



Centers for Medicare and Medicaid Services

Identity Management (IDM) Quick Reference Guide

How to Complete Annual Role Certification

Version 1.0

06/29/2021

Table of Contents

| | |
|---|-----------|
| Introduction | 1 |
| Terms and Definitions | 1 |
| How to View a List of Pending Role Certifications | 2 |
| How to Filter, Sort, and Paginate the List of Pending Role Certifications | 3 |
| How to Perform a Global Search | 4 |
| How to Perform an Advanced Search | 5 |
| How to View User/Role Details and Certify/Revoke a Single User’s Role | 6 |
| How to Bulk Certify or Revoke Multiple User Roles | 7 |
| How to use the Cart to Certify and Revoke Multiple User Roles | 9 |
| How to Export a List of Pending Role Certification Records to an Excel Spreadsheet | 10 |

Introduction

This quick reference guide provides step-by-step instructions to assist Approvers who perform Annual Role Certification for manually approved roles using the Identity Management System (IDM) user interface.

Terms and Definitions

The following terms are used in this quick reference guide:

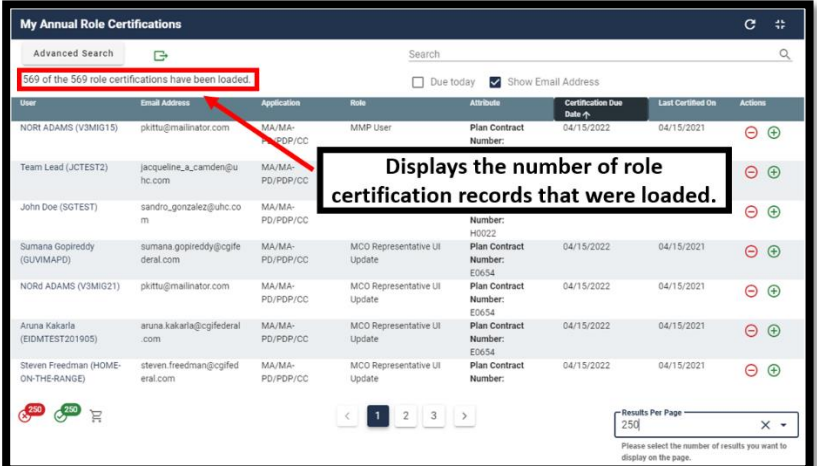
Role - A name given to a set of permissions in an application, e.g., Representative, Submitter, or Authorizer.

Annual Role Certification - The process for extending the role grant for another year. Annual Role Certification is required every year by CMS security policy and is counted from the date of the previous year's certification.

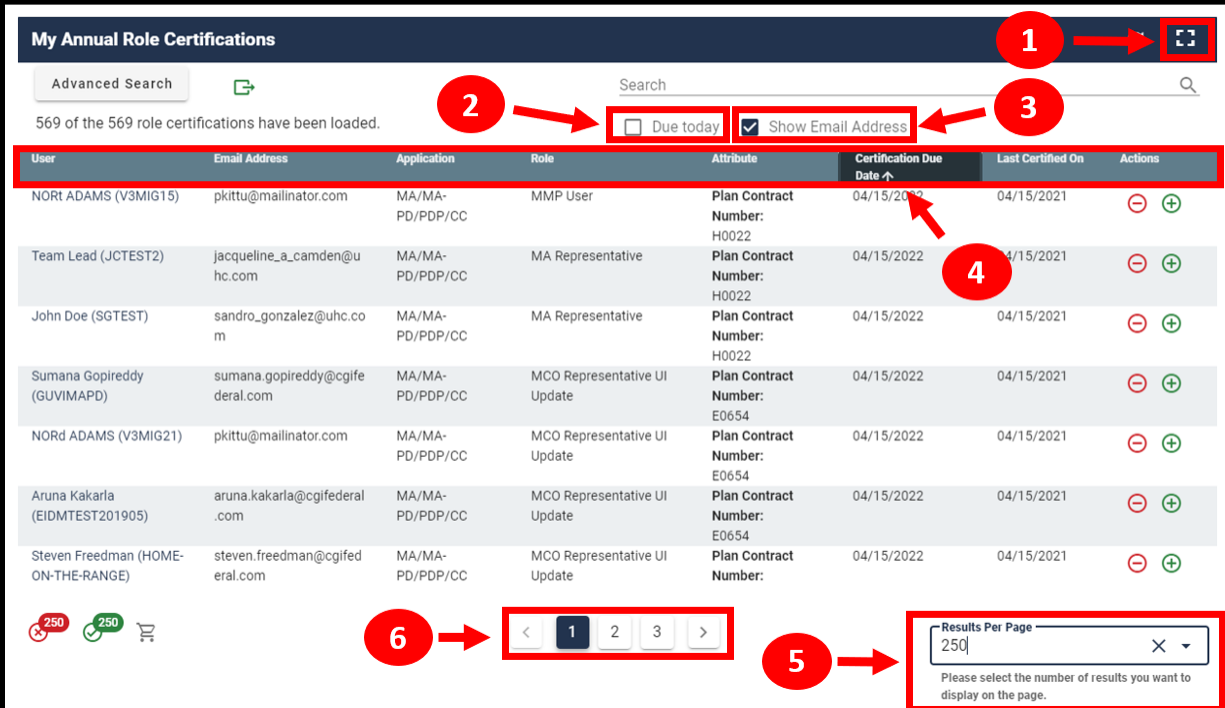
Manually Approved Roles - Roles that are subject to a request and approval process performed by a person. The first or original grant of a manually approved role is valid for one year.

How to View a List of Pending Role Certifications

| Procedure | Example |
|--|--|
| <p>1) Navigate to https://home.idm.cms.gov and sign in to the IDM System.</p> |  |
| <p><i>The IDM Self Service user interface (UI) appears.</i></p> <p>2) Click the My Annual Role Certifications button.</p> <p><i>Note: The My Annual Role Certifications button is only available for users who have an Approver role.</i></p> |  |

| Procedure | Example |
|--|--|
| <p>The My Annual Role Certifications window appears.</p> <p><i>Note: The window displays a list of the first 1000 user roles under an Approver's authority that are pending certification within the next 365 days.</i></p> <p><i>Note: A maximum of 1000 roles that are pending certification can be displayed at a time.</i></p> |  |

How to Filter, Sort, and Paginate the List of Pending Role Certifications



1 → [Full Screen Icon]

2 → [Search Bar]

3 → [Due today] [Show Email Address]

4 → [Certification Due Date ↑]

5 → [Results Per Page: 250]

6 → [1] [2] [3] [Page Navigation]

| User | Email Address | Application | Role | Attribute | Certification Due Date ↑ | Last Certified On | Actions |
|-------------------------------------|---------------------------------|-----------------|------------------------------|-----------------------------|--------------------------|-------------------|---------|
| NORT ADAMS (V3MIG15) | pkittu@mailinator.com | MA/MA-PD/PDP/CC | MMP User | Plan Contract Number: H0022 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |
| Team Lead (JCTEST2) | jacqueline_a_camden@uhc.com | MA/MA-PD/PDP/CC | MA Representative | Plan Contract Number: H0022 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |
| John Doe (SGTEST) | sandro_gonzalez@uhc.com | MA/MA-PD/PDP/CC | MA Representative | Plan Contract Number: H0022 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |
| Sumana Gopireddy (GUVIMAPD) | sumana.gopireddy@cgifederal.com | MA/MA-PD/PDP/CC | MCO Representative UI Update | Plan Contract Number: E0654 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |
| NORd ADAMS (V3MIG21) | pkittu@mailinator.com | MA/MA-PD/PDP/CC | MCO Representative UI Update | Plan Contract Number: E0654 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |
| Aruna Kakarla (EIDMTEST201905) | aruna.kakarla@cgifederal.com | MA/MA-PD/PDP/CC | MCO Representative UI Update | Plan Contract Number: E0654 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |
| Steven Freedman (HOME-ON-THE-RANGE) | steven.freedman@cgifederal.com | MA/MA-PD/PDP/CC | MCO Representative UI Update | Plan Contract Number: E0654 | 04/15/2022 | 04/15/2021 | ⊖ ⊕ |

If you have questions about, or need assistance regarding Annual Role Certification, please contact your Application Help Desk.


| Task | Reference | Action |
|-------------------------|-----------|---|
| View Full Screen | 1 | Click the Full Screen button to switch between full screen and normal view. |
| Filter by Current Date | 2 | Click the Due today box to display only those users whose certifications expire at the end of the current day if applicable. |
| Display Email Addresses | 3 | Click the Show Email Address box to display or hide the Email Address column. Note: The Email Address column must be displayed if you want to perform a search based on a user's email address. |
| Sort by Column | 4 | Click the Column Header to sort the list based on the contents of that column. |
| Change Page Size | 5 | Select Results Per Page to change the number of records that are displayed on a page. A maximum of 1000 records can be displayed on a single page at any time. Please note that the more role certifications you try to process in one transaction, the more time it will take for that transaction to complete. |
| Page Navigation | 6 | Click the Arrows to move to the previous or next page. Click the Page Numbers to select a specific page of results. |

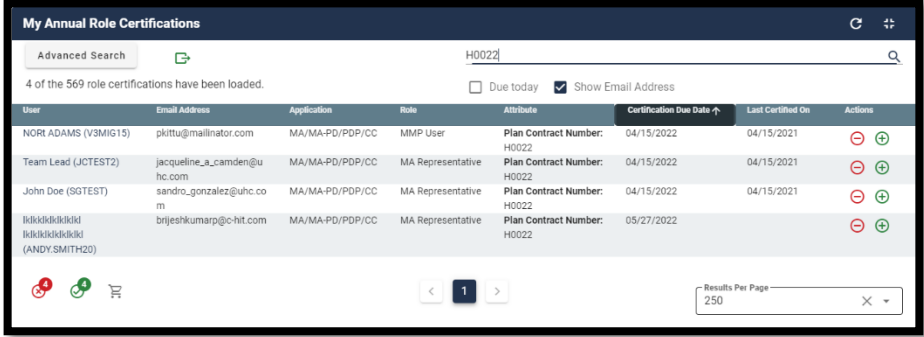
How to Perform a Global Search

Global Search enables Approvers to perform a keyword search across all information (including role attributes if applicable) to narrow the results of the records in their pending role certification queue.

Note: If an Approver has more than 1000 user roles pending role certification, only the first 1000 pending role records can be searched using Global Search.

Note: The Email Address column must be displayed if you want to perform a Global Search based on a user's email address.


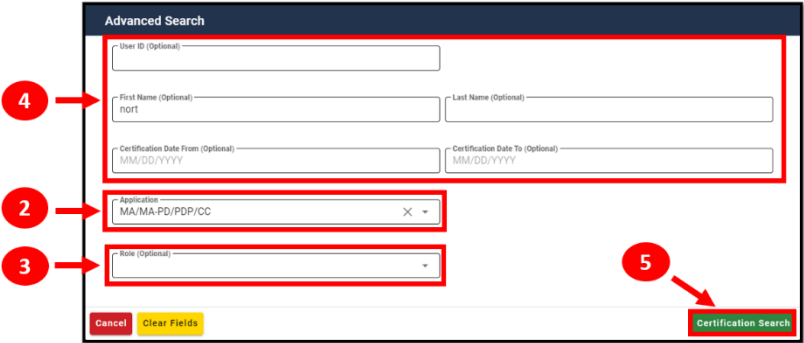
| Procedure | Example |
|---|--|
| 1) Open the My Annual Role Certifications window and type a keyword into the Search field. |  |

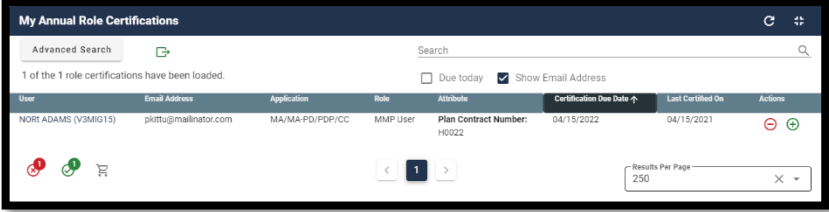
| Procedure | Example |
|---|--|
| <p><i>The My Annual Role Certifications window only displays records that contain the Global Search criteria.</i></p> |  |

How to Perform an Advanced Search

Advanced Search enables Approvers to perform a search using a combination of date range, application, role, and group (if applicable) to narrow the results of the records in their pending role certification queue.


Approvers can use Advanced Search can be used to certify or revoke users at any time during the year.

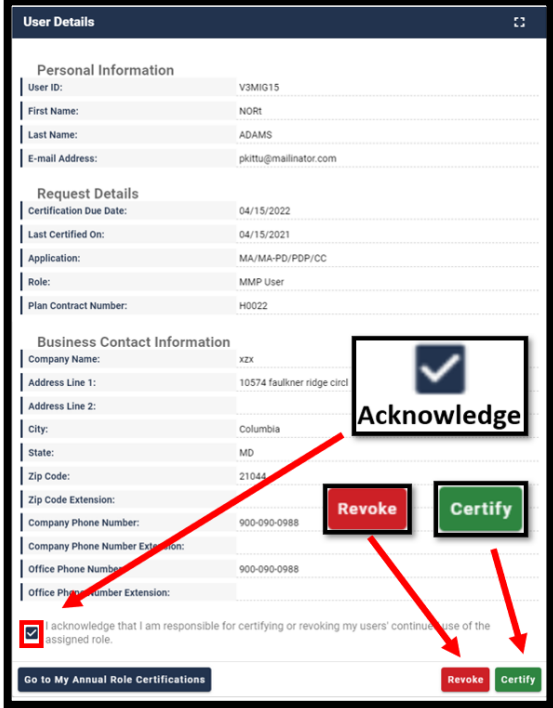
| Procedure | Example |
|--|--|
| <p>1) Open the My Annual Role Certifications window and click the Advanced Search button.</p> |  |
| <p><i>The Advanced Search window appears.</i></p> <p>2) (Required) Select an Application.</p> <p>3) (Optional) Select a Role and/or Group.</p> <p>4) (Optional) Enter any combination of User ID, First Name, Last Name, Certification Date From or Certification Date To.</p> <p>5) Click the Certification Search button.</p> |  |

| Procedure | Example |
|---|--|
| <p><i>The My Annual Role Certifications window only displays those pending certification records that meet the search criteria.</i></p> <p><i>Note: Perform a Global Search by attribute to further narrow the results of an Advanced Search.</i></p> |  |

How to View User/Role Details and Certify/Revoke a Single User's Role

Note: The Revoke Role function does not immediately remove a user's access to IDM and any application(s). Approvers can immediately remove the user's access via IDM's role removal function.

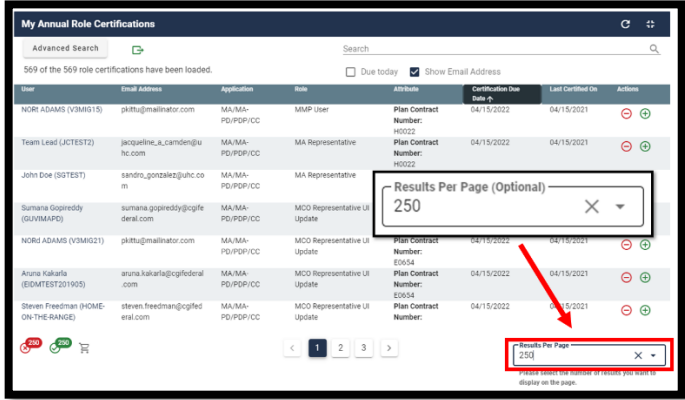
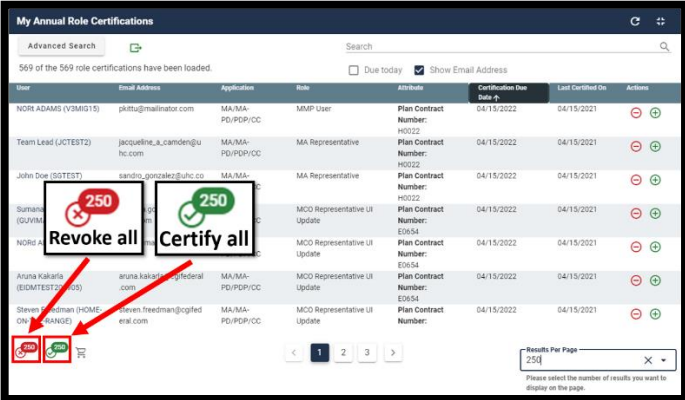
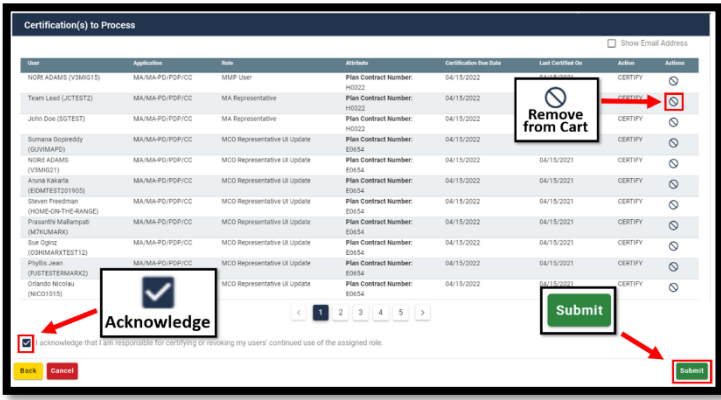
| Steps | Screenshots |
|--|--|
| <ol style="list-style-type: none"> 1) Open the My Annual Role Certifications window or perform an Advanced Search. 2) Click the User Name/ID of the desired user. |  |

| Steps | Screenshots |
|--|---|
| <p><i>The User Details window appears.</i></p> <ol style="list-style-type: none"> 3) Click the Acknowledge box. 4) Certify or Revoke the user's role. <ol style="list-style-type: none"> a. Click the Certify button to certify the user's role. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> b. Click the Revoke button to revoke the user's role. <p><i>The system displays a message that states the transaction was successful.</i></p> |  <p>The screenshot shows a 'User Details' window with the following sections:</p> <ul style="list-style-type: none"> Personal Information: User ID: V3MIG15, First Name: NORI, Last Name: ADAMS, E-mail Address: pkittu@mailinator.com Request Details: Certification Due Date: 04/15/2022, Last Certified On: 04/15/2021, Application: MA/MA-PD/PDP/CC, Role: MMP User, Plan Contract Number: H0022 Business Contact Information: Company Name: xzx, Address Line 1: 10574 faulkner ridge cirt, City: Columbia, State: MD, Zip Code: 21041, Company Phone Number: 900-090-0988, Office Phone Number: 900-090-0988 <p>At the bottom, there is a checkbox labeled 'I acknowledge that I am responsible for certifying or revoking my users' continued use of the assigned role.' which is checked. To the right of this checkbox are two buttons: 'Revoke' (red) and 'Certify' (green). Above these buttons are two more buttons: 'Acknowledge' (blue with a checkmark) and 'Go to My Annual Role Certifications' (blue). Red arrows point from the 'Acknowledge', 'Revoke', and 'Certify' buttons to the checkbox area.</p> |

How to Bulk Certify or Revoke Multiple User Roles

The Bulk Certify/Revoke feature enables Approvers to select all user roles that are displayed on the current page of results then bulk-submit them for certification or revocation. A maximum of 1000 roles that are pending certification can be certified or revoked in a single transaction.

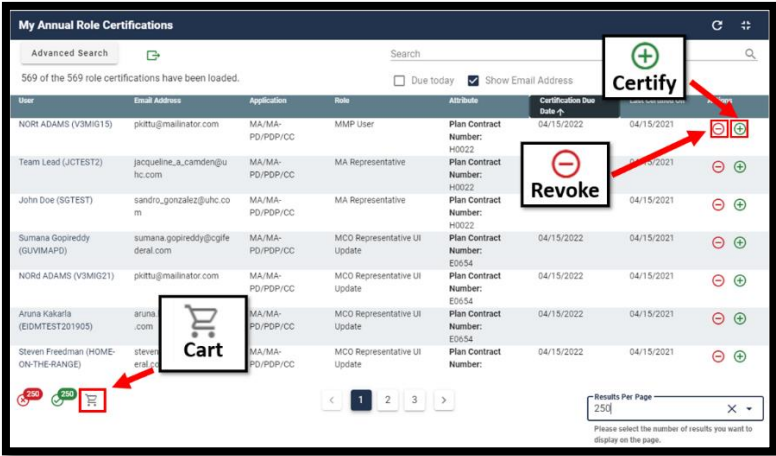
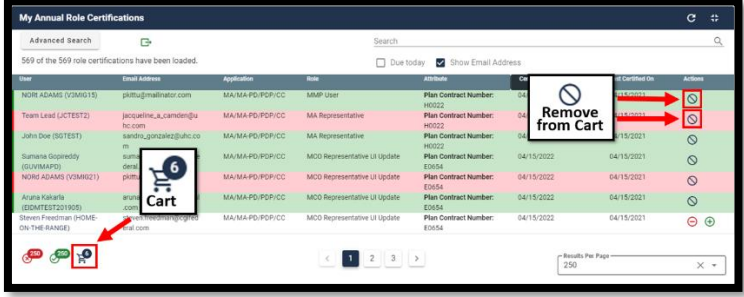
Warning: The more role certifications you try to process in one transaction, the more time it will take for that transaction to complete.

| Procedure | Screenshots |
|---|--|
| <ol style="list-style-type: none"> 1) Open the My Annual Role Certifications window or perform an Advanced Search. 2) (Optional) Use the Pagination control to adjust the number of records per page. |  |
| <ol style="list-style-type: none"> 3) Certify or Revoke all displayed roles. <ol style="list-style-type: none"> a. Click the Certify all button to flag all roles displayed on the page for certification. OR b. Click the Revoke all button to flag all roles displayed on the page for revocation. |  |
| <p><i>The Certification(s) to Process window appears.</i></p> <ol style="list-style-type: none"> 4) (Optional) Click the Remove from Cart button to reverse the certify or revoke action for a single role. 5) Click the Acknowledge box. 6) Click the Submit button. All flagged roles are certified or revoked. <p><i>The system displays a message that states the transaction was successful.</i></p> |  |

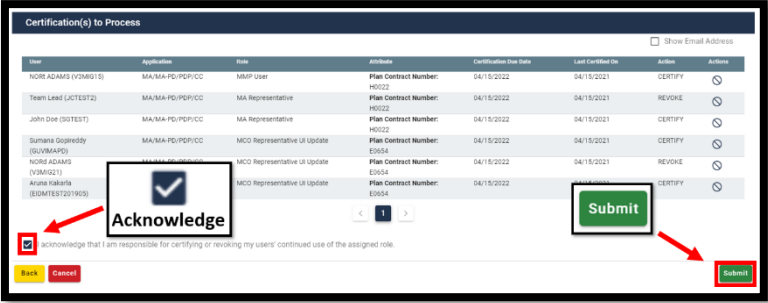
How to use the Cart to Certify and Revoke Multiple User Roles

The Cart enables Approvers to select multiple user roles then certify and revoke those roles simultaneously in one transaction. A maximum of 1000 roles that are pending certification can be certified or revoked in a single transaction using the Cart.

Warning: The more role certifications you try to process in one transaction, the more time it will take for that transaction to complete.

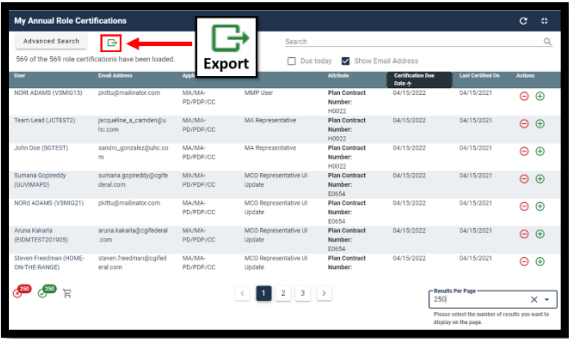
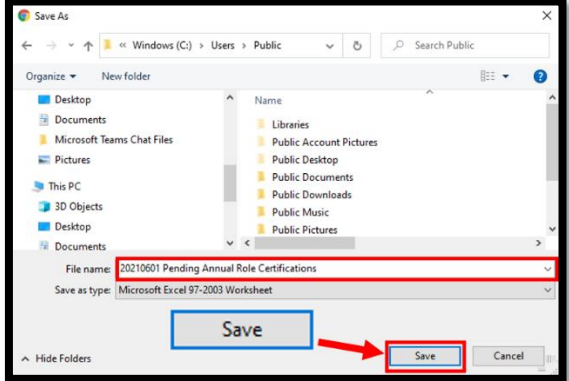
| Procedure | Screenshots |
|---|--|
| <ol style="list-style-type: none"> 1) Open the My Annual Role Certifications window or perform an Advanced Search. 2) (Optional) Use the Pagination control to adjust the number of records per page. 3) Certify or Revoke the user's role. 4) Click the Certify button. The record turns green and is flagged for certification in the Cart. <p style="text-align: center; font-weight: bold; margin: 10px 0;">OR</p> <ol style="list-style-type: none"> 5) Click the Revoke button to revoke the user's role. The record turns red and is flagged for revocation in the Cart. |  <p>The screenshot shows a table with columns: User, Email Address, Application, Role, Plan Contract Number, and Certification Due Date. The table contains several rows of user data. A 'Certify' button (green plus icon) and a 'Revoke' button (red minus icon) are shown as callouts over the table. A 'Cart' icon (shopping cart) is also shown as a callout at the bottom of the table. The interface includes search bars, pagination controls, and a 'Results Per Page' dropdown.</p> |
| <ol style="list-style-type: none"> 6) (Optional) Click the Remove from Cart button to reverse the certify or revoke action for a single role. 7) Click the Cart button. |  <p>This screenshot shows the same table as the previous one, but with a 'Remove from Cart' button (red circle with a minus sign) highlighted over one of the records. The 'Cart' icon at the bottom now shows a count of 6 items. The interface elements like search bars and pagination are consistent with the previous screenshot.</p> |

If you have questions about, or need assistance regarding Annual Role Certification, please contact your Application Help Desk.

| Procedure | Screenshots |
|---|--|
| <p><i>The Certification(s) to Process window appears.</i></p> <p>8) Click the Acknowledge box.</p> <p>9) Click the Submit button. User roles are certified or revoked based on how they were flagged in the Cart.</p> <p><i>The system displays a message that states the transaction was successful.</i></p> |  |

How to Export a List of Pending Role Certification Records to an Excel Spreadsheet

The Export function enables any Approver to create a report of roles that are pending certification by exporting a list of pending role certification records to an Excel spreadsheet.

| Procedure | Screenshots |
|---|--|
| <p>1) Open the My Annual Role Certifications window or perform an Advanced Search.</p> <p>2) Click the Export button.</p> |  |
| <p><i>The Save As window appears.</i></p> <p>3) Navigate to the location where you would like to save the file.</p> <p>4) Type a name for the file in the File name box.</p> <p>5) Click the Save button.</p> <p><i>The file is exported.</i></p> |  |