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://fciaa.uillinois.edu/.
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** option.
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: • 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 Org Code. A six-digit Organization code in the Org Code field, can be used, but it is not encouraged.
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://fciaa.uillinois.edu/.
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 Different User

Step	Task
1.	Log in to FCIAA at https://fciaa.uillinois.edu/.
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://fciaa.uillinois.edu/.
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.

Step	Task
8.	Click the **Search** button. Result: The search results display under the **FCIAA Role Management Search Results** heading.