Creating a New User Security Record in AiM

1. Access the **System Administration** module → **User Security**
2. Click on the **New** button to begin creating new record
3. A blank, editable template should appear
4. Complete only the following fields:
   - **Login** = UH Username of the new user (*remember NOT to include “@hawaii.edu”*)
   - **Description** = First and Last name of user
   - **Active** = Yes
   - **Password** = 1234 (*this is only to get the record entered; Users will officially login to AiM with their UH username and password*)
   - **Customer Request Type** = 3
   - **Click Defaults** -> **Campus** = -alpha campus code (Leave Facility, Property, Location blank)
     - HA – Hawaii Community College
     - HI – University of Hawaii at Hilo
     - HO – Honolulu Community College
     - KA – Kapiolani Community College
     - KU – Kauai Community College
     - LE – Leeward Community College
     - MA – University of Hawaii at Manoa
     - MU – University of Hawaii Maui College
     - WI – Windward Community College
     - WO – University of Hawaii – West Oahu
   - **Click done** to return to main user security screen
   - **Authorizer Username** = UH Username of Dean/Director/Department Chair (*of the user’s department*)
   - **Authorizer email**
   - **Fiscal Officer** = 3-digit FO code
• Click load -> customer service -> done
• *user may have multiple roles
5. Click Security Filter -> Add
   a. Table Name = AE_P_REQ_E
   b. Filter = AE_P_REQ_E.LOGIN='username'
   c. Click Done
   d. Click Done
6. Click the Save button

**Important**
Do not complete the Facility, Property, and Location fields. This will trigger an error for all Customer Request submittals.

Additional/different Roles are required for internal users, depending on the level of access they may need to AiM; with the appropriate campus filters.