

University of South Carolina Division of Human Resources Identity and Access Management (IAM) Credentialing Workflow Overview

Pre-Step: The HR Contact assigns **Step 1:** The data feeds Step 2: The IAM team through a twice daily the applicable Pre-Hire Task List in completes the credentialing interface to the Identity process, resolving duplicate PeopleAdmin. and Access Management identity issues as applicable. The new hire/rehire greater than 1 (IAM) team for University The employee/affiliate's year completes the Critical credential creation. University credentials have Employee Information task (OR the been established. Affiliate Appointment eForm is Step 3: IAM sends an approved). Credentials include: USC ID, automated email to the Network ID (Net ID), email employee/affiliate's personal address, and VIP ID. email address as provided in the Critical Employee Information task. This email contains a link to claim credentials (the link expires 48 hours after creation). This email will come from Success: The **Step 4:** The employee/affiliate either: employee/affiliate receives completes the claiming iamnoreply@mailbox.sc.edu email confirmation of process to authenticate their or noreply@mailbox.sc.edu successful account claiming newly established University (this email will go to their identity. personal email). This includes establishing their network password and This email will come from creating security questions for either: iamnoreply@mailbox.sc.edu their account.

or noreply@mailbox.sc.edu