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.
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.’

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.’
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.
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.