



ISIS School Systems User Mapping

Each School System user added 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 ISIS, the user's NCID User ID must be mapped to the corresponding user's 'NCEP User ID' in the ISIS Security File.

I. Locate the NCID User ID

1. Click the **'UserMaintenance'** link from the Common Actions Portlet or from the **'Create'** shortcut menu on the Menu Bar of the Ariba Dashboard.

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 NCE-Procurement Ariba Spend Management Home Dashboard. The top navigation bar includes 'Home', 'Search', 'Manage', and 'Preferences'. The 'Create' link is circled in red. Below the navigation bar, the 'Home Dashboard' section contains several portlets: 'Common Actions' (with 'UserMaintenance' circled in red), 'Recently Viewed', 'Purchasing Links', 'To Do' (empty), 'Search' (with a list of categories including 'User Profile'), and 'News' (with a 'Welcome to NC E-Procurement Version 2.0!' message).



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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. For user mapping, select **'Update'**.

The screenshot shows the 'User' form titled 'US144: 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 placeholder 'Enter a title.'. 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. A dashed oval highlights the 'Select Maintenance Mode:' label and the dropdown menu. 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 will appear.
5. Click **'Next.'**

The screenshot shows the 'User' form titled 'US388: Untitled UserMaintenance'. The 'Title' field is empty. The 'Select Maintenance Mode:' dropdown menu is set to 'Update'. The 'Entity:' field is set to 'LCAL'. The 'User:' field shows '(No value)' with a search icon. A yellow callout box with a black border 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.' An arrow points from the callout box to the search icon in the 'User:' field. A dashed oval highlights the 'Next' button at the bottom right. At the bottom right, there are 'Prev', 'Next', and 'Exit' buttons.



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6. Note the value that appears in the 'NCID User ID' field.

Note: This value can also be noted during the user setup process. Also, it may be helpful to copy and paste this value to make certain that it is entered correctly into ISIS.

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

US388: Untitled UserMaintenance

← Prev Next ▶ Exit

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

User

- 1 Title
- 2 Complete Form
- 3 Summary

Entity: LCAL

NCID User ID: ISIS.Administrator

Name: ISIS Administrator

Email Address: ISIS.Administrator@ncep.accenture.com

Management Level: 9999999

Supervisor: (none selected)

Ship To: ISIS Ship To

Bill To: ISIS Bill To

User Group: LCAL

Groups: LCAL Purchasing Agent [select]

Roles: Address eForm Role, Edit Bill To Role, EPLite Administrator, EPLite Administrator LCAL, 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 ISIS

Once located, the user's NCID User ID will need to be entered in the corresponding user's 'NCEP User ID' field in the ISIS Security file. Once logged into ISIS, select the Security File.

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

1. Enter the user's NCID User ID in the '**EP User ID**' field.
2. Press '**F10**' to accept and save the changes. The user is now mapped.

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Note: For ISIS 6.0 users, the screen will look different, though the process will be the same.

1. Enter the user's NCID User ID in the 'EP User ID' field.
2. Accept and save the changes. The user is now mapped.

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

User Name:	<input type="text" value="DAVID"/>	Password Expiration Frequency
Password:	<input type="password" value="+++++++"/>	<input checked="" type="radio"/> Never
First Name:	<input type="text" value="DAVID"/>	<input type="radio"/> Monthly
Last Name:	<input type="text" value="SMITH"/>	<input type="radio"/> Quarterly
Dept:	<input type="text" value="Maintenance"/>	<input type="radio"/> Semiannually
User Group:	<input type="text" value="Maintenance"/>	Password expires on: <input type="text" value="NA"/>
Approval Level:	<input type="text" value="1"/>	
EP User ID:	<input type="text" value="DSMITH"/>	