Education Identity & Access Management (EDIAM)
IOwA Training: How to Reauthorize Expiring User Access

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9/16/2019

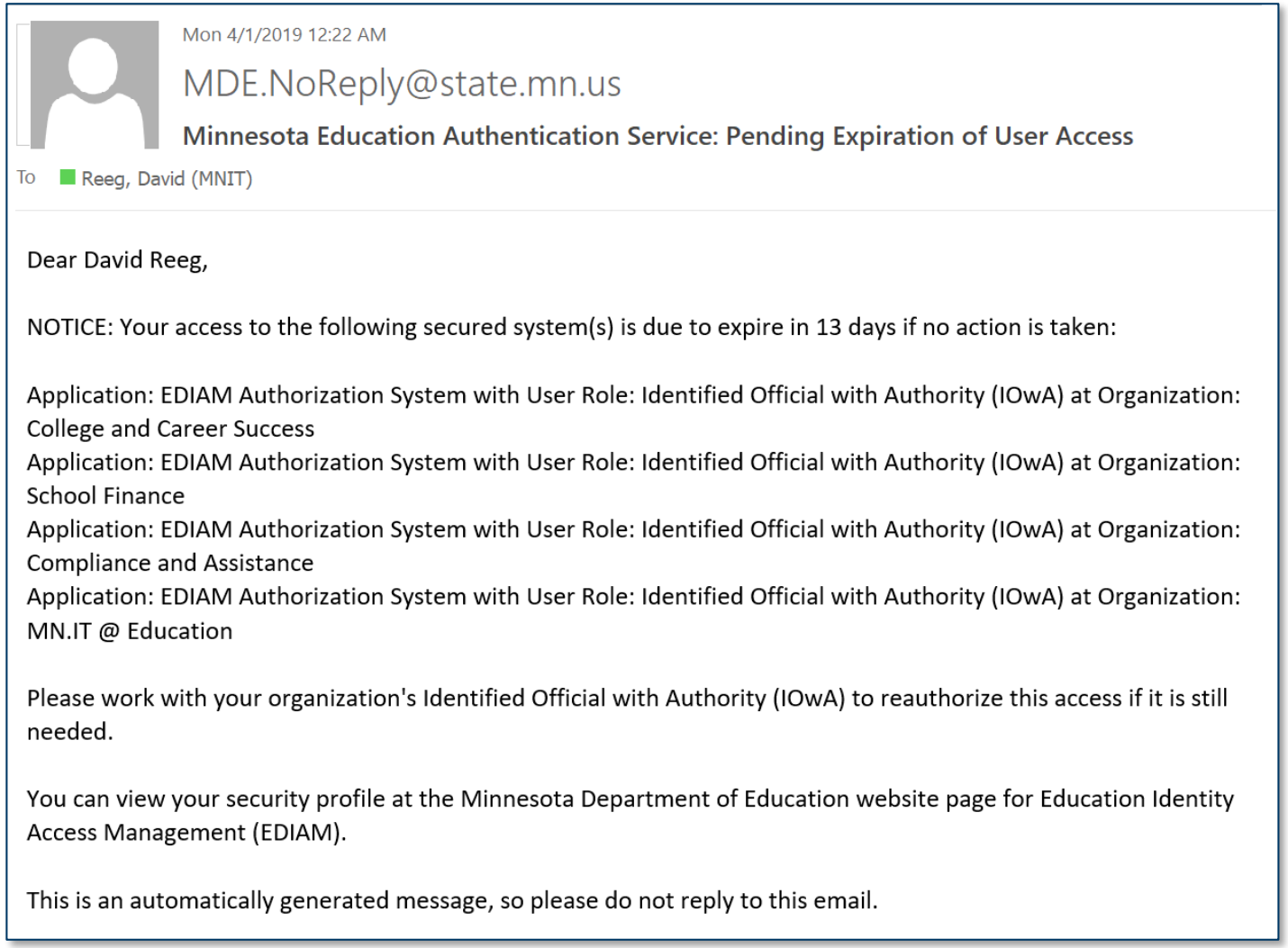
MINNESOTA IT SERVICES

Introduction: All User Access Has an Expiration Date

- Currently in MIDMS, once a user role is granted, it persists until it is revoked. There is no way to automatically “expire” access in MIDMS, which makes it difficult to enforce Minnesota IT Enterprise Security Policy & Standards.
- In EDIAM, all user access is granted with an expiration date. By default, all user roles will expire after 365 days of being granted.
- The user will receive two notification emails: first two weeks prior to expiration, and second after their access has been revoked. However, once the IOwA reauthorizes the user’s access, then notification emails will no longer be sent.
- The IOwA and IOwA Proxy(s) will receive monthly notification emails listing users with access on behalf of their organization which will expire within the next 45 days if not reauthorized and including a link to the EDIAM Authorization system.

Access Expiration: Email Notifications

- EDIAM Authorization sends an automated email notification to you two weeks before your access is scheduled to expire.
- A similar automated email notification is sent when your access has expired and is automatically revoked.
- Because access expiration is automated, there is no Identified Official with Authority contact specified. Instead, then email directs you to the designated IOwA for your organization for any questions.



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MDE.NoReply@state.mn.us

Minnesota Education Authentication Service: Pending Expiration of User Access

To Reeg, David (MNIT)

Dear David Reeg,

NOTICE: Your access to the following secured system(s) is due to expire in 13 days if no action is taken:

Application: EDIAM Authorization System with User Role: Identified Official with Authority (IOwA) at Organization: College and Career Success
Application: EDIAM Authorization System with User Role: Identified Official with Authority (IOwA) at Organization: School Finance
Application: EDIAM Authorization System with User Role: Identified Official with Authority (IOwA) at Organization: Compliance and Assistance
Application: EDIAM Authorization System with User Role: Identified Official with Authority (IOwA) at Organization: MN.IT @ Education

Please work with your organization's Identified Official with Authority (IOwA) to reauthorize this access if it is still needed.

You can view your security profile at the Minnesota Department of Education website page for Education Identity Access Management (EDIAM).

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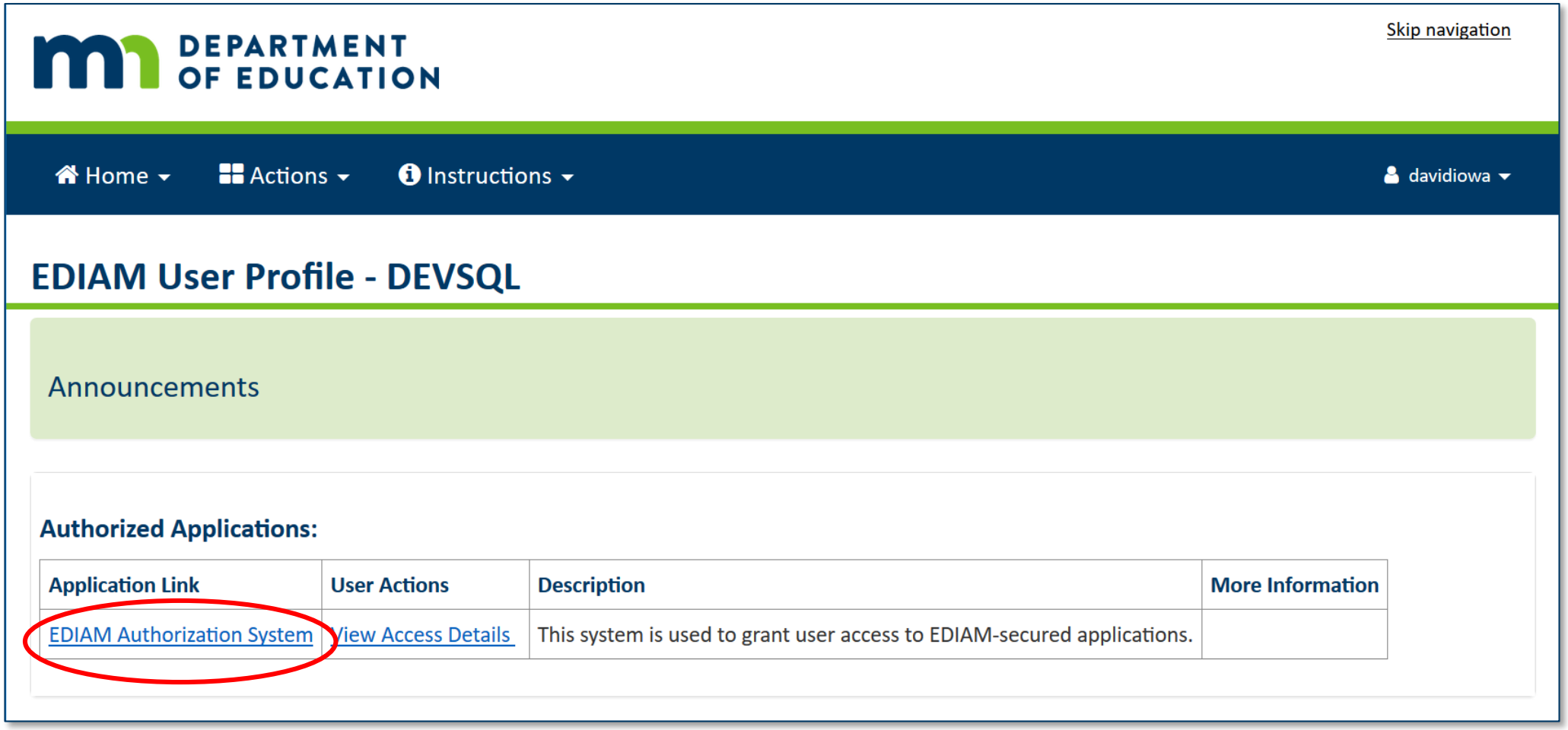
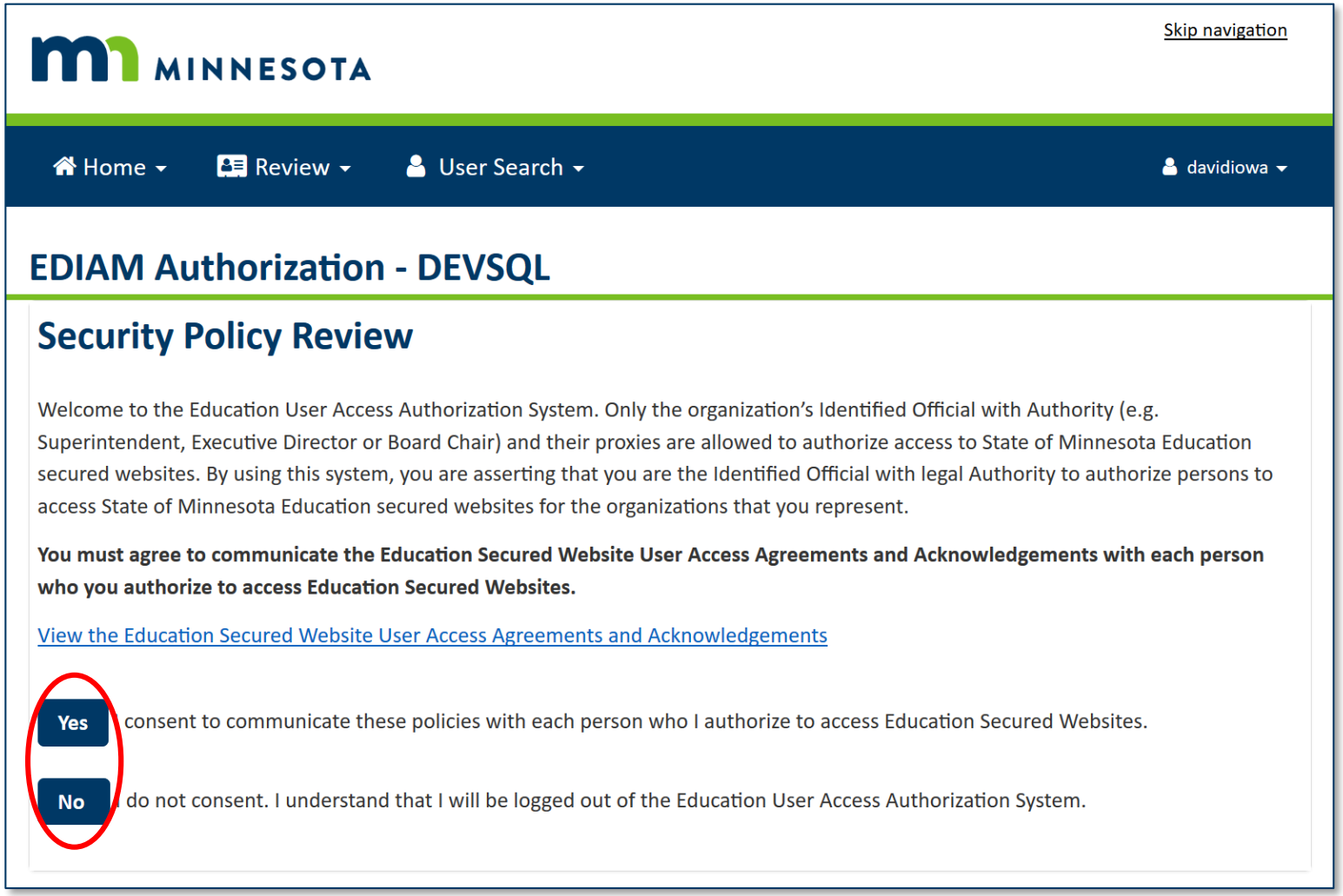
Launching the EDIAM Authorization System

The IOwA launches the EDIAM Authorization System.



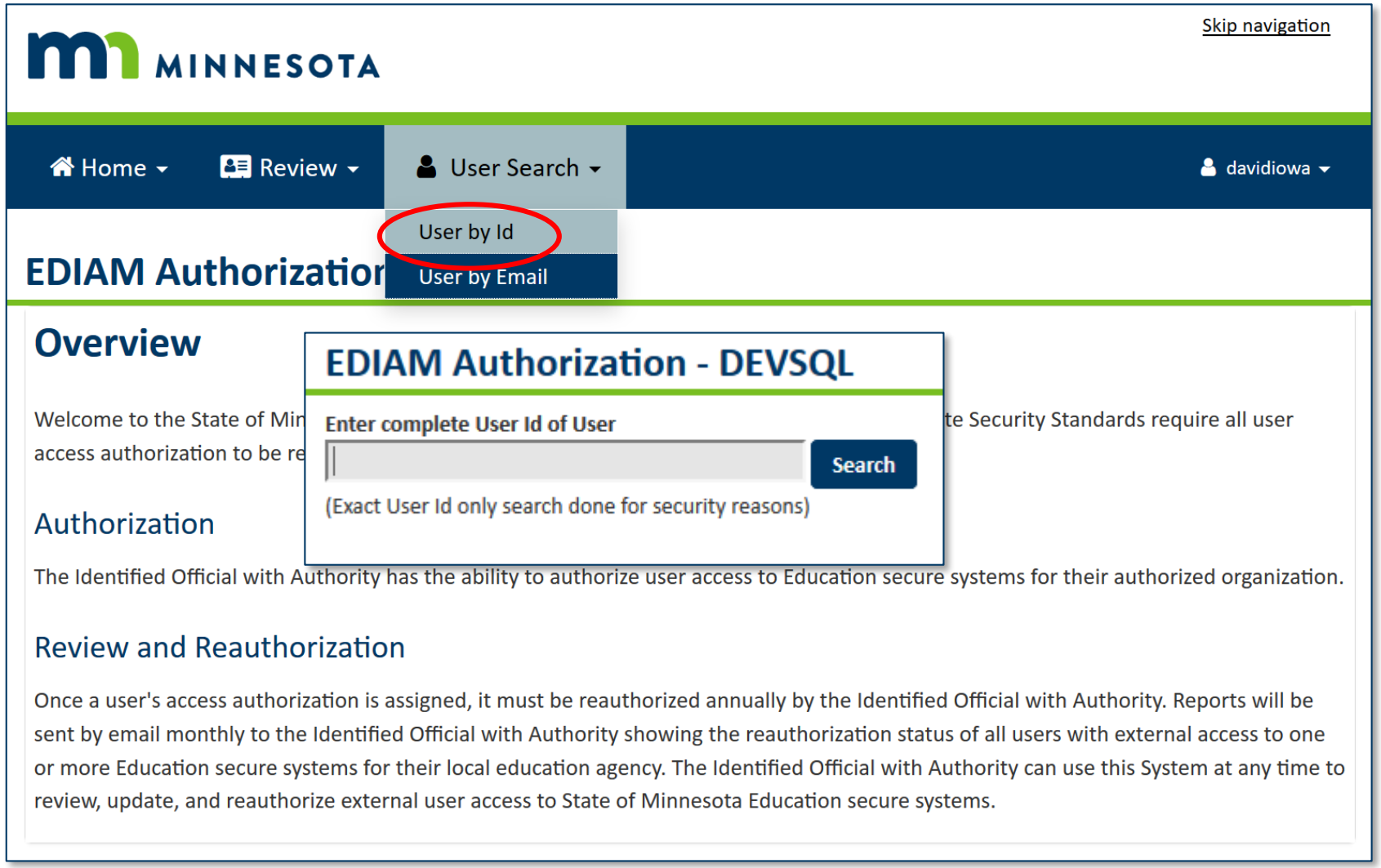
Consenting to the Education Security Policy

Each user of the EDIAM Authorization System must consent to communicate the **Education Secured Website User Access Agreements and Acknowledgements** to each person who they grant access to EDIAM-secured systems.



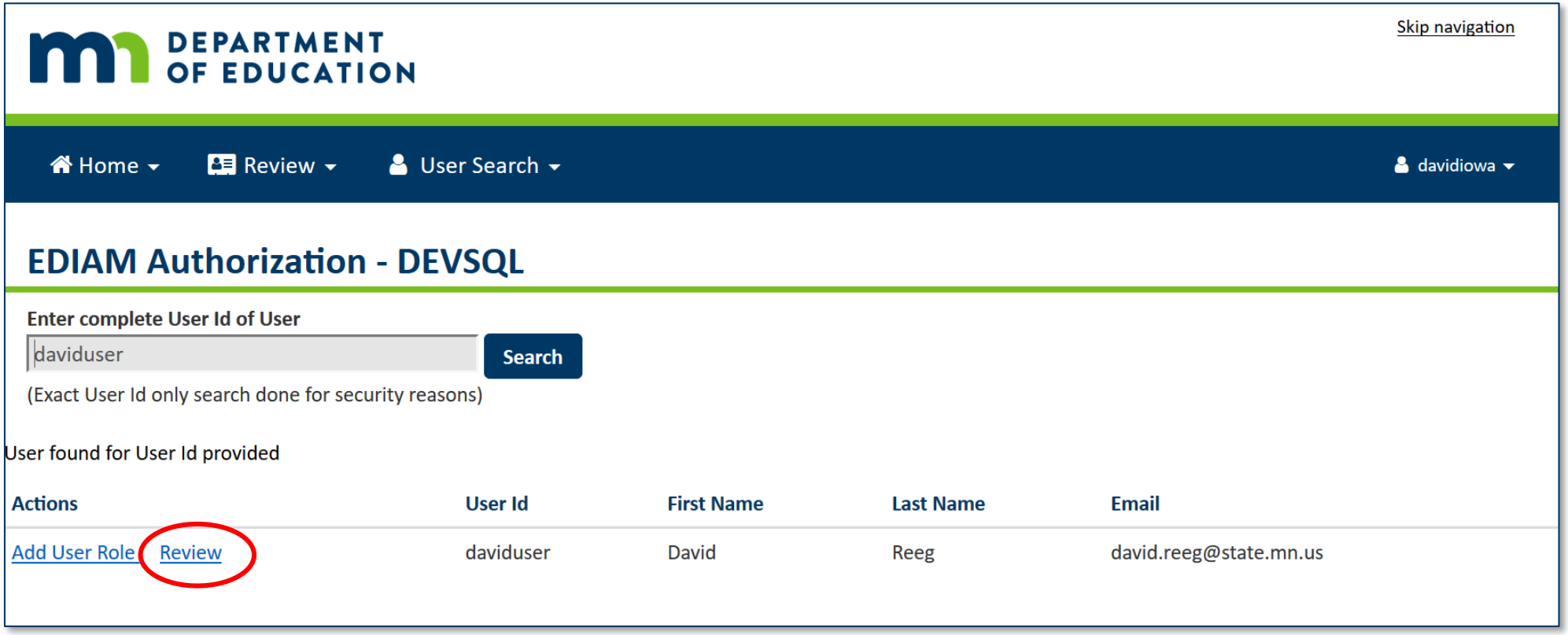
IOwA
EDIAM Authorization - User Search

The IOwA can search for the user by either EDIAM User ID or Email Address. The IOwA must know the exact User ID or Email Address; no partial search is allowed.



Access Revocation and Reauthorization: Review Access

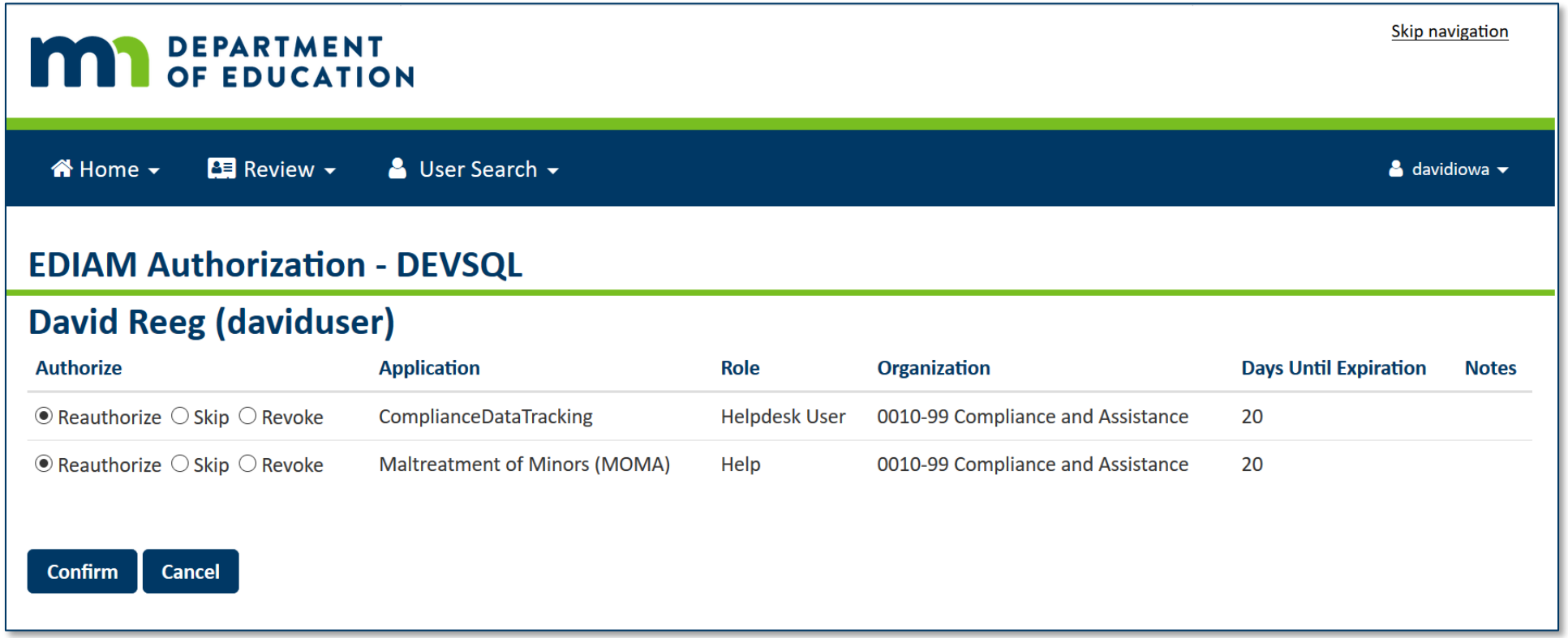
- After searching for a user, the IOwA or IOwA Authorizer can select Review Access for access revocation and reauthorization on behalf of their organization.
- IOwAs can ONLY review access for role authorizations that they are permitted to add. If the selected user has none, EDIAM will inform the IOwA that this user has no authorizations for their review.



Access Revocation and Reauthorization Confirmation

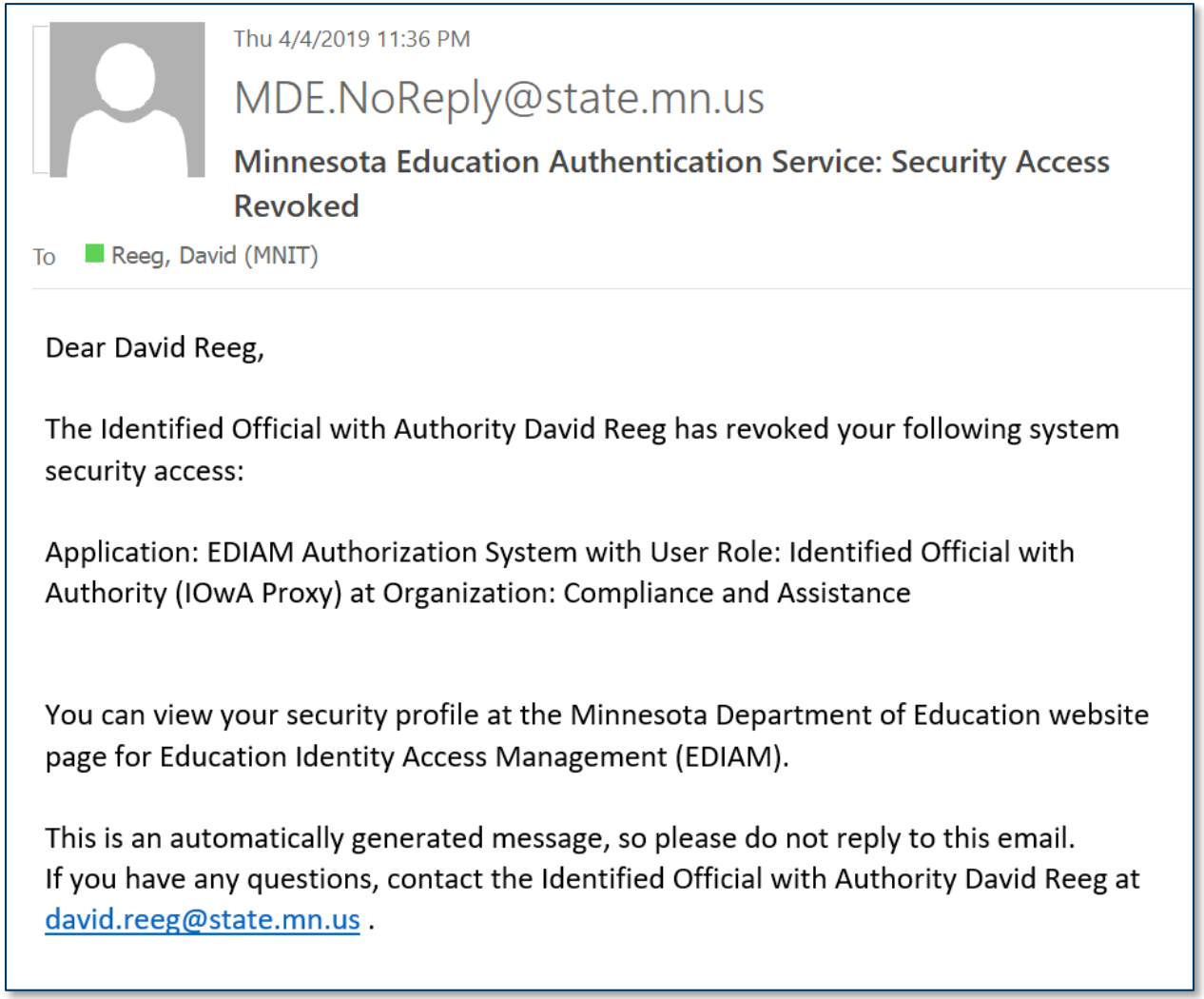
On the Review Access Page:

- Select Reauthorize for all the user's roles to be reauthorized (resetting the days until expiration).
- Select Skip to take no action on the role at this time.
- Select Revoke for any role which should be revoked.
- Select Confirm to complete all of the selected actions for this user.



IOwA
Access Revoked Email Notification

- EDIAM Authorization sends an automated email notification to the user informing them when they have had user role(s) revoked.
- The email notification provides the user with contact information for the Identified Official with Authority (IOwA) who revoked the access.



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Minnesota Education Authentication Service: Security Access Revoked

To Reeg, David (MNIT)

Dear David Reeg,

The Identified Official with Authority David Reeg has revoked your following system security access:

Application: EDIAM Authorization System with User Role: Identified Official with Authority (IOwA Proxy) at Organization: Compliance and Assistance

You can view your security profile at the Minnesota Department of Education website page for Education Identity Access Management (EDIAM).

This is an automatically generated message, so please do not reply to this email.
If you have any questions, contact the Identified Official with Authority David Reeg at david.reeg@state.mn.us .

Thank You!

David Reeg

MNIT Services partnering with Minnesota Dept. of Education

david.reeg@state.mn.us