


Managing Users in **FCIAA**

The following roles in the **FCIAA** (Fiscal Control and Internal Auditing Act) application are able to review and update users in the roles below them:

- College/Administrative Group Manager (used only at UIC and UIUC)
- Campus Manager
- University Manager
- Administrator

If you have one of these roles in the **FCIAA** application, this job aid will help you manage users, by showing how to add and delete users, update a role with a different user, and search for a user.

Add a User to a Role

Step	Task
1.	Log in to FCIAA at https://apps.obfs.uillinois.edu/FCIAA/ .
2.	Click the Manage Users tab.
3.	Click the Add User link, located to the right of any Role Management heading. 
4.	Select a role from the Role Name options.
5.	Type the new user's UIN or e-mail address in the User UIN or E-mail: field.
6.	Select a Chart , if needed.
7.	Type an appropriate two-character college code in the College Code field, if needed. NOTE: A college code is required when adding a user to the following roles: <ul style="list-style-type: none"> • College/Administrative Group Manager (used only at UIC and UIUC) • College/Administrative Group Approver (used only at UIUC) A college code is not required when adding users in other roles.
8.	Type the applicable three-digit or six-digit Organization code in the Org Code field.
9.	Click the Add button. Result: The Manage Users main page displays, with the message that the new user was successfully added.

Delete a User from a Role

Step	Task
1.	Log in to FCIAA at https://apps.obfs.uillinois.edu/FCIAA/ .
2.	Click the Manage Users tab.
3.	Click the Edit button next to the user's name. You may have to scroll down to locate the user's name, or use the Search functionality at the top of the Manage Users main page, to find the user. See the steps below on searching for a user.
4.	If you are removing the user from their FCIAA role, click the Delete button. Result: The Manage Users main page displays, with the message that the user was successfully deleted.

Update a Role with a Different User

Step	Task
1.	Log in to FCIAA at https://apps.obfs.uillinois.edu/FCIAA/ .
2.	Click the Manage Users tab.
3.	Click the Edit button next to the current user's name. You may have to scroll down to locate the user, or use the Search functionality at the top of the Manage Users main page, to find the user's name.
4.	Type the new user's UIN or email address in the New User UIN or E-mail: field.
5.	Click the Change User button. Result: The Manage Users main page displays, with the message that the user was successfully changed.

Search for a User

Step	Task
1.	Log in to FCIAA at https://apps.obfs.uillinois.edu/FCIAA/ .
2.	Click the Manage Users tab.
3.	Select a Role Name , if needed.
4.	Type the user's last name in the Last Name field, if needed.
5.	Select a Chart , if necessary.
6.	Type a college code in the College Code field, if needed.
7.	Type a three-digit or six-digit Organization code in the Org Code field, if needed.
8.	Click the Search button. Result: The search results display under the FCIAA Role Management Search Results heading.