UNIVERSITY OF South Carolina

University of South Carolina
Division of Human Resources
Identity and Access Management (IAM) Credentialing Workflow Overview

Pre-Step: The HR Contact assigns the applicable Pre-Hire Task List in PeopleAdmin.

The new hire/rehire greater than 1 year completes the Critical Employee Information task (OR the Affiliate Appointment eForm is approved).

Step 1: The data feeds through a twice daily interface to the Identity and Access Management (IAM) team for University credential creation.

Step 2: The IAM team completes the credentialing process, resolving duplicate identity issues as applicable. The employee/affiliate's University credentials have been established.

Credentials include: USC ID, Network ID (Net ID), email address, and VIP ID.

Step 3: IAM sends an automated email to the employee/affiliate's personal email address as provided in the Critical Employee Information task. This email contains a link to claim credentials (the link expires 48 hours after creation).

This email will come from either: iamnoreply@mailbox.sc.edu or noreply@mailbox.sc.edu

Step 4: The employee/affiliate completes the claiming process to authenticate their newly established University identity.

This includes establishing their network password and creating security questions for their account.

Success: The employee/affiliate receives email confirmation of successful account claiming (this email will go to their personal email).

This email will come from either: iamnoreply@mailbox.sc.edu or noreply@mailbox.sc.edu

All questions regarding this process should be directed to the Division of Information Technology Service Desk 777-1800.

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