



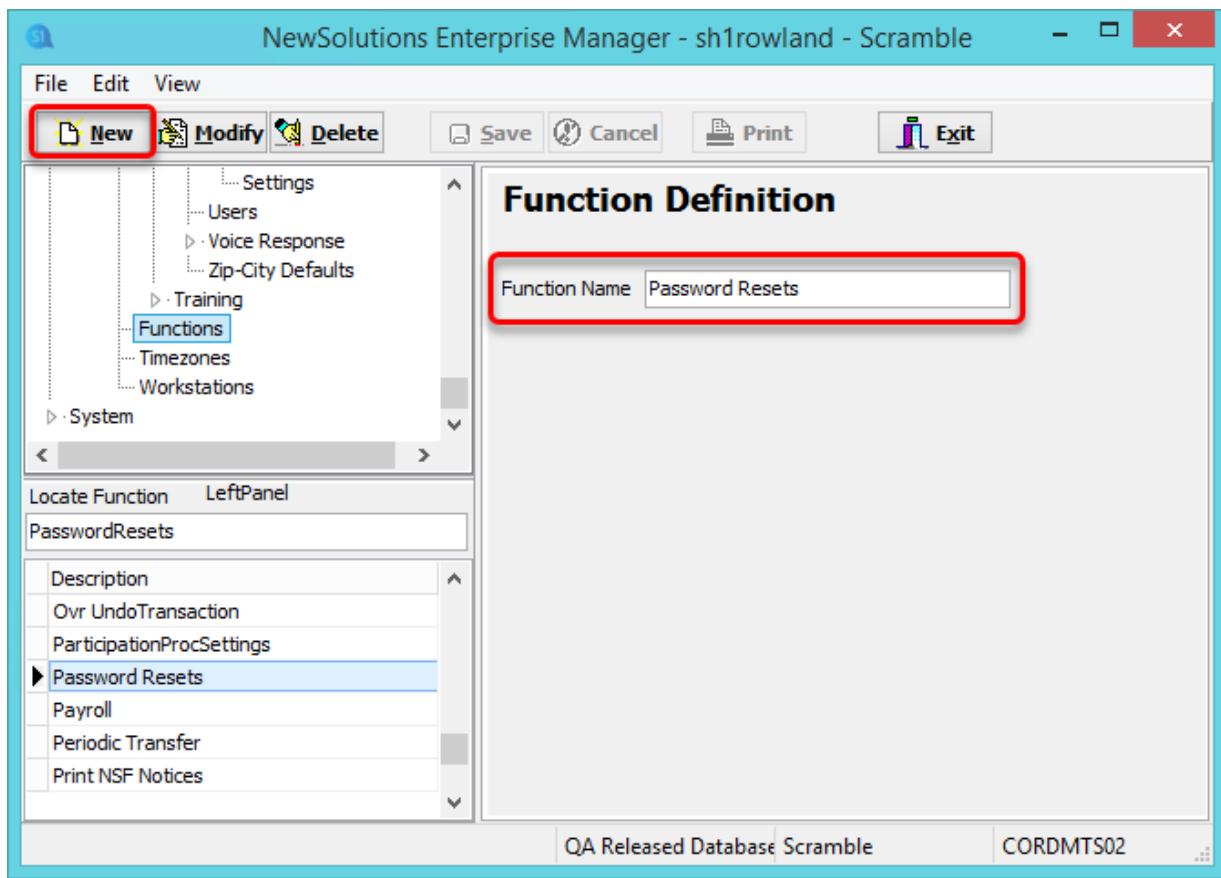
Password Reset Role Guide

November 2019

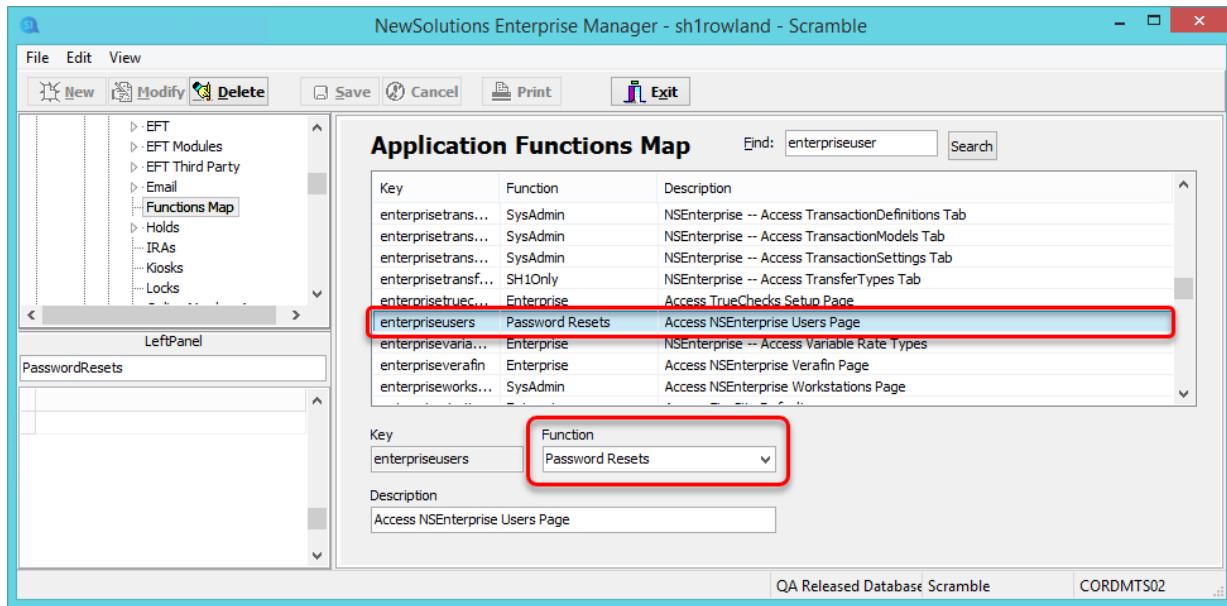
Creating a Role for NewSolutions Password Resets

The screenshots below will guide you to setting up the function and assigning the new function to users to allow them Enterprise access to only edit the User settings (reset passwords). If there are any questions, please contact the customer support team at 1-800-888-0766 option 1.

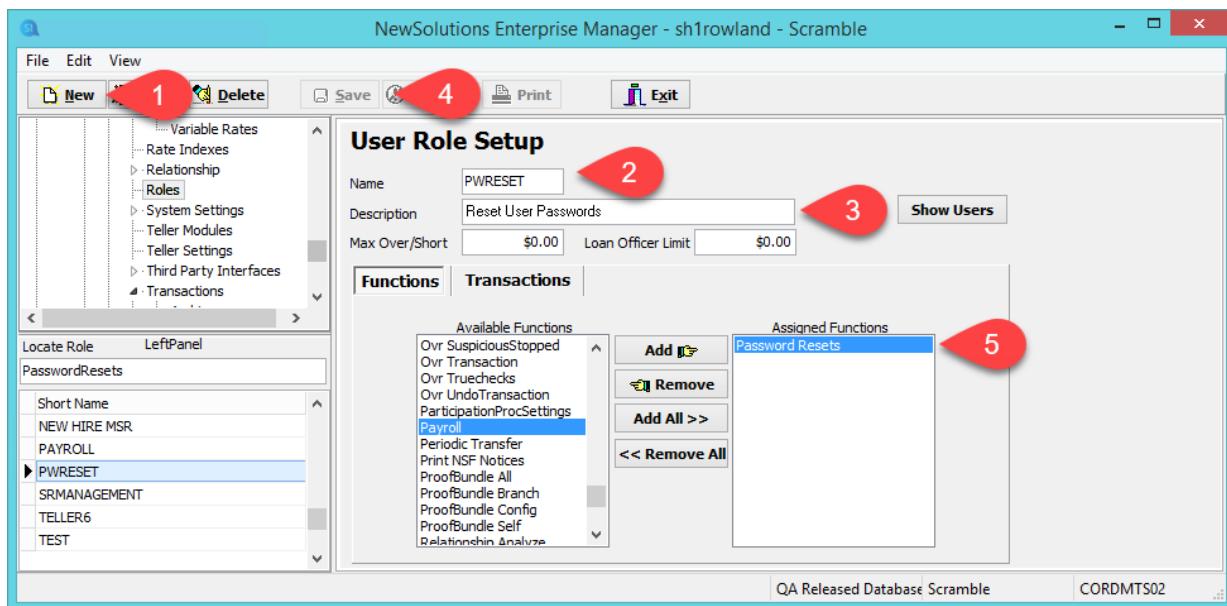
1. *Enterprise > Functions* – Create a Function to easily identify the ability to change User Passwords.



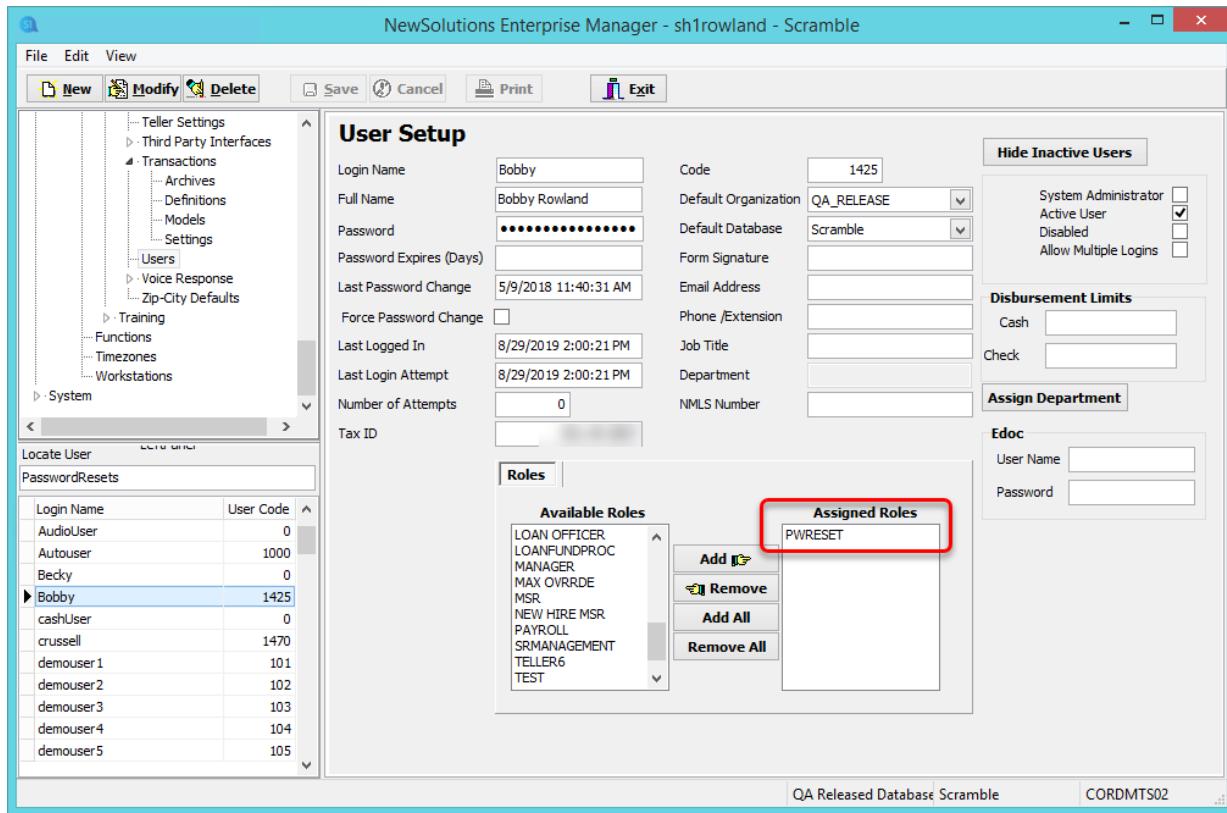
2. *Enterprise > Functions Map* – Locate the EnterpriseUsers Key and assign the new Function.



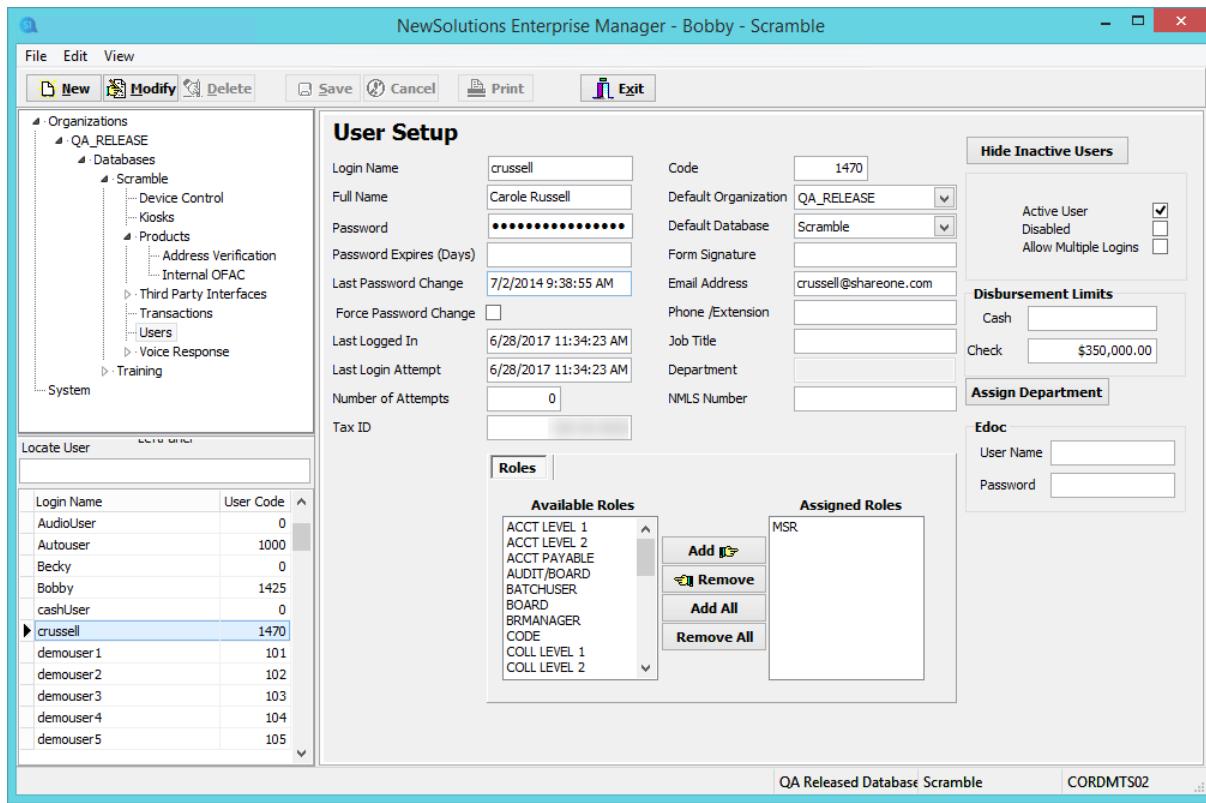
3. *Enterprise > Roles* – Create a role and assign this new function. Alternatively, assign it to an existing role, if desired. NOTE: You should create the role by entering the Name and Description and click Save, then you can assign functions.



4. *Enterprise > Users – Assign the new role (if created) to the users that need access.*



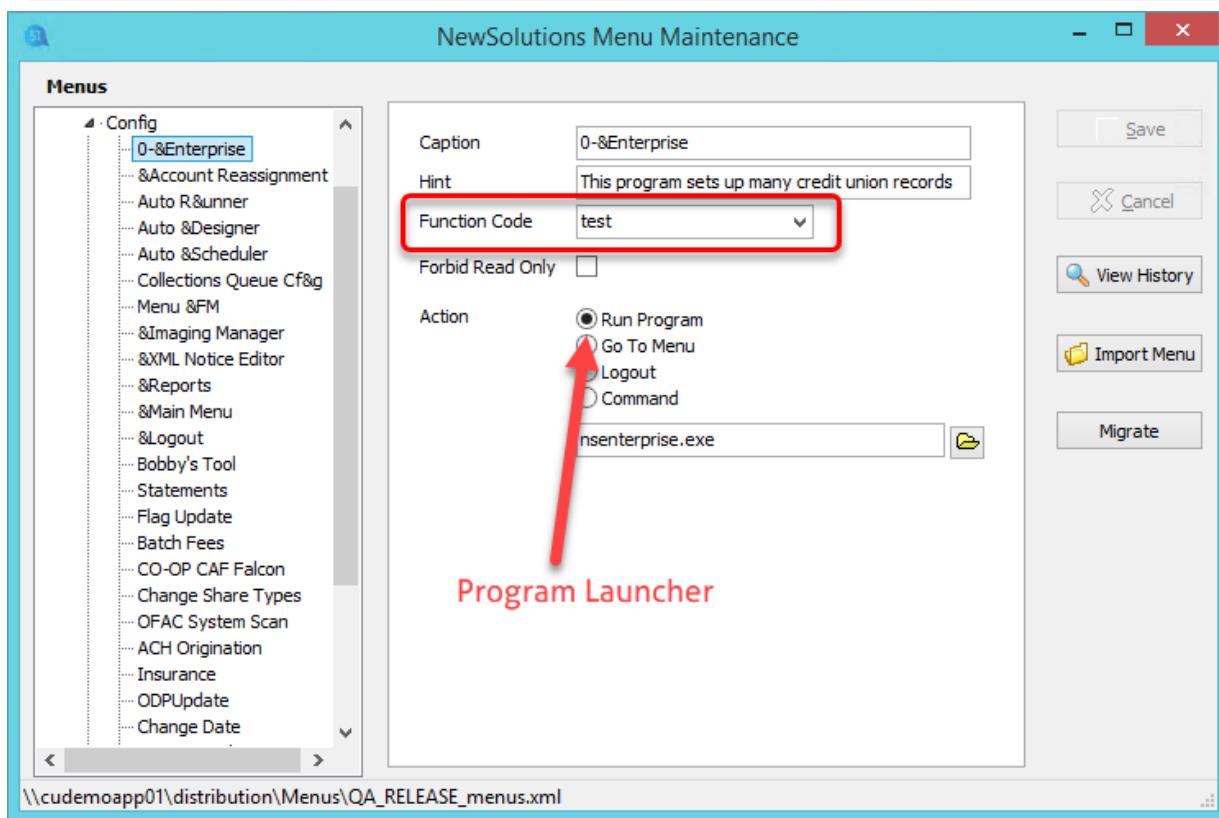
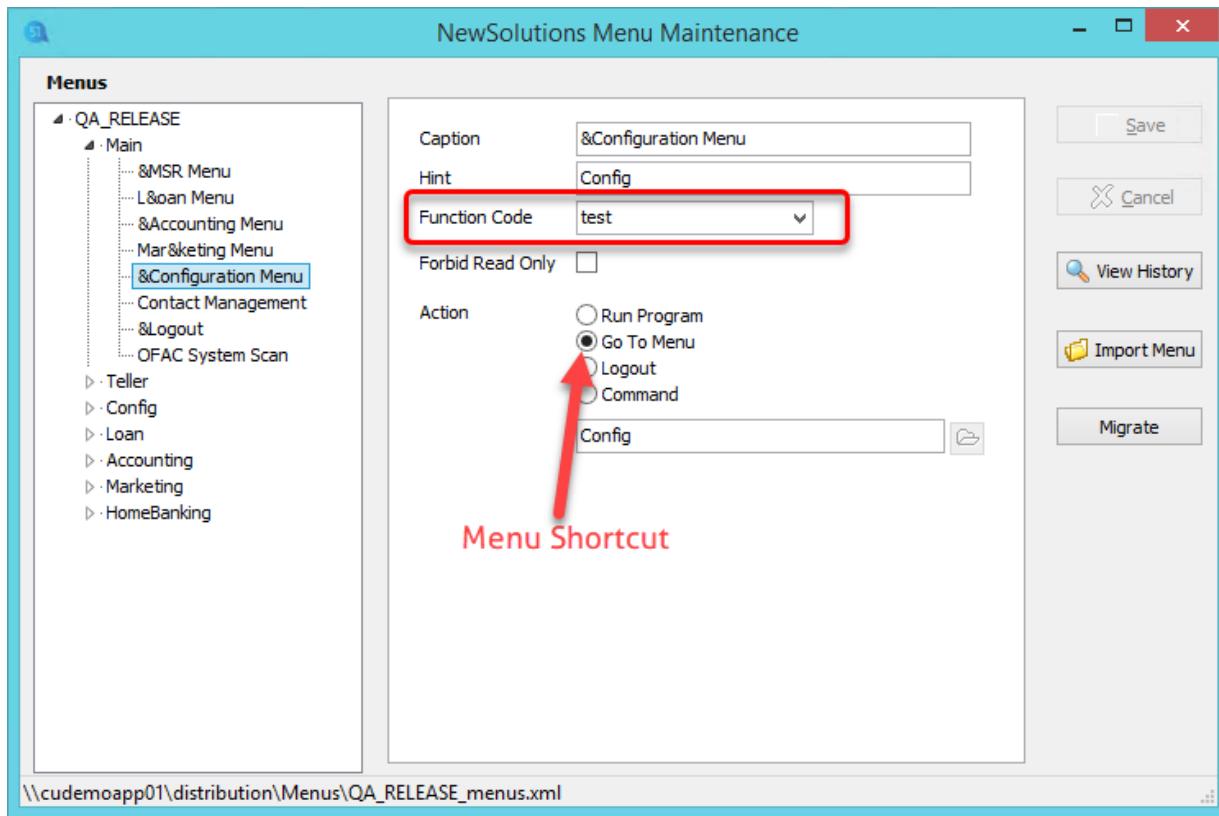
5. When the user logs in, assuming no other Enterprise functionality has been assigned to their user profile, the screenshot below is what enterprise looks like.



NOTES:

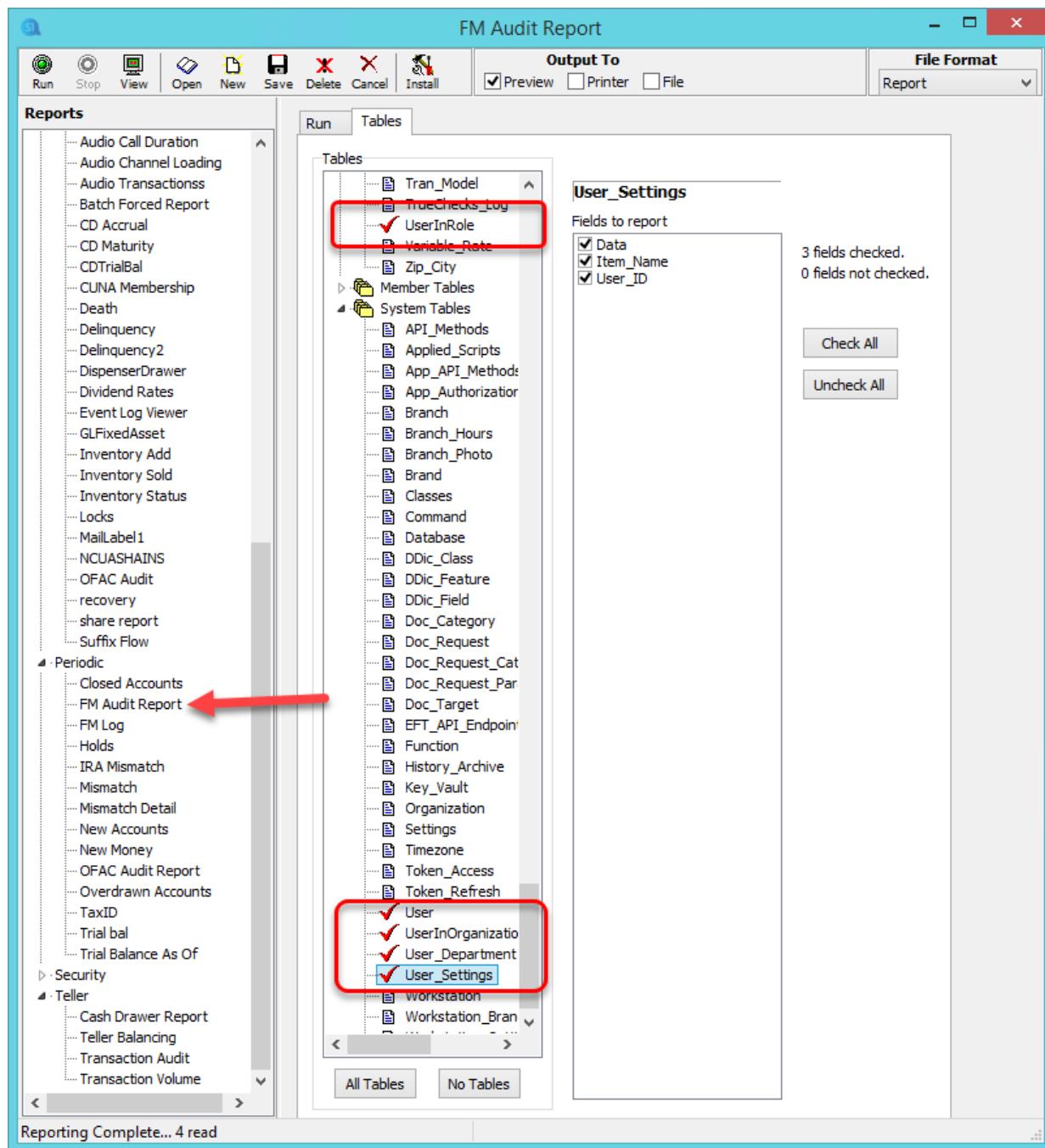
1. MenuFM – Many credit unions have functions assigned on the Menu shortcuts and the programs within them. The CU will need to review their setup because this can prevent users from accessing Enterprise even if they have some form of access assigned. If the Function Code in MenuFM doesn't align with the functions assigned to them, they will not be able to access the platform, regardless of how they view the menu (Button, List, or Tree). Below is a screenshot for a Menu shortcut and for the program. Also, another bit of info that's worth noting is that the Menu Shortcut and the Program Launcher can have two different function codes assigned. There is a hierarchy: You must have access to the menu to have access to the program launcher. This means if my user has the function required to launch the program, but not the function to access the menu, I still cannot see the program in any view! This is something I struggle to remember when I'm trying to work on roles on-site. (see screenshots on next page).





2. Auditing – Because you are granting access to the full Users profile in Enterprise, a user does have the ability to make changes beyond resetting the password and setting the Force Password Change flag. They can assign/remove roles from users. I would highly recommend the FM Audit Report be set up to monitor the UserInRole table under Control Tables and the User, UserInOrganization, User_Department, and User_Settings tables under System Tables. This could be automated for monitoring on a periodic basis. Below are the screenshots of what tables to select and what it looks like when user roles are modified.





File Maintenance Audit Report QA Released Database																	
11/12/2019 11:40 Report FM1002-D Database Scramble		11/12/2019 Page 1															
Search Criteria-----																	
From Date: 11/12/2019 To Date: System Table(s): User,UserInOrganization,User_Department,User_Settings Control Table(s): UserInRole Member Table(s): Account Number: User:																	
<table border="1"> <thead> <tr> <th>Date and Time Action/User</th><th>Table.Field Account.Suffix</th><th>Old Value/New Value/Record Description</th></tr> </thead> <tbody> <tr> <td>11/12/19 11:21:47 Delete shirrowland</td><td>UserInRole</td><td>Key: (580) user Bobby role Member Service Representative</td></tr> <tr> <td>11/12/19 11:21:47 Delete shirrowland</td><td>UserInRole</td><td>Key: (749) user Bobby role Batch User</td></tr> <tr> <td>11/12/19 11:21:47 Delete shirrowland</td><td>UserInRole</td><td>Key: (790) user Bobby role Teller Role</td></tr> <tr> <td>11/12/19 11:21:59 Add shirrowland</td><td>UserInRole</td><td>Key: (921) user Bobby role Reset User Passwords</td></tr> </tbody> </table>			Date and Time Action/User	Table.Field Account.Suffix	Old Value/New Value/Record Description	11/12/19 11:21:47 Delete shirrowland	UserInRole	Key: (580) user Bobby role Member Service Representative	11/12/19 11:21:47 Delete shirrowland	UserInRole	Key: (749) user Bobby role Batch User	11/12/19 11:21:47 Delete shirrowland	UserInRole	Key: (790) user Bobby role Teller Role	11/12/19 11:21:59 Add shirrowland	UserInRole	Key: (921) user Bobby role Reset User Passwords
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