

**Title: Agency User Listing**

**Purpose:** To provide guidance to state agencies for generating an Agency User Listing. The report details agency employees with access to the Treasurer's Online User Access Services System and can facilitate in auditing user access.

**System:** The website and application will be accessible via the internet using Microsoft Browser 5.0 or higher. The Jinitiator must be installed in order to open the Imaging Database.

**Procedure:**

1. Access the [OST Online User Access Services](#) system through Internet Explorer.
2. The Logon screen will appear. Enter the following information in the appropriate fields, and then click [**Connect**].

<i>Field</i>	<i>Required Response</i>
Username	Enter the alpha numeric username assigned to you by OST.
Password	Input your personal password. If you forget this password, it may be reset by calling the OSF Helpdesk.
Database	Enter 'imaging' in the database field.



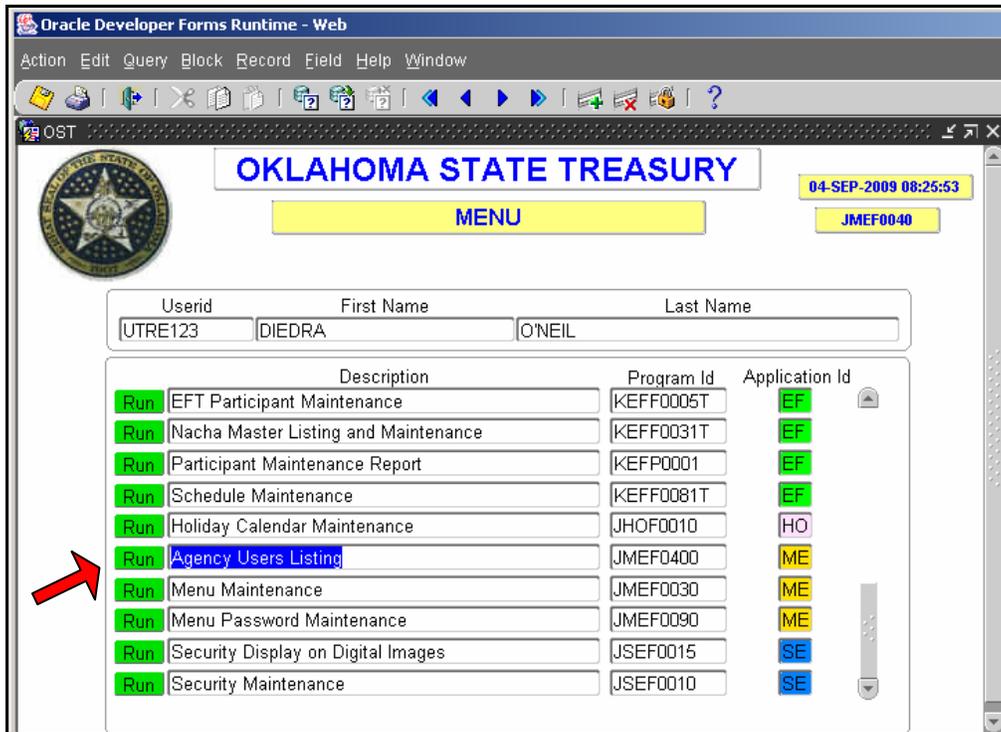
Logon

Username:

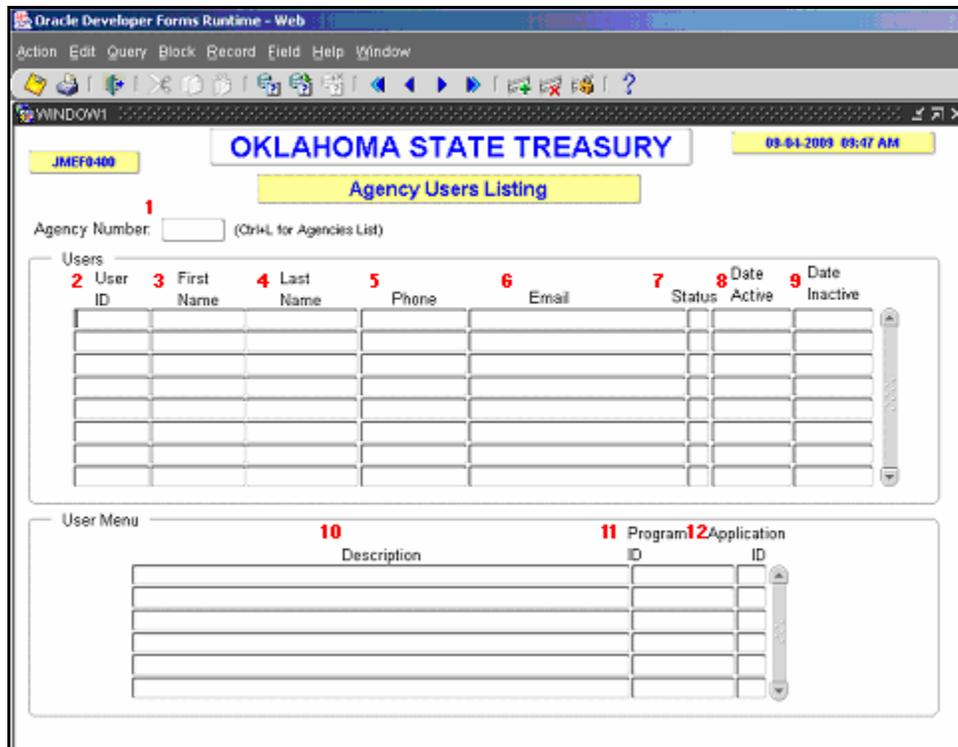
Password:

Database:

- 3. The Menu screen will appear upon log in. Click [Run] next to **Agency Users Listing**.



- 4. The Agency User Listing screen will appear. Below is a description of the screen fields:



	<u>Field</u>	<u>Description</u>
1.	<b>Agency Number</b>	The screen will open to your primary agency upon opening. If you have access to multiple agencies press [Ctrl + L] and you can select from a list of agencies you can access. Once you have selected the agency you wish to view, click anywhere in the <b>Users</b> section and the list of user will appear.

**Users**

	<u>Field</u>	<u>Description</u>
2.	<b>User ID</b>	The agency user's user name is displayed in this field.
3.	<b>First Name</b>	The agency user's first name is displayed in this field.
4.	<b>Last Name</b>	The agency user's last name is displayed in this field.
5.	<b>Phone Number</b>	The agency user's phone number is displayed in this field.
6.	<b>Email</b>	The agency user's email address is displayed in this field.
7.	<b>Status</b>	An "A" in this field indicates an active user. An "T" in this field indicates an inactive user or a user the Treasurer's Office received user access forms requesting to delete the user.
8.	<b>Date Active</b>	Indicates the date the user id was created.
9.	<b>Date Inactive</b>	Indicates the date the user id was deleted.

**User Menu**

This section of the screen recreates the highlighted user's Main Menu.

	<u>Field</u>	<u>Description</u>
10.	<b>Description</b>	Displays the name of the function(s) the user can access.
11.	<b>Program ID</b>	Displays the Program ID for the function(s) the user can access.
12.	<b>Application ID</b>	Displays the Application ID for the function(s) the user can access.