Contacts | Manage User Access to Applications and Reports

Summary:
Step-by-step instructions for Partner Administrators to add, modify or remove a user's access to applications and reports on the Partners Online (POL) website.

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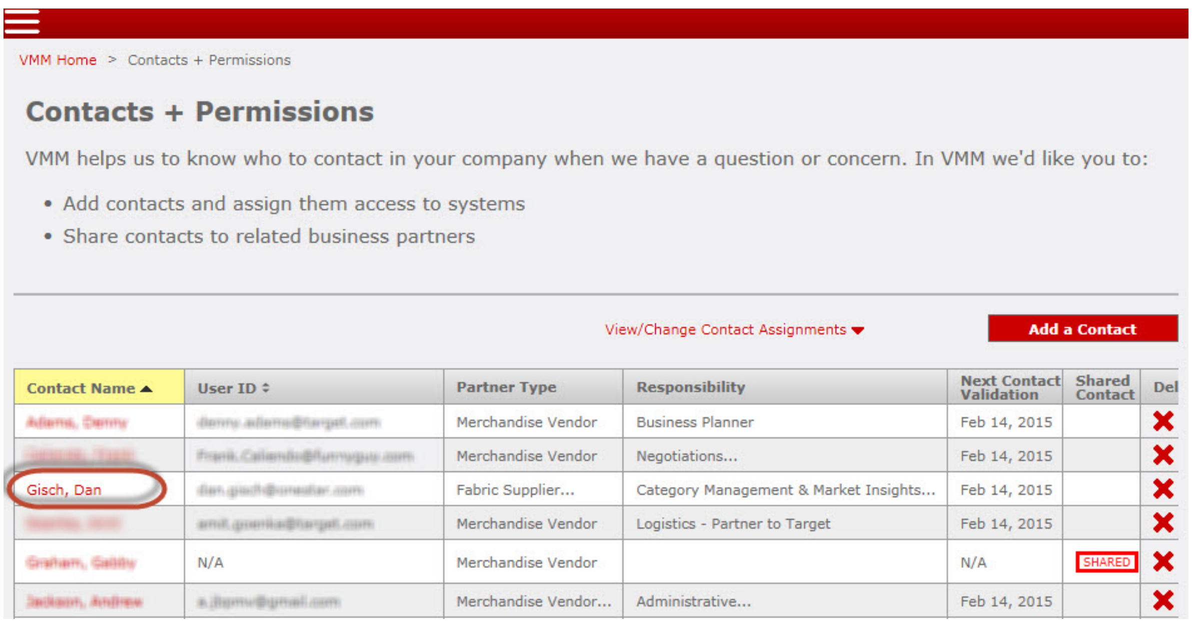
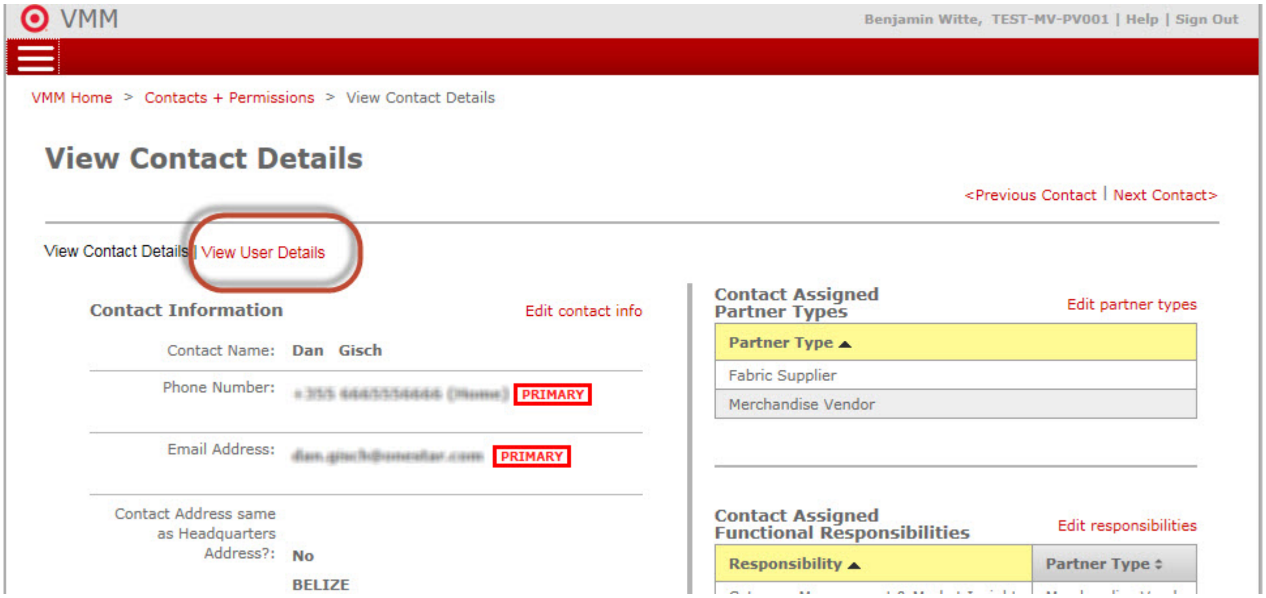
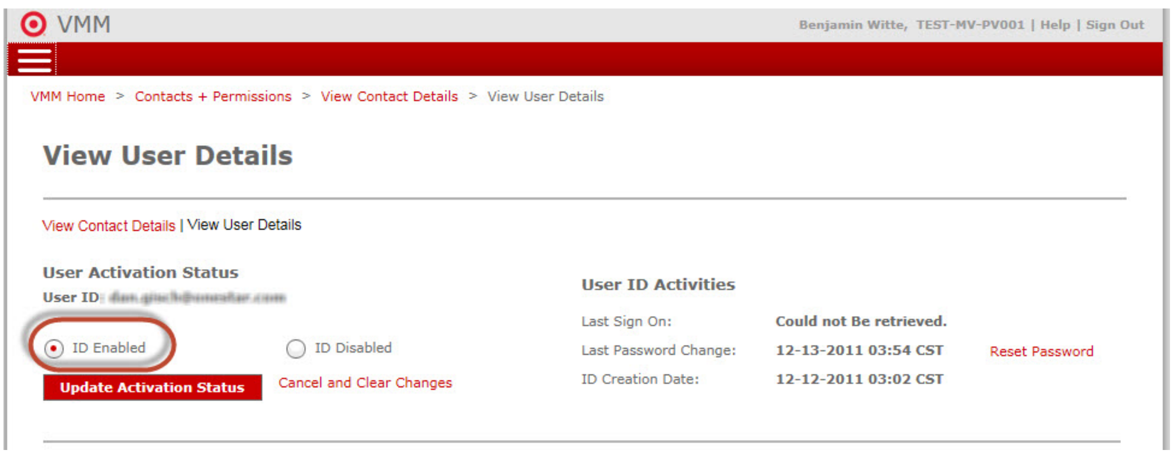
1. Log into **POL**.
2. Click on the **Apps & Reports** link.
3. Launch **Vendor Management and Maintenance (VMM)**.
   a. **Note**: If the Vendor Management & Maintenance (VMM) screen says you need to assign required contacts, assign contact names to those that display none selected.
   b. Click **Save Changes** and you can click VMM Home. It may also ask for contacts for given departments.
4. On the **Welcome to VMM** page, click the **Contacts + Permissions** icon. All contacts are listed on the page.
   a. Optional: Navigate to the **Contacts + Permissions** page by clicking the three white lines in the top navigation bar and selecting the **Contacts + Permissions** option.
5. Click the contact you wish to update access to Applications and Reports.



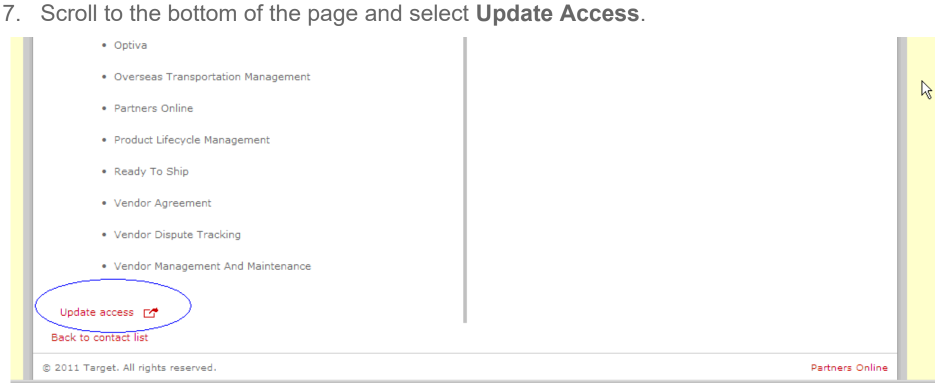
5. Select **View User Details**.



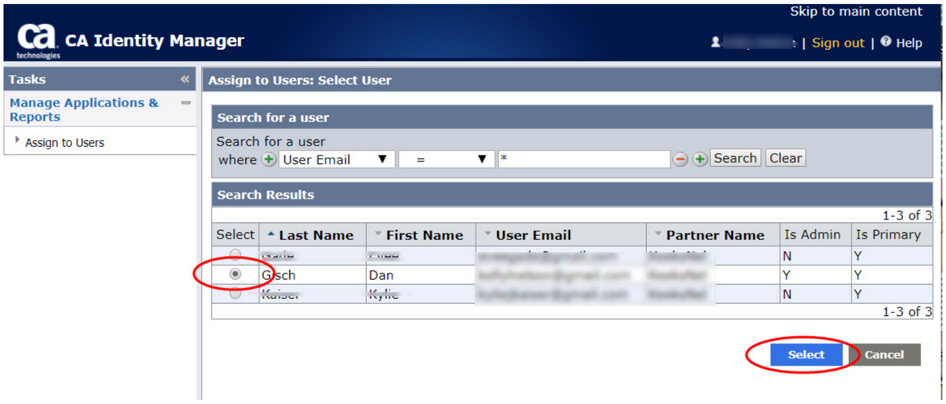
6. On the **View User Details** page, ensure the **ID Enabled** button is selected.



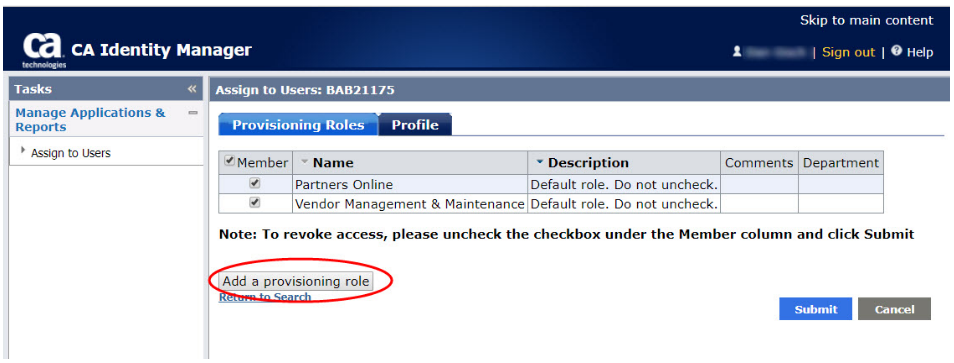
7. Scroll to the bottom of the page and select **Update Access**.



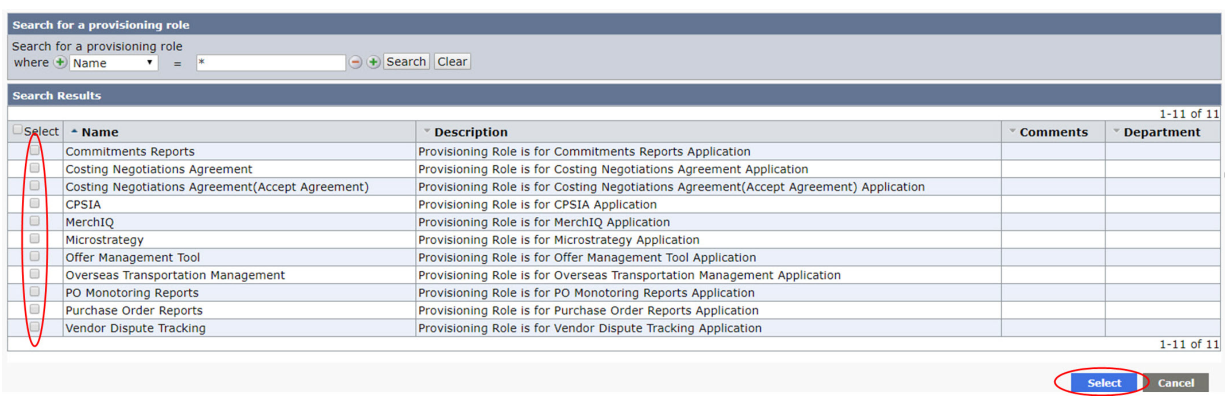
8. A new window opens up to the **CAIdentity Manager** application; choose the contact name and click **Select**.



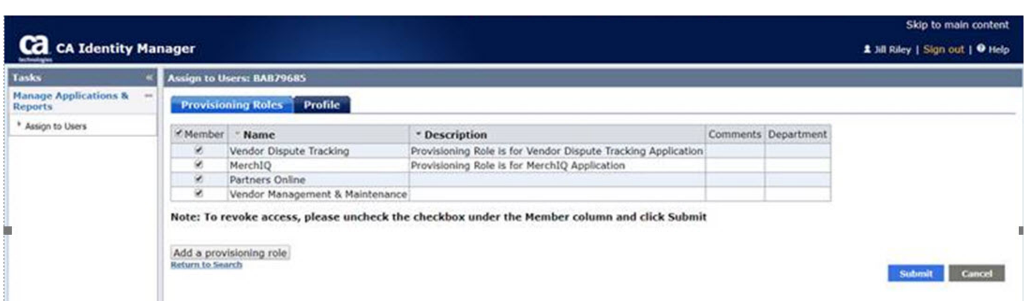
9. Click the **Add a provisioning role** box.



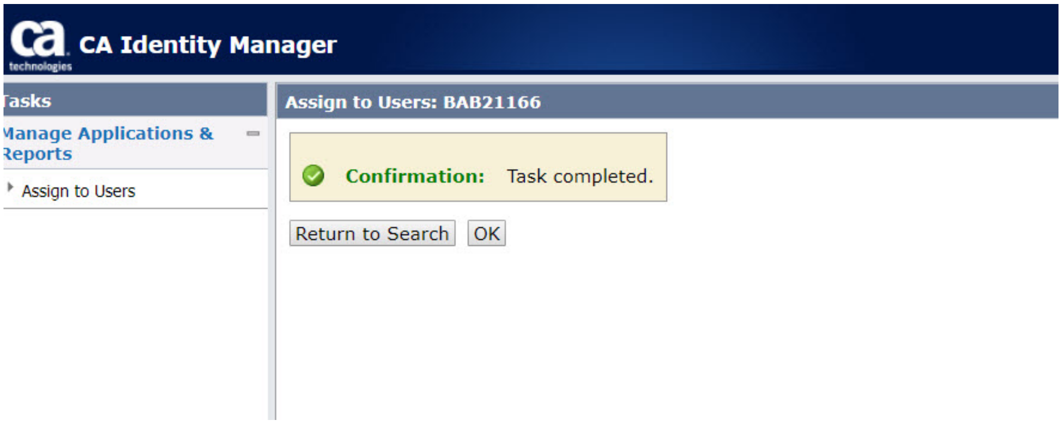
10. The list of Applications and Reports will come up to provision for the user. Check the radio button next to the Application(s) and Report(s) needed and click **Select**.



11. The page will return to the user profile with the provisioned Application(s) or Report(s). Click **Submit**.



12. A confirmation should appear that your request has been completed. **Please note if you receive a "Task Pending" message your request should go through but may take a few moments longer.**



13. Sign out of **CA Identity Manager.**
14. The next time the contact logs into POL, they should have access to the provisioned applications and/or reports.

All Training About VMM

Was this page helpful?

Yes No