

# Identity Management System (IDMS)

IDMS can be used for two main purposes:

- To look up the Universal User Name (UUN) for a member of staff
- To reconcile the UUN if a member of staff becomes a visitor or vice versa.

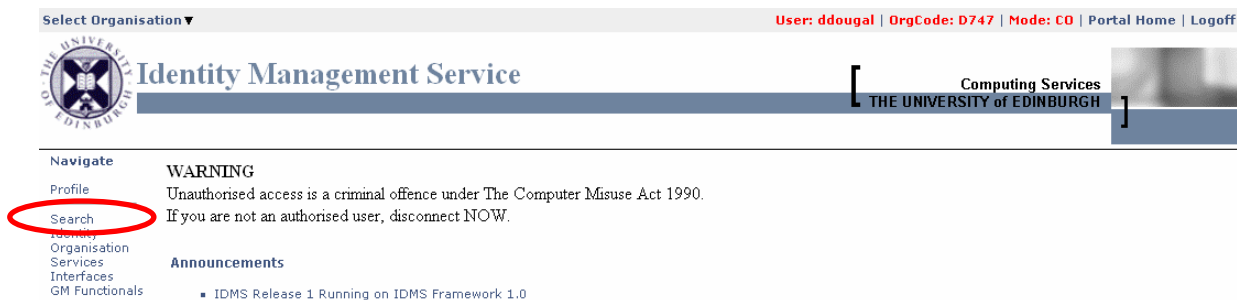
## Logging in

1. Open the Identity Management System (IDMS) at <https://www.idms.ucs.ed.ac.uk/Portal/Desktop/DesktopPage.aspx>
2. Click on the “login with EASE” tab and enter your EASE username and password.

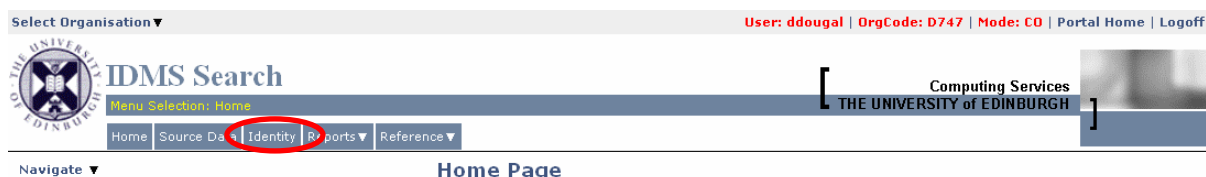


## How to look up the UUN for a member of staff

3. Click on the “search” option in the navigate menu on the left hand side.

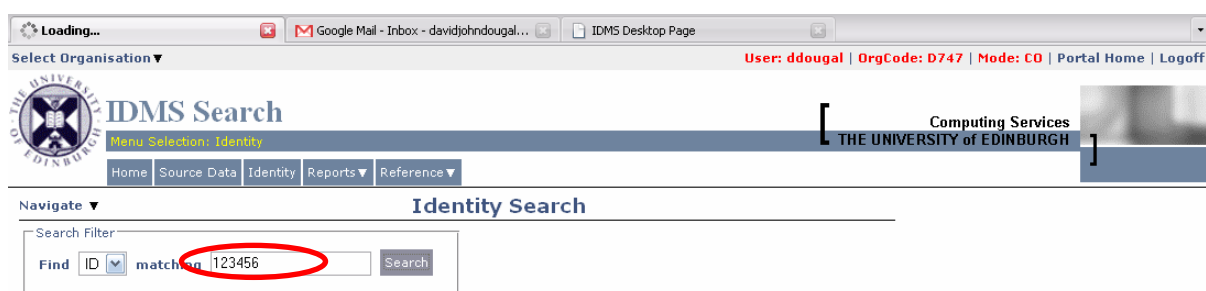


4. Click on the “identity” tab in the menu along the top.



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5. Enter the staff number for the member of staff and click search. Note that pressing the return key after entering the staff number will cause an error.

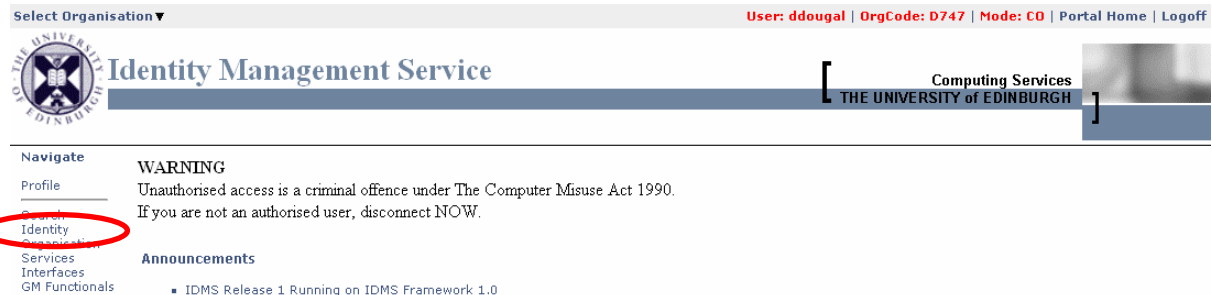


6. You will then be presented with information relevant to the person you are looking up including their UUN, start and end dates, etc.

## Reconciling the UUN when a member of staff becomes a visitor.

This is used when a member of staff becomes a visitor or vice versa, and they wish to keep using the username they were using previously.

7. From the IDMS home page, click on the “identity” option in the navigate menu on the left hand side



8. Click on the “reconcile” tab in the menu along the top and then select “staff to visitor” or visitor to staff” from the drop down list



[Announcements placeholder]

9. Enter the staff number (or VRS number, e.g. VRS20000001) and the associated UUN for the person then click on Submit Old ID. Note that this will only work if the staff/visitor entry used at this stage is no longer active, i.e. their end date has passed (see 6. above).



10. Enter the new VRS number (or staff number) and the associated UUN for the person then click on Submit New ID.

11. You will then be prompted to confirm the details for the reconciliation. Doing this will reconcile the old username with the new staff/visitor entry.