HEI User Authorization

ODHE Administrator User Manual

Version 1.1 - January 2018

HEI AUTHENTICATION
MANAGEMENT
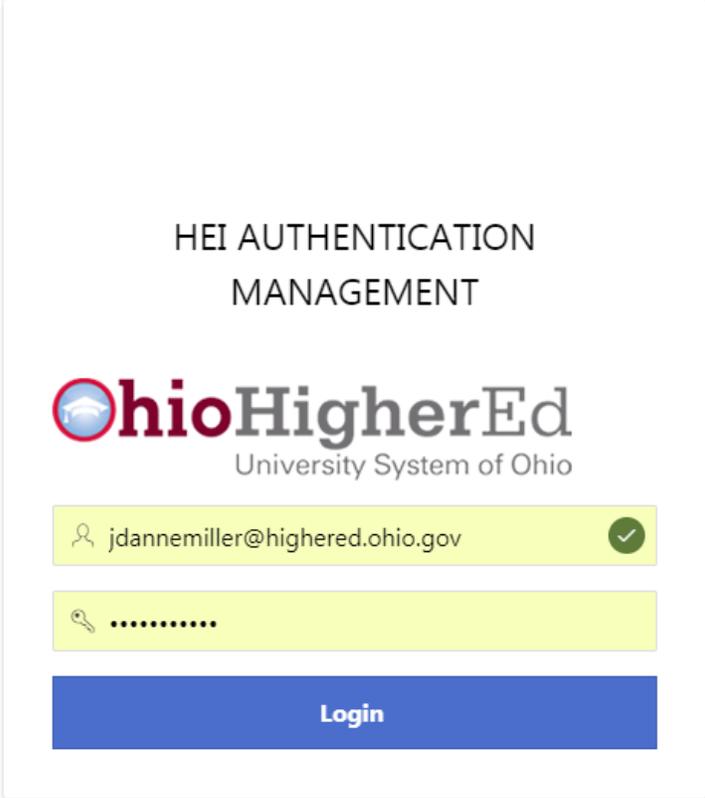
OhioHigherEd
University System of Ohio

System Access

<u>HEI Authorization Login</u>
HEI Institution Administrator / Liaison and Financial Aid Institution Administrator / Liaisons have access to the HEI Authorization system that will assign permissions, user names, and passwords to various Department of Higher Education (DHE) Applications, like the HEI Core Portal.

https://heiauth.ohiohighered.org

- Your username is the organization email address (@highered.ohio.gov, @oh-tech.org, etc…)
- Your password is the same as the one used for HEI Core Portal, CCP Portal, or several other websites that are new applications.

A successful login brings you to the administrator dashboard. Users without administrative privileges will see fewer links**.**

OhioHigherEd
University System of Ohio

Accounts	Reports	Application Administration	My Profile

Account Lookup   Add a New Account

Search by Username [   ]

○ Quick Search   ○ Advanced Search

Search   Start a New Search

Account management

[Account Lookup](#)

Clicking **Search** without a username specified allows you to browse the complete user list at your institution. Selecting the **Advanced search** radio button adds searching options for the users' first and last names, institution, legacy username (from legacy applications now incorporated into HEI Auth), and can filter by account status (Approved, Disabled, Pending).

Clicking the edit icon ( ) for a user opens that user's account profile.

Managing an Existing Account

Below the User Details are the User Roles. This is where applications and the roles belonging to the individual are assigned. Administrative users will only see Applications listed for which they assigned that Application's "User Administrator" role.

To Create Accounts for New Users

1. Go to the Add a New Account button:

2. Complete the form – notes are below:

- Official university/college/district email addresses should be used for accounts/usernames (as opposed to personal email accounts).

- To look up an institution name, use the "up arrow" to open the search dialog:

Institution

Search Dialog - Google Chrome

https://heiauth.ohiohighered.org/ap/wwv_flow.show

| Search | Close |

- Select None -

ATS Institute of Technology

Adult Center for Education

Adult and Community Education-Hudson

Air Force Institute of Technology-Graduate School of Engineering & Management

Akron Institute of Herzing University

Akron School of Practical Nursing

Akron Testing Laboratory and Welding School Ltd

Alexandria School

Allegheny Wesleyan College

Allstate Hairstyling & Barber College

American Air Conditioning Academy

American Home Inspectors Training

American Institute of Alternative Medicine

American School of Technology
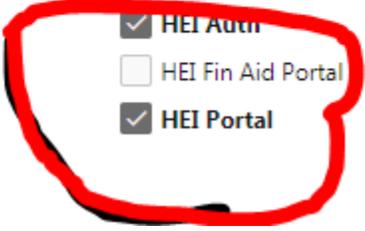
Checking the box for an Application on the left column adds all that Application's Roles to the right column. In the example below, all of the HEI Portal roles are listed. At least one must be selected for the user's account to be associated with the HEI Portal Application.

Assign the appropriate roles to the individual based their data reporting duties.

Clicking the **Apply Changes** button saves the user's profile.
Unchecking an Application also removes all of its associated Roles when the profile is saved.

Re-setting or Forgotten Passwords:

- Each HEIAUTH-managed application will contain a "Forgot Password" link on the login page, which will direct the user to the HEIAUTH "Forgot Password" page, which will in turn generate an email with a secure link to reset the password
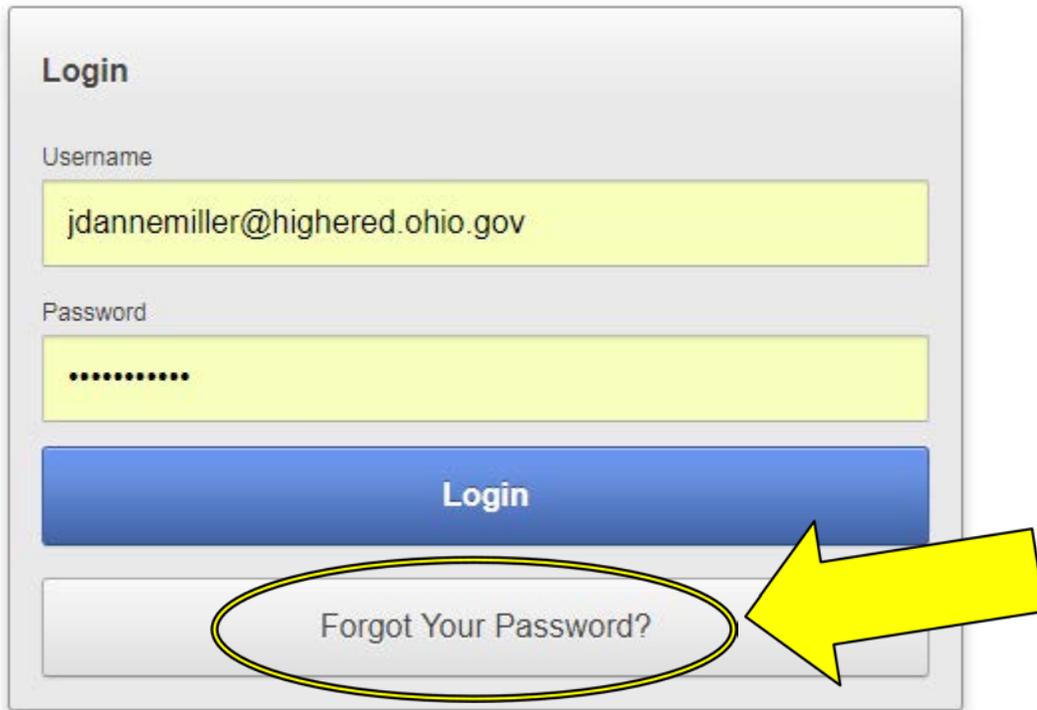
- Passwords will expire every 90 days
- Automated emails will be sent out informing users of upcoming password expirations every 30, 15, 4, 3, 2 and 1 days before the password is to expire
- Upon expiration of a password, accounts will be locked until the user selects the "Forgot Password" option on any application login page and resets their password

Users who forgot their password or if the initial password has expired:

The easiest way is to get a new temporary password by going to the [application] main page:

https://hei.ohiohighered.org

➔ then click the 'forgot your password' link on the main page **or** go directly to:

https://heiauth.ohiohighered.org/ap/FORGOT_PASSWORD

From this point, the users enters their email address and then should get a new 'reset password' email in their inbox.

The system generates an email that comes from 'heiauth-admin@highered.ohio.gov'.

If the email is not reaching the requester, they or their IT staff may need to add it to their safe/known sender list, which might help if it is actually a SPAM filtering issue.

9