

Contractor Network Account Extension Guide

Introduction

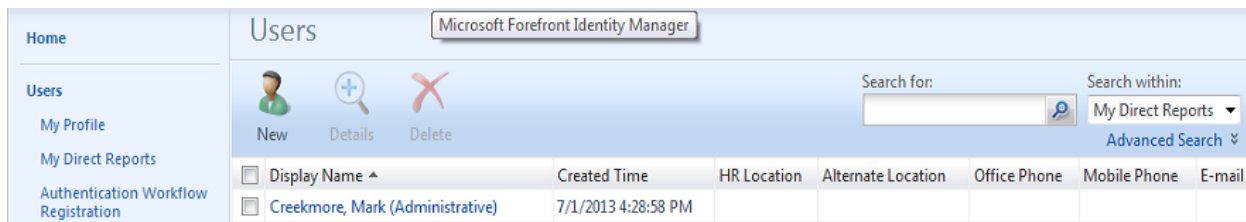
Forefront Identity Manager (FIM) has an online extension feature that provides the contractor's CMSD Manager access to extend a contractor's access to the CMSD network. The following automated notification is sent to the contractor's / consultant's manager two weeks prior to the network access expiration date. If you do not wish to extend the access, please do nothing. Email secadm@clevelandmetroschools.org if you wish to terminate access at any time or would like to extend access for a time period less than 90 days.

Steps

Extend Contractor / Consultant Network Access

1. To access your direct reports, enter the following address into your web browser while logged onto the CMSD Domain, using Internet Explorer only. Your screen should look similar to the following with a view of your direct reports. To open the contractor's profile, double click the name of the contractor that you would like to extend access for another 90 days. [FIM Portal](#)

If you do not see your direct reports, click on the "My Direct Reports" link on the left side of the screen.



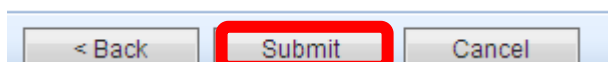
2. Click on the "Contractor Info" tab. Check the box next to "Renew End Date" to extend the contractor's access for another 90 days.



3. Click **Ok** on the bottom of the screen.



4. Click Submit to complete the process.



5. Finished . . . you have successfully extended contractor access for an additional 90 days.

Sample FIM Notification Letters

From: FIM Notification Service

Sent: Saturday, November 30, 2013 1:00 AM

To: FIM Notification_All; (CMSD Contact Manager)

Subject: Contractor Pending Expiration Notification: (Consultant/Contractor Name)

The contractor account for (consultant/contractor name) will expire on 2013-12-13 11:45.

Please login to the [FIM Portal](#) to extend the contractor's network account access for an additional 90 days, if access is required. If continued access is not required, ignore the request and the account will expire on the date listed.

To extended access for less than 90 days, please email IT Security at secadm@clevelandmetroschools.org and specify the desired expiration date.

Thank you,

Department of Technology: IT Security

Email: secadm@clevelandmetroschools.org

Help Desk: 216-432-6232;

helpdesk@clevelandmetroschools.org

Note: You will not be able to extend access unless you are on site at or VPN'd to CMSD and logged onto the CMSD Domain and using Internet Explorer as your browser.

If you choose to do nothing, you will receive final email notification that access has expired at the end of the access period.

From: FIM Notification Service

Sent: Saturday, November 30, 2013 1:00 AM

To: FIM Notification All; (CMSD Contact Manager)

Subject: Contractor Expiration Notification: Consultant/Contractor Name

The contractor account for (consultant/contract name) expired on 2013-11-29 22:00 and has been disabled.

Thank You,

Department of Technology: IT Security

Help Desk – 216-432-6232

Email: Helpdesk (Tech Tickets)