

# Guidance Leaflet

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**CIS ACP 2.2**

**Assigning Access to  
User (RA)**

- **RA Manager**
- **Advanced - RA Agent**

## Assigning Access to User (RA)

### RA Manager / Advanced RA Agent

The CIS system allows for senior RA Roles, (RAM and A-RAA), subject to local RA Policy, to assign access privileges without the need for direct Sponsor approval or to submit a Request.

### Direct Assignment or submit a Request

There are THREE ways in which access is assigned to a Smartcard holder by RA officers:

- Direct Assignment (without Sponsor)
- Submit a Request for Approval (RAA)
- Approve (Grant) a Request in the queue.

SEARCH for the user by the Dashboard option:  
Name or NI Number or UUID.

If searching by name it is necessary to ensure the correct individual is selected; the 'Advanced Search' will enable a more granular search.

Whichever search method is followed a list will be displayed, along with an optional filter.

Select the desired user by clicking on the [UUID](#) (hyperlink) in the left hand column.

The selected user's details will be displayed, along with their image.

>> Scroll Down >>

## ASSIGNING ACCESS TO USER (RA)

Current Positions (if any) will be displayed:

>> Select >>

Modify Position assignment

>> Select >>

Add Position

Select and tick required Position(s).

Position code	Position name	Org code
<input type="checkbox"/>	100366854105 1389TestPosition	Y51
<input type="checkbox"/>	100280272898 arun.test.1	Y51
<input type="checkbox"/>	100355306104 AssignableTest	Q14
<input checked="" type="checkbox"/>	100356472108 AuditTesting	Y51
<input type="checkbox"/>	100331036690 Authority.Retest.1	Q14

>> Select >>

Confirm Position

Start date	End date	Status
01-Feb-2015	01-Feb-2025	New

Edit Record (to change Start / End date)

Delete Record

Undo to return unchanged.

If policy allows: for Direct Assignment then 'tick' 'Proceed without Sponsor approval'; note the audit event warning!

Otherwise this will be submitted to a Request list for Approval.

>> Select >>

Submit request

Choose: 'Your next step' depending on the message displayed – or Close.