



Colleague User Mapping

Each community college user created in NC E-Procurement has an assigned NCID User ID. In order for the user to create eRequisitions in NC E-Procurement that are successfully processed by Colleague, the user's NCID User ID must be mapped to the 'NCEP User ID' field in the corresponding user's Colleague Staff and Volunteer Maintenance (SVM) record.

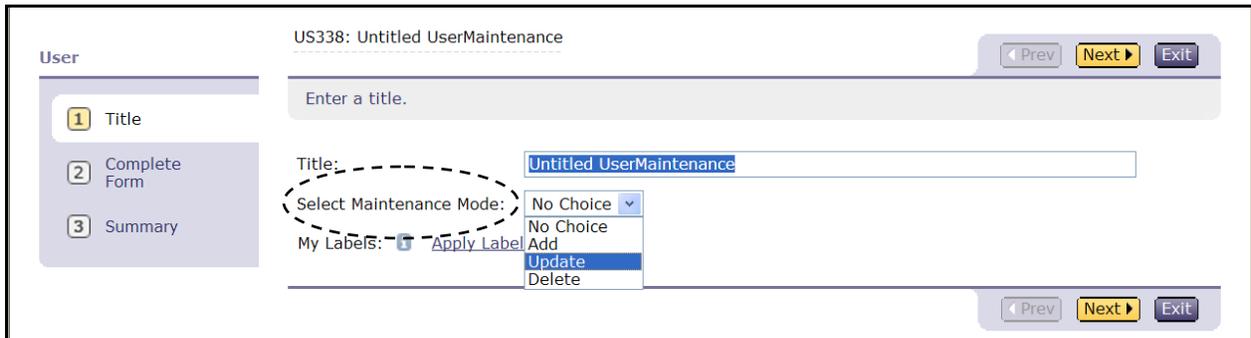
I. Locate the NCID User ID

1. Select the 'User Maintenance' link from the Common Actions Portlet on the Ariba Dashboard or from the 'Create' shortcut menu on the menu bar.

Note: The user must have the role of Security Administrator, EPLite Administrator, or User Maintenance eForm in order to create a User Maintenance eForm.

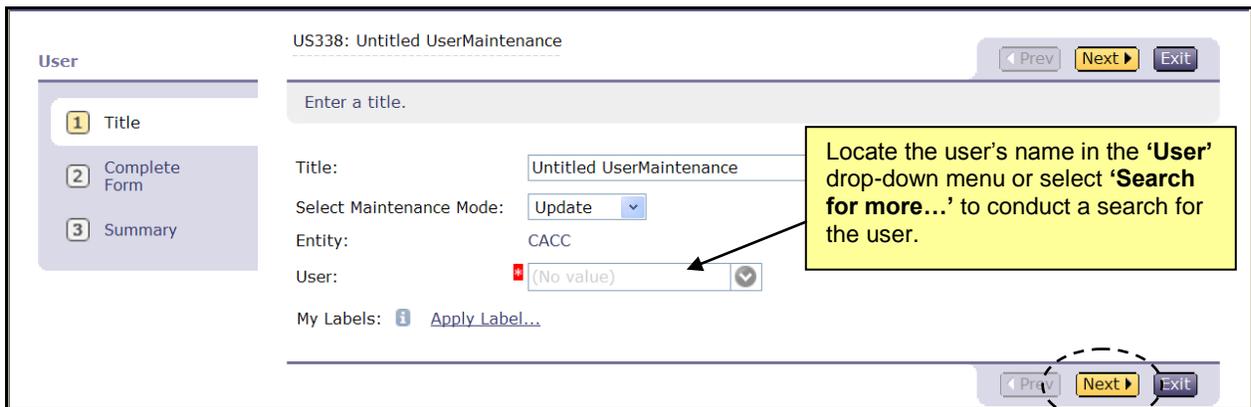
The screenshot shows the Ariba Spend Management Home Dashboard. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below this is a secondary navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences' options. The 'Create' option is circled in red. The main content area is titled 'Home Dashboard' and contains several portlets: 'Common Actions' (with 'Create', 'Manage', and 'Reports' sub-sections; 'UserMaintenance' is circled in red), 'To Do' (a table with columns for ID, Date, From, Status, Title, and Required Action, currently showing 'No items'), 'Search' (with a 'Catalog' sidebar and a search box), 'News' (with a 'Welcome to NC E-Procurement Version 2.0!' message), and 'Purchasing Links' (with links to 'E-Procurement Resources', 'NC @ Your Service Portal', 'Customer Service', and 'Punchout Catalog Availability').

2. **Title** – It is not necessary to enter a title, as this request will not be submitted.
3. **Select Maintenance Mode** – Select the appropriate type of user maintenance to perform. To locate the NCID User ID, select **'Update.'**



The screenshot shows the 'User' form titled 'US338: Untitled UserMaintenance'. On the left, a sidebar contains three steps: 1. Title, 2. Complete Form, and 3. Summary. The main form area has a 'Title' field with the text 'Untitled UserMaintenance'. Below it, the 'Select Maintenance Mode' dropdown menu is open, showing options: 'No Choice', 'No Choice Add', 'Update', and 'Delete'. The 'Update' option is highlighted. At the bottom right, there are 'Prev', 'Next', and 'Exit' buttons.

4. Locate the user's name in the **'User'** drop-down menu. If the user's name does not appear in the drop-down menu, select **'Search for more...'** to search for the user in the pop-up window that appears.
5. Click **'Next.'**



This screenshot shows the 'User' form with the 'Select Maintenance Mode' dropdown set to 'Update'. The 'Entity' field is set to 'CACC'. The 'User' field shows '(No value)'. A yellow callout box with an arrow pointing to the 'User' dropdown contains the text: 'Locate the user's name in the 'User' drop-down menu or select 'Search for more...' to conduct a search for the user.' At the bottom right, the 'Next' button is circled with a dashed line.



6. Locate the value in the 'NCID User ID' field. Make note of this value to enter into the user's Colleague SVM record.

Note: This value can also be noted during the initial user setup process. It may also be helpful to copy and paste this value to ensure that it is correctly entered into Colleague.

Note: Once the NCID User ID value is obtained, this 'UserMaintenance' request may be deleted.

US389: Untitled UserMaintenance

1 Title
2 Complete Form
3 Summary

To add a new user, you will need to have the NCID User ID of the user you are trying to add.

COMPLETE FORM - USERMAINTENANCE

Entity: CACC

NCID User ID: Colleague.Approver

Name: Colleague Approver

Email Address: Colleague.Approver@ncep.accenture.com

Management Level: 9999999

Supervisor: (none selected)

Ship To: Colleague Ship To

Bill To: Colleague Bill To

User Group: CACC

Groups: (select a value) [select]

Roles: [Address eForm Role](#), [Edit Bill To Role](#), [EPLite Administrator](#), [EPLite Administrator CACC](#), [EPLite Purchasing Agent](#), [EPLite Reporting Role](#), [EPLite Requestor](#), [EPLite Requestor - No eQuote](#), [EPLite - Requisition Editor](#), [No Supervisor](#), [Security Administrator](#), [User Maintenance eForm](#) [select]



II. Enter the NCID User ID in Colleague

Once located, the user's NCID User ID will need to be entered in the user's SVM record in Colleague. Log into Colleague and locate the user's SVM record.

Note: All users may not have access to SVM records. Please check with your Colleague system administrator to obtain the correct permissions to access these records.

1. Enter the previously noted NCID User ID into the 'NCEP User ID' field.
2. Save the changes and exit the user's SVM record.

Note: This process will need to be completed for each new NC E-Procurement user's Colleague SVM record.

Note: Questions for Colleague-related issues should be directed to the CCSO Helpdesk.

SVM-Staff and Volunteers

Smith, Mike ID: 0002644

Staff Code:

Operator ID: MIKES

Staff Type: S Staff

Staff Status: C Current

Office Codes: 1 2

Locations: 1 2

Staff Info:

NCEP User ID: mike.smith

E-mail: michael.smith@communitycollege.

Privacy Access: 1 2

Address Security Overrides: 1 2

Comments: 1

Controller Office Codes: No Values