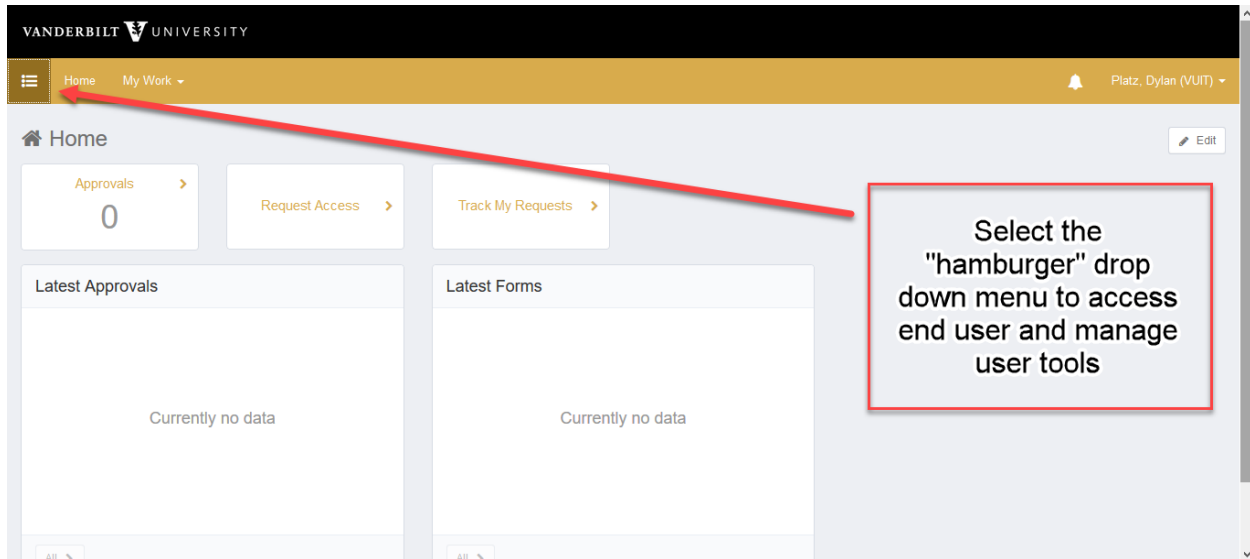
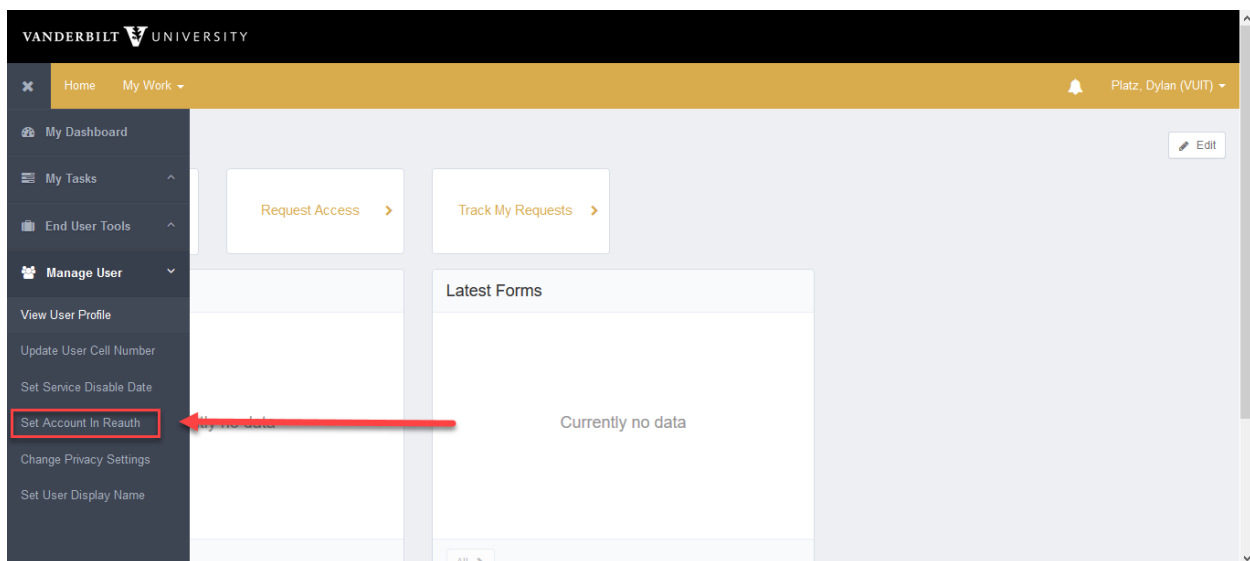


# Manage Users – Set Someone in Re-auth

1. Upon clicking the link, you will be asked to log-in (via PING single sign-on) and will be taken to your VU Identity Home page.
2. To set an account in re-auth (or access other manage user tools), click the hamburger icon in the top left of your screen. You will find it situated to the left of the “Home” button.



3. Clicking the hamburger will expand the drop down menu items. Select “Manage User” to see available options. Select “Set Account in Reauth.”



4. Find the user you wish to set in Re-auth and select them. The VU Identity solution supports searching the user by name or ID.

- **Note:** You can always use the Advanced Search options if needed.

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Home My Work Platz, Dylan (VUIT)

Select Identity(s) > Select Access > Review & Submit

Please select an identity(s) to start this request  
Please click on any identity in the grid below to select that identity for this request.

Available Identities

Click on any of the identities below to select that identity for this request

gaym4 x Q Advanced Search

Name	First Name	Last Name	Manager
gaym4	Mikegtest	Gay	

Click on the individual

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5. Once selected, you will see a screen where you are asked to provide information on the reauth request. Please provide the Requestor information and comments if necessary and click “Continue.”

- **Note:** You may be the requestor and you can use your own name.

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< Form

**Set Account In Reauth Status**

Select Username \*  
Mikegtest Gay

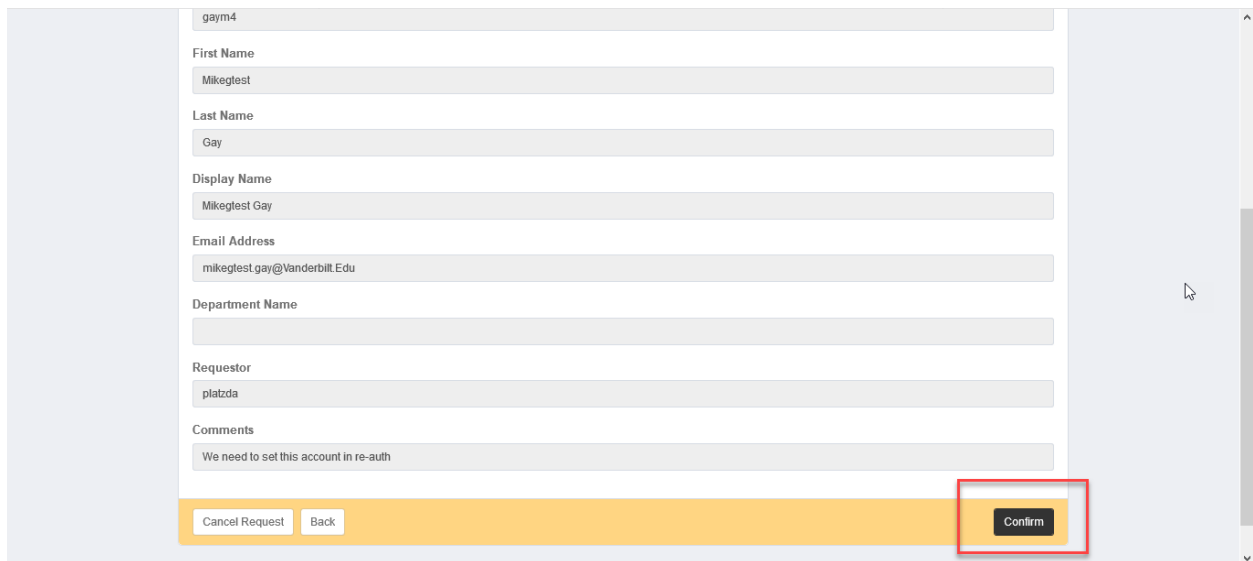
Requestor VU NetID \*  
Platz, Dylan (VUIT)

Comments  
We need to set this account in re-auth

Cancel Request Back Continue

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6. The next page will ask you to verify all the information is correct. Verify the information and click “Confirm.”

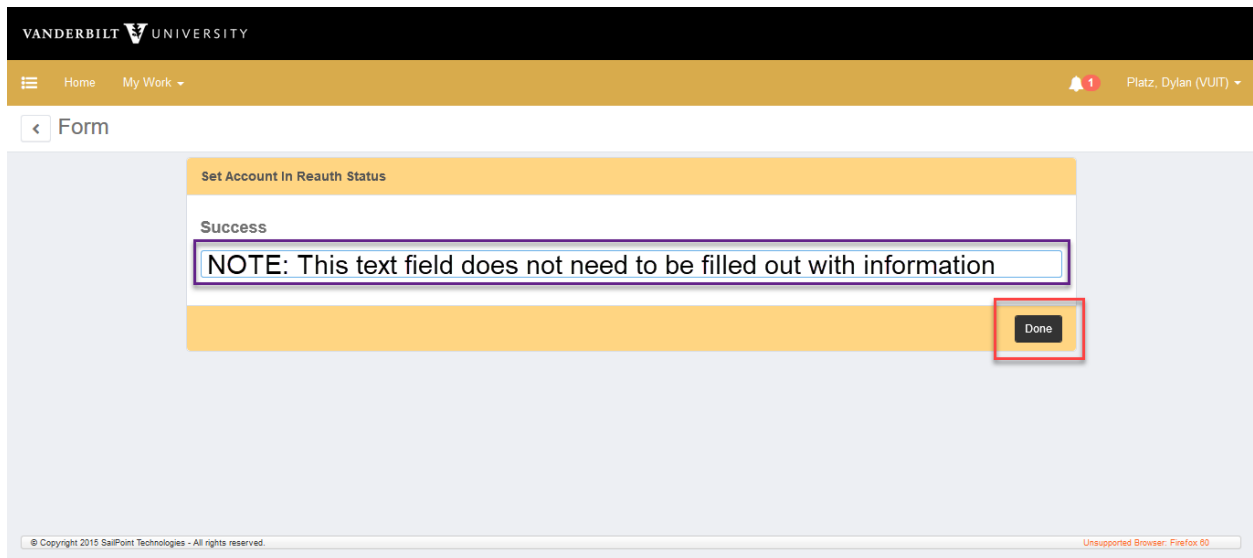


A screenshot of a web form for account verification. The form contains the following fields:

- Username: gaym4
- First Name: Mikeglest
- Last Name: Gay
- Display Name: Mikeglest Gay
- Email Address: mikeglest.gay@Vanderbilt.Edu
- Department Name: (empty)
- Requestor: platzda
- Comments: We need to set this account in re-auth

At the bottom of the form, there are three buttons: "Cancel Request", "Back", and "Confirm". The "Confirm" button is highlighted with a red rectangular box.

7. After clicking “Confirm,” you should see a “Success” page. Click “Done” to complete.



A screenshot of a success message page from Vanderbilt University. The page header includes the Vanderbilt University logo and navigation links for "Home" and "My Work". The user's name "Platz, Dylan (VUIT)" is visible in the top right corner. The main content area shows a "Success" message with a note: "NOTE: This text field does not need to be filled out with information". A "Done" button is highlighted with a red rectangular box at the bottom right of the message area. The footer contains copyright information for SailPoint Technologies and a browser warning for Firefox 60.