

Request for Privileges Web Application

Quarterly Audit

Below is the URL for the application

<https://www.purdue.edu/apps/account/r4p>

The quarterly audit will be held during the following months

- January
- April
- July
- October

Auditors and Approvers will receive an email when the audit is open.

Login to the application and press the Perform Audit button.

Perform Audit

The screenshot shows a web browser window with the URL <https://minime.itsp.purdue.edu/apps/account/r4p>. The page title is "Purdue University - Identity and Access Management". The browser's address bar shows a "Certificate Error" and a "Live Search" button. The page content includes the Purdue University logo, the text "Identity and Access Management", and a "Welcome, Donna J Foley" message with a "Logout" button. The main content area is titled "Request For Privileges (r4p)" and contains a list of instructions for performing the audit. Below the instructions is a "CSV Report" link and a dropdown menu for "Org Unit" set to "Board of Trustees (00000075)". A table titled "Requests available for audit for org unit Board of Trustees (00000075):" has columns for Name, Puid, Relationship, Requested By, Expires, and Reviewed. A single row is visible with the following data: Name: test 075, BT 0040100035 (yyyy37) R4p - BT Board of Trustees djf (Donna J Foley), Puid: 0040100035, Relationship: BT Board of Trustees, Requested By: djf (Donna J Foley), Expires: 01/11/2012 (mm/dd/yyyy), Reviewed: . At the bottom of the page are "Save" and "Back To Main Menu" buttons.

- You will have a list of Organizational Units (for all that you authorized to Audit or Approve for) to choose from.
- A list of all records in the system will be displayed.
- Only those 30 days and older are required to be audited.
- The others can be audited if needed – they will be marked with a statement that says “Less than 30 days old – audit not required”
- Update or enter expiration dates (or leave blank if unknown).
- Expiration dates are now required for the following relationship types
 - NE – Non Employee
 - VS – Visiting Student
 - EC – Foreign Vet students
- The maximum expiration date the system will accept is 5 years.
- Check the Reviewed checkbox for all entries for your Organizational Unit that require an audit.
- Press the “Save” button to save changes.
- There is also a “CSV Report (for requests being audited) – this will give you a report that will open in Excel of all requests that need audited.

Purdue University - Identity and Access Management - Windows Internet Explorer

https://minime.itsp.purdue.edu/apps/account/r4p

McAfee

Links Nortel My CallPilot Directory OnePurdue Portal Prod OWA - Clearing OWA - HROPER Role Request App PPS R4P test sharepoint

Purdue University - Identity and Access Management

Information Technology at Purdue
Welcome, Donna J Foley
Logout

About IAMO Services Tools SecurePurdue

ITaP Main > SecurePurdue > Account Information > r4p

Request For Privileges (r4p)

Org Unit

Vice President for Human Resources (00000292)

Requests available for audit for org unit Vice President for Human Resources (00000292):

Name	Puid	Relationship	Requested By	Expires	Reviewed
test, test	0040100023 (yyy24)	R4p - VS Visiting Student	suspenseOnly r4pTester g038091 (g038091)	Expires: 01/01/2011 (mm/dd/yyyy)	Less than 30 days old - audit not required.
Jones, Luise Y	0040100024 (yyy25)	R4p - FE Future Employee	requestorOnly r4pTester g038088 (g038088)	Expires: <input type="text"/> (mm/dd/yyyy)	Less than 30 days old - audit not required.
testing, approval by self	0040100019 (yyy20)	R4p - FE Future Employee	approveAuditAllFrom292PlusSuspense r4pTester g038092 (g038092)	Expires: <input type="text"/> (mm/dd/yyyy)	<input type="checkbox"/>
test, requestor fe	0040100017 (yyy18)	R4p - FE Future Employee	requestorOnly r4pTester g038088 (g038088)	Expires: 01/01/2011 (mm/dd/yyyy)	<input type="checkbox"/>
Employee, Non	0040100015 (yyy16)	R4p - NE Non Employee	requestorOnly r4pTester g038088 (g038088)	Expires: 01/01/2011 (mm/dd/yyyy)	<input type="checkbox"/>
Round 5, testing R4P	0040100020 (yyy21)	R4p - FE Future Employee	requestorOnly r4pTester g038088 (g038088)	Expires: 03/01/2011 (mm/dd/yyyy)	<input type="checkbox"/>

Save

Done Internet 100%

Not all requests need to be reviewed in one session. You can save some of them and come back in later and review the remaining records.

ITaP Main > SecurePurdue > Account Information > r4p

Request For Privileges (r4p)

Org Unit

Vice President for Human Resources (0000292)

Requests available for audit for org unit Vice President for Human Resources (0000292):

Name	Puid	Relationship	Requested By	Expires	Reviewed
testing, approval by self	0040100019 (yyy20)	R4p - FE Future Employee	approveAuditAllFrom292PlusSuspense r4pTester g038092 (g038092)	Expires: <input type="text"/> (mm/dd/yyyy)	<input type="checkbox"/>
test, requestor fe	0040100017 (yyy18)	R4p - FE Future Employee	requestorOnly r4pTester g038088 (g038088)	Expires: <input type="text"/> 01/01/2011 (mm/dd/yyyy)	<input checked="" type="checkbox"/>
Employee, Non	0040100015 (yyy16)	R4p - NE Non Employee	requestorOnly r4pTester g038088 (g038088)	Expires: <input type="text"/> 01/01/2011 (mm/dd/yyyy)	<input checked="" type="checkbox"/>
Round 5, testing R4P	0040100020 (yyy21)	R4p - FE Future Employee	requestorOnly r4pTester g038088 (g038088)	Expires: <input type="text"/> 02/01/2011 (mm/dd/yyyy)	<input type="checkbox"/>

Save

Back To Main Menu

Last Audited By allAccess r4pTester g038096 on Tue Nov 16 09:01:14 EST 2010
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 Maintained by: IAMO Team

After two weeks – Reminders will be sent to all of those that have not completed the audit.

When the audit is not in effect – all requests are still open to having their expirations dates updated. The checkbox will not be there when the audit is not in effect.