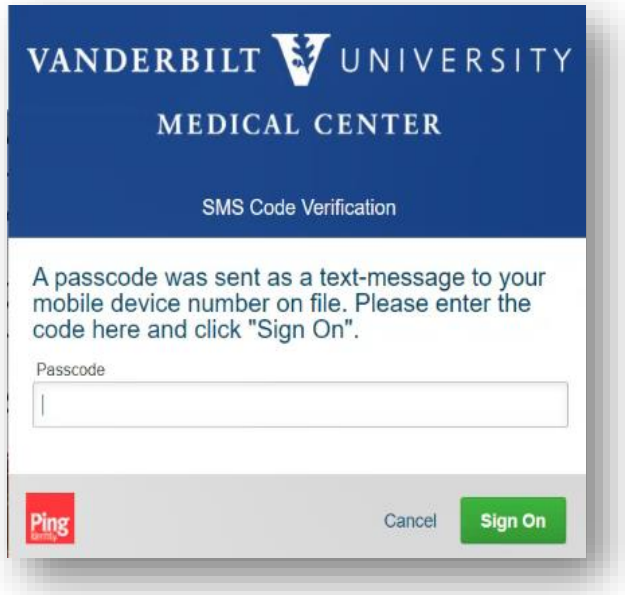
Sign-On using Multi-Factor Authentication

You will be prompted to authenticate using Multi-Factor Authentication. If you haven't enrolled already, visit www.vumc.org/enterprisecybersecurity/mfa.

NOTE: Your MFA sign on experience will vary based upon your MFA enrollment status (e.g. token, SMS texting, etc.).

MFA Sign on for SMS Text users

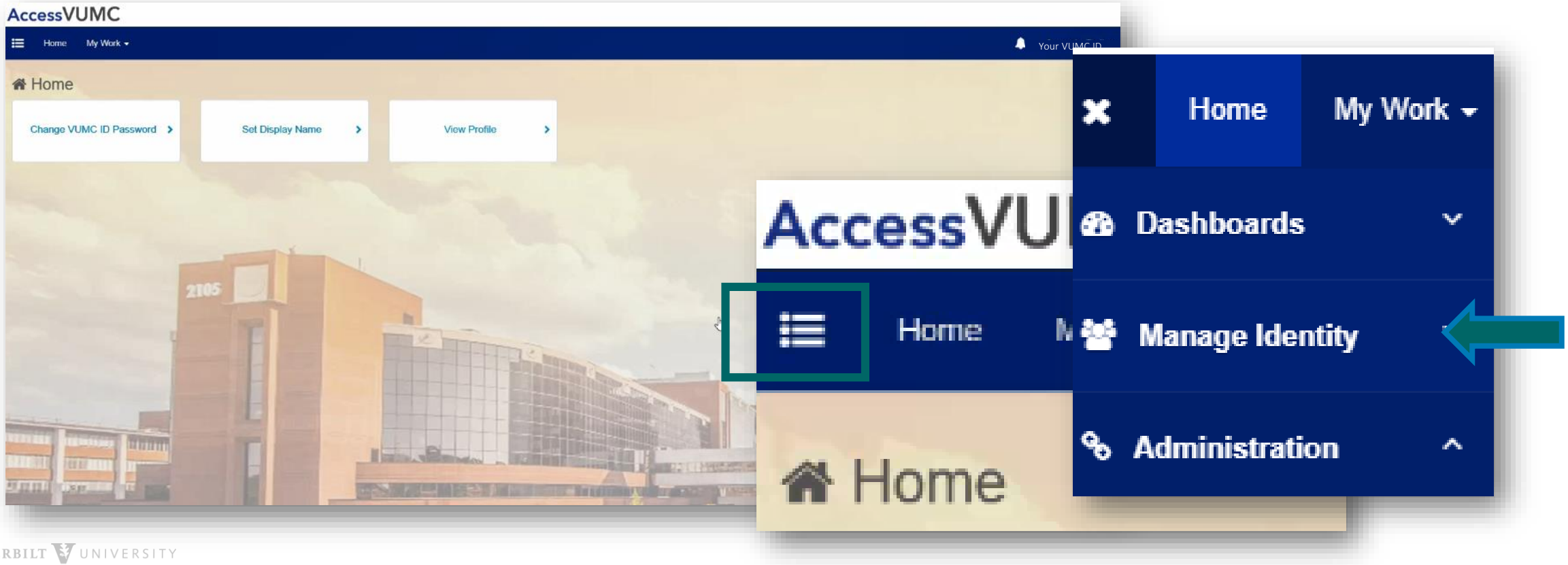
MFA Sign on for Token users



Back to "What's new for account administration?"

The AccessVUMC dashboard

From the AccessVUMC dashboard you can manage your VUMC Resource Account password by clicking on the menu button ☰ and then **Manage Identity**.

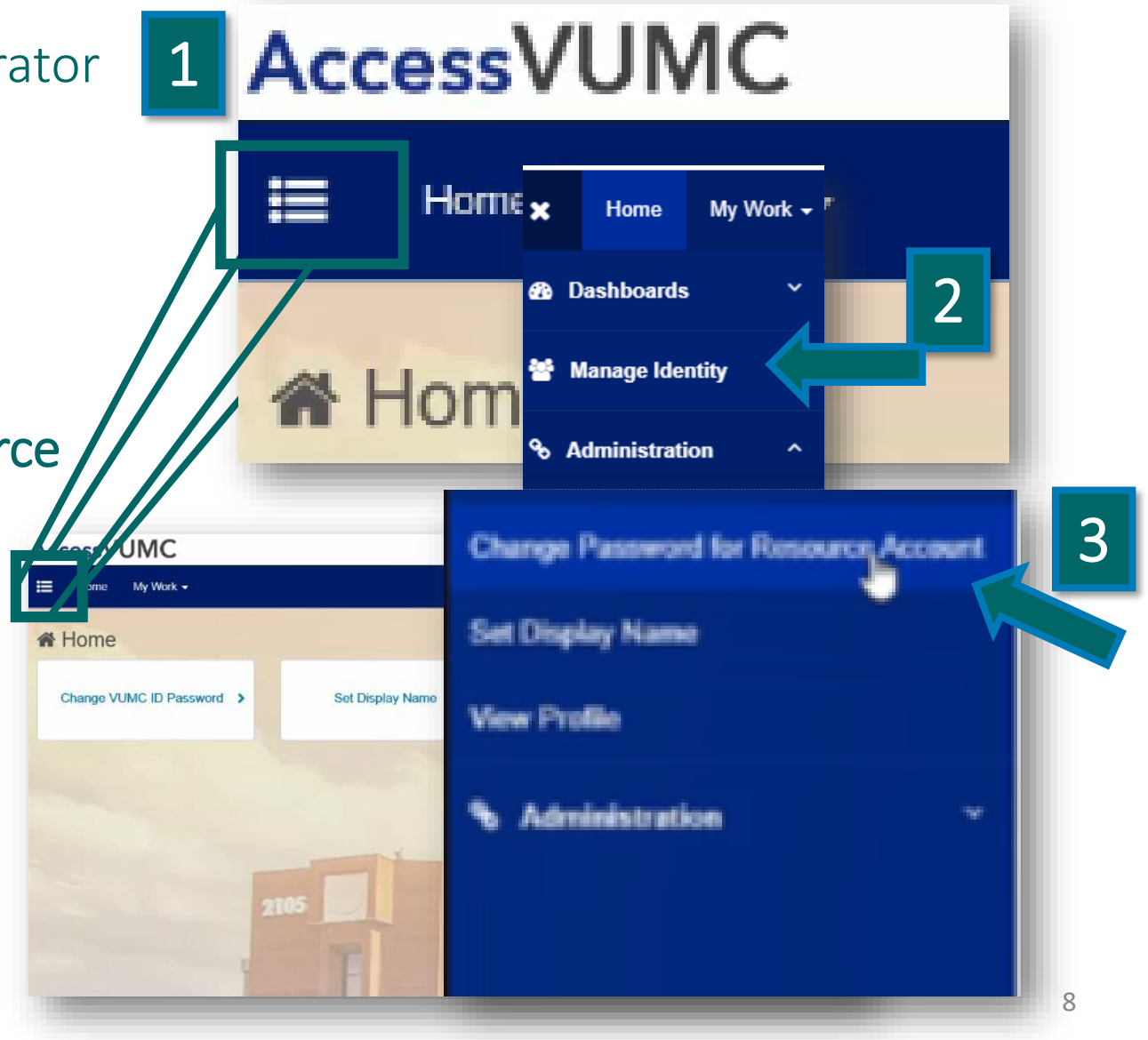


AccessVUMC Identity Management Tool
Change the password for a Resource Account

Back to “What’s new for account administration?”

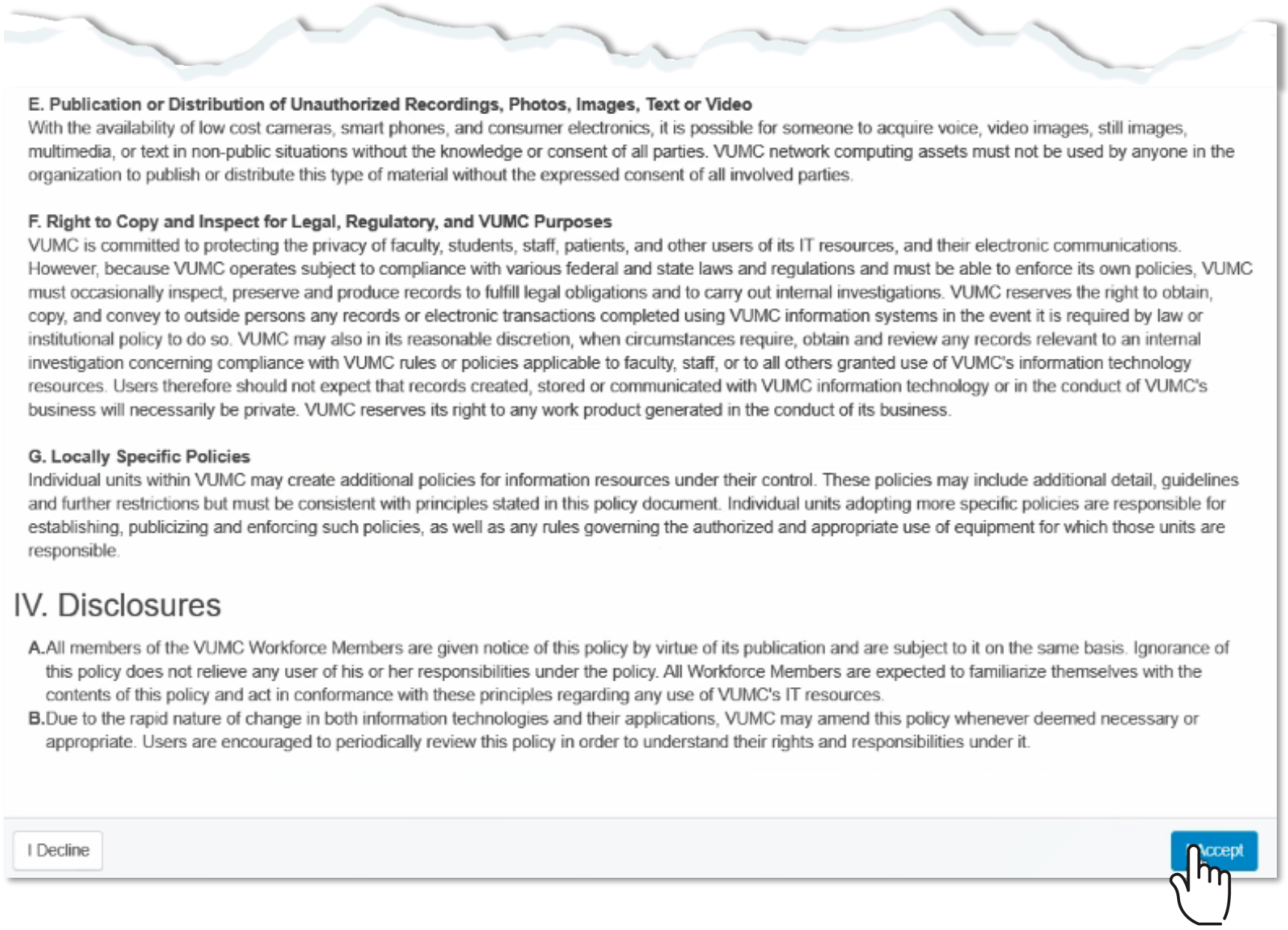
Change the password for a Resource Account

- Login to the AccessVUMC Administrator dashboard. See sign on slides.
- Click the **menu** button ☰ from the AccessVUMC dashboard.
- Choose **Manage Identity.**
- Choose **Change Password for Resource Account.**



Change the password for a Resource Account

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.



E. Publication or Distribution of Unauthorized Recordings, Photos, Images, Text or Video
With the availability of low cost cameras, smart phones, and consumer electronics, it is possible for someone to acquire voice, video images, still images, multimedia, or text in non-public situations without the knowledge or consent of all parties. VUMC network computing assets must not be used by anyone in the organization to publish or distribute this type of material without the expressed consent of all involved parties.

F. Right to Copy and Inspect for Legal, Regulatory, and VUMC Purposes
VUMC is committed to protecting the privacy of faculty, students, staff, patients, and other users of its IT resources, and their electronic communications. However, because VUMC operates subject to compliance with various federal and state laws and regulations and must be able to enforce its own policies, VUMC must occasionally inspect, preserve and produce records to fulfill legal obligations and to carry out internal investigations. VUMC reserves the right to obtain, copy, and convey to outside persons any records or electronic transactions completed using VUMC information systems in the event it is required by law or institutional policy to do so. VUMC may also in its reasonable discretion, when circumstances require, obtain and review any records relevant to an internal investigation concerning compliance with VUMC rules or policies applicable to faculty, staff, or to all others granted use of VUMC's information technology resources. Users therefore should not expect that records created, stored or communicated with VUMC information technology or in the conduct of VUMC's business will necessarily be private. VUMC reserves its right to any work product generated in the conduct of its business.

G. Locally Specific Policies
Individual units within VUMC may create additional policies for information resources under their control. These policies may include additional detail, guidelines and further restrictions but must be consistent with principles stated in this policy document. Individual units adopting more specific policies are responsible for establishing, publicizing and enforcing such policies, as well as any rules governing the authorized and appropriate use of equipment for which those units are responsible.

IV. Disclosures

A. All members of the VUMC Workforce Members are given notice of this policy by virtue of its publication and are subject to it on the same basis. Ignorance of this policy does not relieve any user of his or her responsibilities under the policy. All Workforce Members are expected to familiarize themselves with the contents of this policy and act in conformance with these principles regarding any use of VUMC's IT resources.

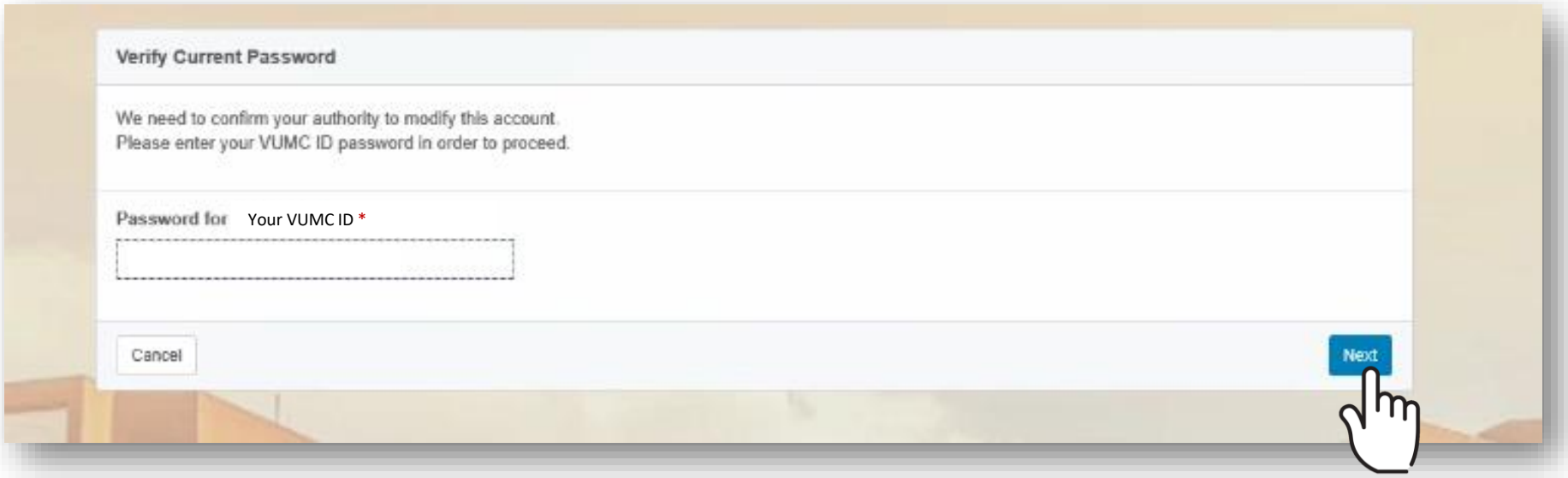
B. Due to the rapid nature of change in both information technologies and their applications, VUMC may amend this policy whenever deemed necessary or appropriate. Users are encouraged to periodically review this policy in order to understand their rights and responsibilities under it.

I Decline

Accept

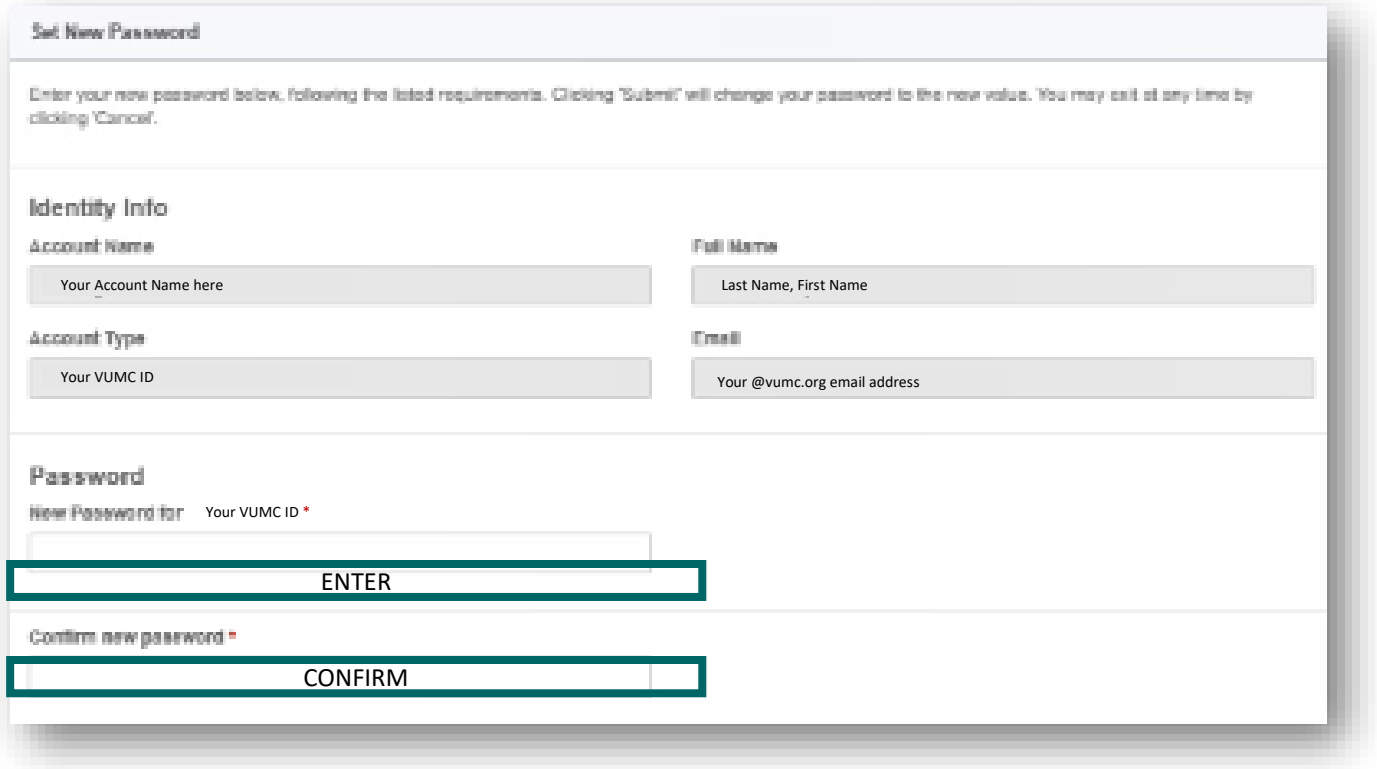
Change the password for a Resource Account

- Verify the current password you use to manage your Resource Account (usually your personal password)
- Click **Next**.



Change the password for a Resource Account

- Enter and confirm the **NEW** password.
- Click **Submit**.



Keep these 3 password basics in mind when you create your VUMC Account password.

1. You cannot reuse your last 10 passwords
2. Passwords MUST CONTAIN:
   - At most 16 characters
   - At least 1 lowercase letter
   - At least 8 characters
   - At least 3 character types
   - At least 1 number
   - At least 1 uppercase letter
3. Passwords CANNOT CONTAIN your:
   - Email address
   - Account last name
   - Display name
   - Account names in reverse

Change the password for a Resource Account

- You will receive a confirmation screen that your password was successfully re-authenticated.
- You will also receive an email that your Resource Account password was changed.
- Click **OK**.

Resource Account Request Information

For all other Resource Account services, submit a Pegasus Ticket to

https://pegasus.mc.vanderbilt.edu/request/start/5656/?s=

VUMC Enterprise Cybersecurity (VEC) Directory Services will review your request and, if approved, forward your request to be finalized by Vanderbilt University Partner Support.