

# ARTS System Access Job Aid – County Requests

MVD Learning & Development

The ARTS System Access Wizard will enable County Treasurers, and any other designated administrators, to submit ARTS system access requests for new employees, as well as modify and terminate existing employee access. For assistance, please contact [system.access@iowadot.us](mailto:system.access@iowadot.us).

## Contents

New (Add Employees) Requests ..... 2  
 Modify Employee Requests..... 10  
 Terminate Employee Requests ..... 15

<b>Accessing the System Access Wizard in ARTS</b>	<b>The System Access Wizard can be accessed through:</b> <ul style="list-style-type: none"> <li>• ARTS → Tools → System Access Request → ARTS Access Request</li> <li>• Or users can type “AAR” in Fast Path field available near the menu bar to launch the application.</li> </ul>
<b>ARTS User Groups Defined</b>	<ul style="list-style-type: none"> <li>• <b>DL Issuance</b> - For users that will be performing Drivers Licensing (DL) functions.</li> <li>• <b>VRT</b> - For users that will be performing Vehicle Registration and Titling (VRT) functions.</li> <li>• <b>Both DL &amp; VRT</b>- For users that will be performing both DL and VRT functions.</li> </ul>
<b>Changing User Groups</b>	<b>User Groups may change:</b> <ul style="list-style-type: none"> <li>• To add a user group to an employee’s access profile, a <a href="#">Modify Employee Request</a> should be submitted.</li> <li>• To remove a user group from an employee’s access profile, or if an employee retires, or is terminated, a <a href="#">Terminate Employee Request</a> should be submitted.</li> </ul>

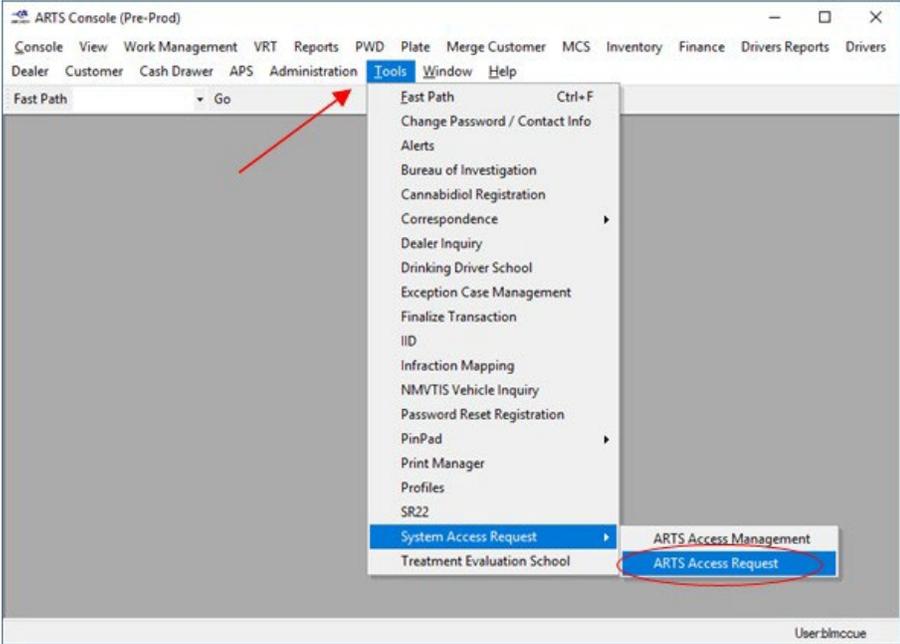
## New (Add Employees) Requests

- 1. Access the System Access (SA) Wizard in ARTS.
  - a. Access ARTS and Log In



- b. From the menu on the home screen select:

**Tools → System Access Request → ARTS Access Request (Fast Path “AAR”)**



2. Input the employee's name and email addresses for employee and supervisor.
3. Select "Next" (not available until all required fields have been populated).

SA Request - Landing Page - Please provide Employee Name and Email Address - [December 24, 2015]

### Welcome

This wizard allows you to create new system access request.

Please provide employee name, then an email address then Supervisor name, then an email address

First Name: Steven Middle Name: Last Name: Greg

Email Address of employee: Steven.Greg@gmail.com

Supervisor/Treasurer Name Submitting this Request: Abbasali Trunkwala

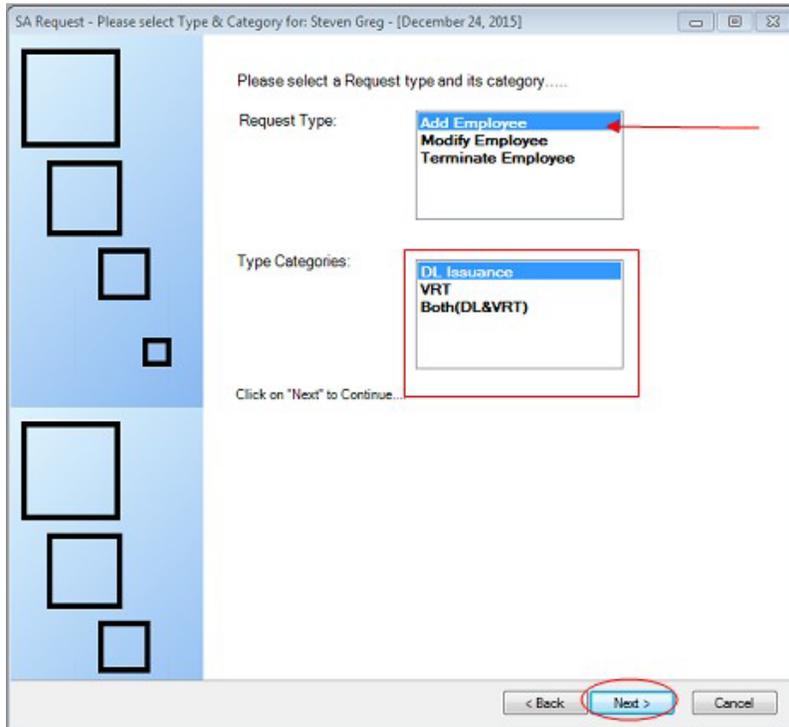
Supervisor/Treasurer Email Address: abbas.trunkwala@gmail.com

Click on "Next" to Continue.....

< Back Next > Cancel

Users will be taken to the Type and Categories screen.

4. Select the request type “**Add Employee**” and choose the desired category. See [ARTS User Groups Defined](#) for assistance with selecting the desired category.
5. Select “**Next**”.
  - Note: The “Next” button will only enable if User performs above action.



SA Request - Please select Type & Category for: Steven Greg - [December 24, 2015]

Please select a Request type and its category.....

Request Type:

- Add Employee
- Modify Employee
- Terminate Employee

Type Categories:

- DL Issuance
- VRT
- Both(DL&VRT)

Click on "Next" to Continue...

< Back   Next >   Cancel

- Depending on the category selected, users will be taken to the DL Issuance, VRT, or Both (DL&VRT) access screens. See below for required fields that need to be completed before proceeding to Step 7.

**DL Issuance:**

**Mandatory Fields:**

- **Date of Hire** - This can be in the past as well as in the future.
- **Required Actions** (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be required by default.
- Select at least one **location**.
- Select at least one **CD/Vaults** option.
- **County employee issuing driver's license?:**
  - If User selects this option, by default All Locations Cash Drawers & Consolidation Groups will be available for selection for all available locations.
  - **Consolidation Groups** will become visible and it is mandatory to select consolidation groups.
- **Comments** - Should specify if ERMS access and drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.

**VRT: (Vehicle Registration and Titling)**

**Mandatory Fields:**

- **Date of Hire** - This can be in the past as well as in the future.
- **Required Actions** (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be required by default.
- **Location**
- **CD/Vaults** (Cash Drawer)
- **Account Groups**
- **Comments** - Specify what existing user the new user should mirror and if the user will need access to order inventory.

Both (DL&VRT)

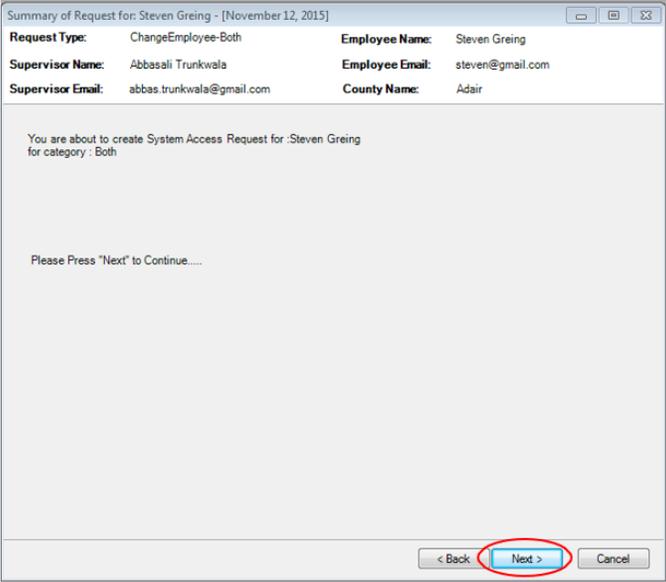
**Mandatory Fields:**

- **Date of Hire** - This can be in the past as well as in the future.
- **Required Actions** (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be required by default.
- **Location**
- **CD/Vaults** (Cash Drawer)
- **County employee issuing driver’s license?**
  - If User selects this option, by default All Locations Cash Drawers & Consolidation Groups will be available for selection for all available locations.
  - **Consolidation Groups** will become visible and it is mandatory to select consolidation groups.
- **Comments** - Should specify if ERMS access and drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.

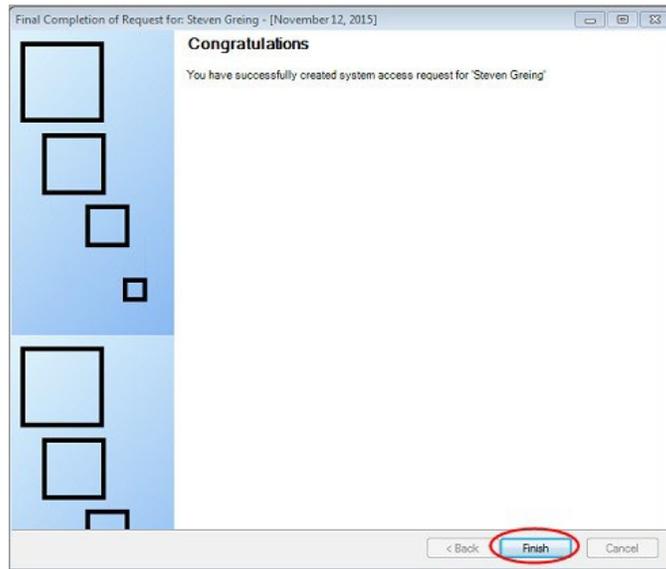
- 7. Once all items have been selected/requested, select **“Next”**.
  - Note: All mandatory information must be selected before **“Next”** will become available.

**Users will be taken to the Summary Page. This is a confirmation page and last chance for users to make any modification to the system access request.**

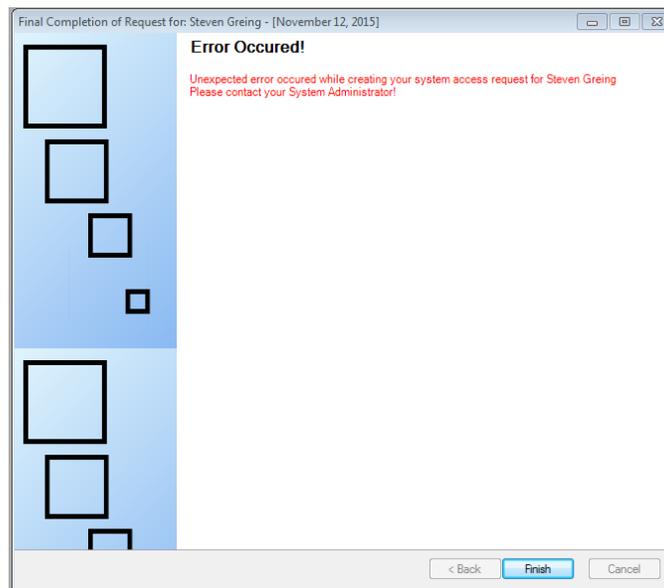
- 8. Review the summary page and confirm it is accurate.
  - a. If accurate- Select **“Next”**.
  - b. If inaccurate- Select **“Back”** and make the necessary corrections.



9. Select “Finish” to close out.



**Note:** If there is an error while creating the system access request, the page will be displayed as below:



If you receive this error, please send a screenshot to [system.access@iowadot.us](mailto:system.access@iowadot.us).

**The system access request process is now complete.**

## Modify Employee Requests

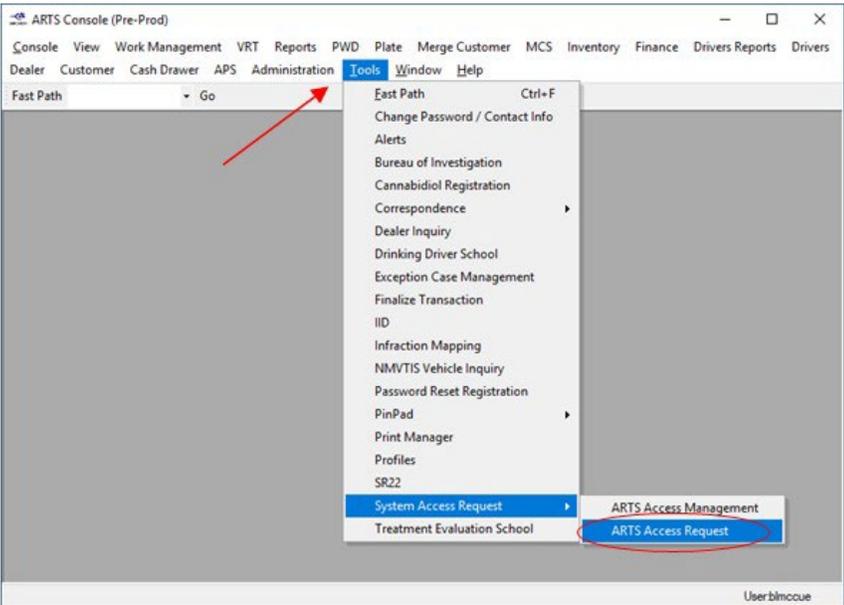
**County Employees:** For changes to email address, username, and/or sub-affiliation for the user's Workday Learning account, also send an email to [mvd.learninganddevelopment@iowadot.us](mailto:mvd.learninganddevelopment@iowadot.us).

- 1. Access the System Access (SA) Wizard in **ARTS**.
  - a. Access ARTS and Log In

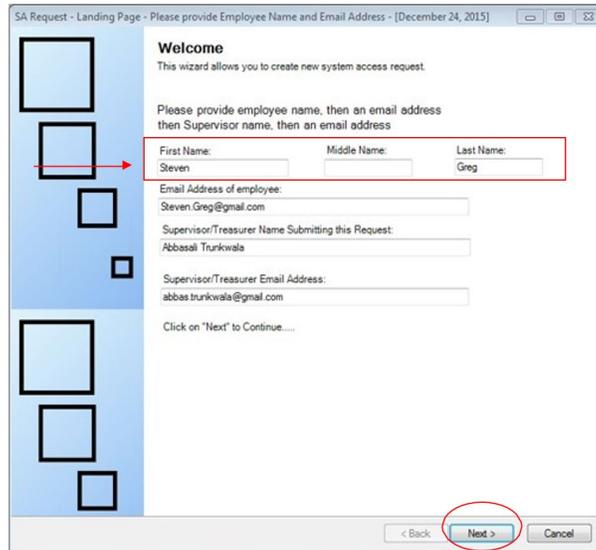


- b. From the menu on the home screen select:

**Tools → System Access Request → ARTS Access Request (Fast Path “AAR”)**

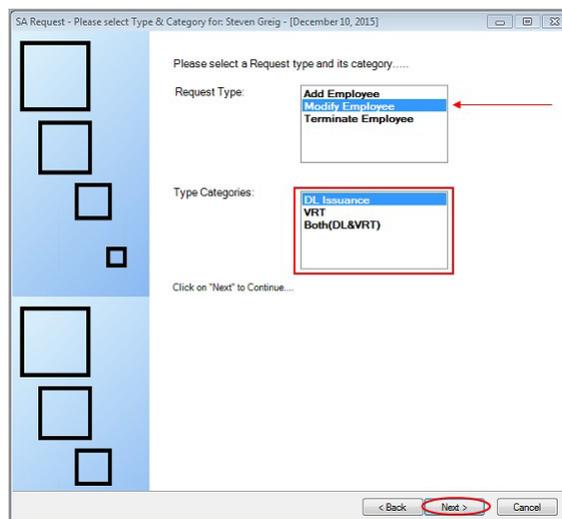


2. Input the employee’s name and email addresses for employee and supervisor.
3. Select “Next” (not available until all required fields have been populated).



Users will be taken to the Type and Categories screen.

4. Select the request type “**Modify Employee**” and choose the desired category. See [ARTS User Groups Defined](#) for assistance with selecting the desired category.
5. Select “Next”.



- Users should select the desired changes (available on this screen). Options on this screen will vary based on the category chosen.

Note: The “Next” button will appear once all mandatory fields have been completed.

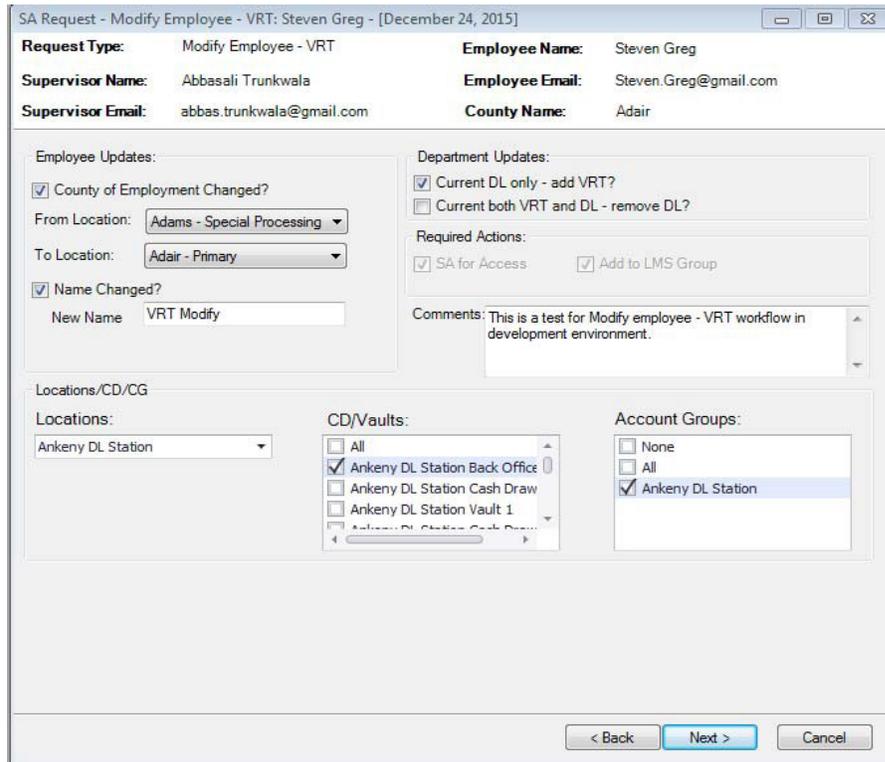
See below for samples of the screen; as well as possible required fields (based on modify reason) that need to be completed before proceeding to Step 7.

**DL Issuance:**

**Potential Mandatory Fields:** The following fields may be required, depending on the type of modify request being submitted:

- **County of Employment Changed?”**- it is mandatory to select current **“From Location”** and new **“To Location”** information.
- **Name Changed?”**- it is mandatory to provide **“New Name”** information.
- **Current VRT only – add DL? Or Current DOT employee non-DL – add DL?** - Background Check and Fingerprinting task/action items will become mandatory for this workflow and will be selected.
- Select at least one **CD/Vaults** option.
- **County employee issuing driver’s license?:**
  - If User selects this option, by default All Locations Cash Drawers & Consolidation Groups will be available for selection for all available locations.
  - **Consolidation Groups** will become visible and it is mandatory to select consolidation groups.
- **Comments** - Should specify if drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.

## VRT: (Vehicle Registration and Titling)



SA Request - Modify Employee - VRT: Steven Greg - [December 24, 2015]

**Request Type:** Modify Employee - VRT      **Employee Name:** Steven Greg  
**Supervisor Name:** Abbasali Trunkwala      **Employee Email:** Steven.Greg@gmail.com  
**Supervisor Email:** abbas.trunkwala@gmail.com      **County Name:** Adair

**Employee Updates:**  
 County of Employment Changed?  
From Location: Adams - Special Processing  
To Location: Adair - Primary  
 Name Changed?  
New Name: VRT Modify

**Department Updates:**  
 Current DL only - add VRT?  
 Current both VRT and DL - remove DL?

**Required Actions:**  
 SA for Access       Add to LMS Group

**Comments:** This is a test for Modify employee - VRT workflow in development environment.

**Locations/CD/CG**  
**Locations:** Ankeny DL Station  
**CD/Vaults:**  
 All  
 Ankeny DL Station Back Office  
 Ankeny DL Station Cash Draw  
 Ankeny DL Station Vault 1  
 Ankeny DL Station Cash Draw  
**Account Groups:**  
 None  
 All  
 Ankeny DL Station

< Back      Next >      Cancel

**Potential Mandatory Fields:** The following fields may be required, depending on the type of modify request being submitted:

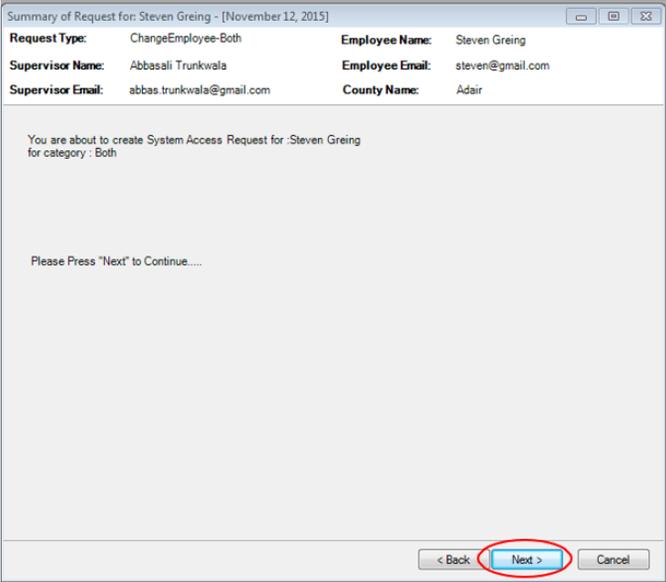
- **County of Employment Changed?** - it is mandatory to select current “From Location” and new “To Location” information.
- **Name Changed?** - it is mandatory to provide “New Name” information.
- **Required Actions** (SA for Access, Add to LMS group) are mandatory on this workflow and will be selected by default and disabled.
- **Locations, CD/Vaults (Cash Drawer), and Account Groups** – Available locations will populate based on the access of the individual submitting the request.
- **CD/Vaults (Cash Drawer)**
- **Account Groups**
- **Comments** - Identify what existing user the new user should mirror. Also advise if access to inventory will be needed.

## Both (DL&VRT)

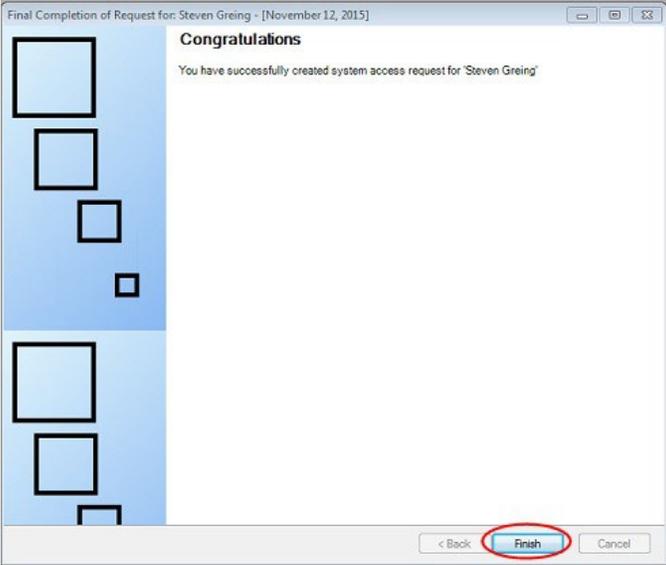
**Potential Mandatory Fields:** The following fields may be required, depending on the type of modify request being submitted:

- **County of Employment Changed?** - it is mandatory to select current “From Location” and new “To Location” information.
- **Name Changed?** - it is mandatory to provide “New Name” information.
- **Required Actions** (SA for Access, Add to LMS group) are mandatory on this workflow and will be selected by default and disabled.
- If **County employee issuing driver’s license?** is selected, by default all locations will be selected. Users can then select Cash drawer and Consolidation Group information.
- If User selects **Current VRT only – add DL?** or **Current DOT employee non-DL – add DL?** the options **Background Check** and **Fingerprinting** task/action items will become mandatory for this workflow and will be selected.
- **Comments** - Should specify if drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.

- 7. Once all items have been selected/requested, select “Next”.  
Note: All mandatory information must be selected before “Next” will become available.
  
- 8. Review the summary page and confirm it is accurate.
  - a. If accurate- Select “Next”.
  - b. If inaccurate- Select “Back” and make the necessary corrections.



- 9. Select “Finish” to close out.



The modification request process is now complete.

## Terminate Employee Requests

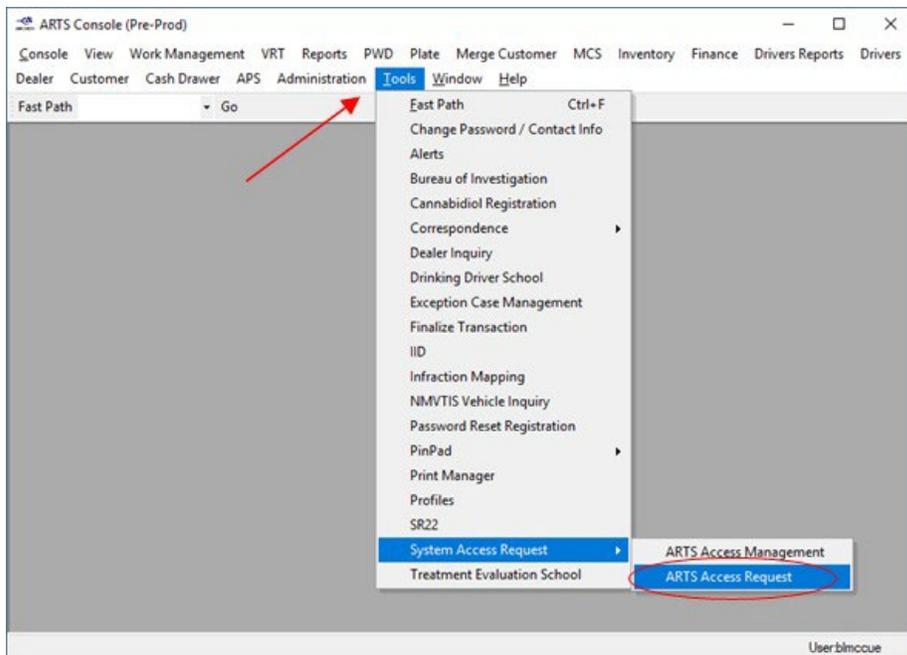
A Terminate Employee request can be used to remove all or a portion of an employee’s system access.

1. Access the System Access (SA) Wizard in ARTS.
  - a. Access ARTS and Log In

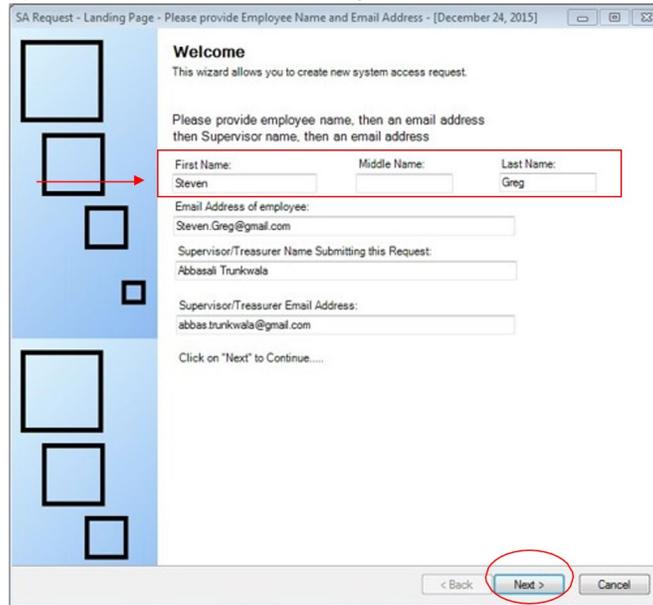


- b. From the menu on the home screen select:

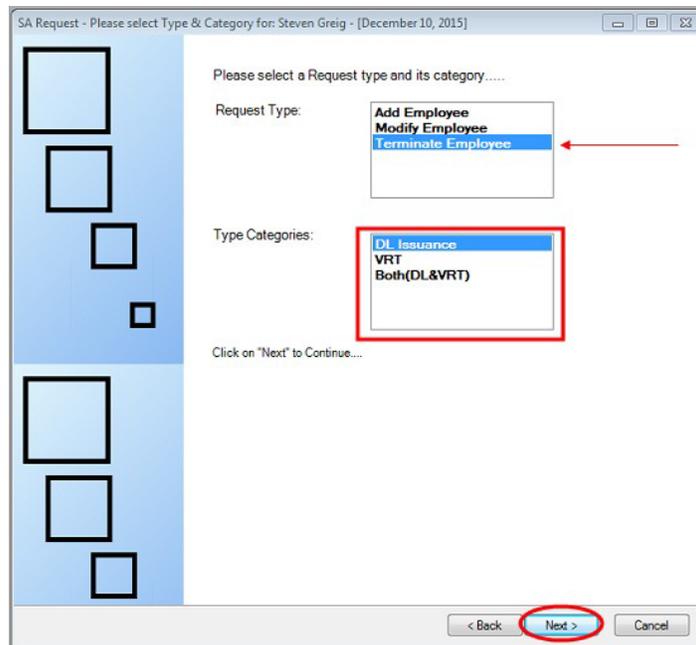
**Tools → System Access Request → ARTS Access Request (Fast Path “AAR”)**



2. Input the employee’s name and email addresses for employee and supervisor.
3. Select “Next” (not available until all required fields have been populated).



4. Select the request type “**Terminate Employee**” and choose the desired **category**. See [ARTS User Groups Defined](#) in the document’s [overview](#) section for assistance with selecting the desired category.
5. Select “Next”.
  - Note: The “Next” button will only enable if User performs above action.



6. Input the “Date of Termination”.  
**Note: Remove SA Access and Remove from LMS Group** are required actions and will be selected by default.
7. Select “Next”.

SA Request - Terminate Employee: Steven Greg - [December 24, 2015]

**Request Type:** Terminate Employee      **Employee Name:** Steven Greg  
**Supervisor Name:** Abbasali Trunkwala      **Employee Email:** Steven.Greg@gmail.com  
**Supervisor Email:** abbas.trunkwala@gmail.com      **County Name:** Adair

**Date of Termination:** 12/24/2015  Required Actions:  
 Remove SA Access     Remove from LMS Group

**Comments:** This is a test for terminate employee workflow in development environment.

< Back    **Next >**    Cancel

8. Review the summary page and confirm it is accurate.
  - a. If accurate- Select “Next”.
  - b. If inaccurate- Select “Back” and make the necessary corrections.

Summary of Request for: Test A Test - [March 06, 2019]

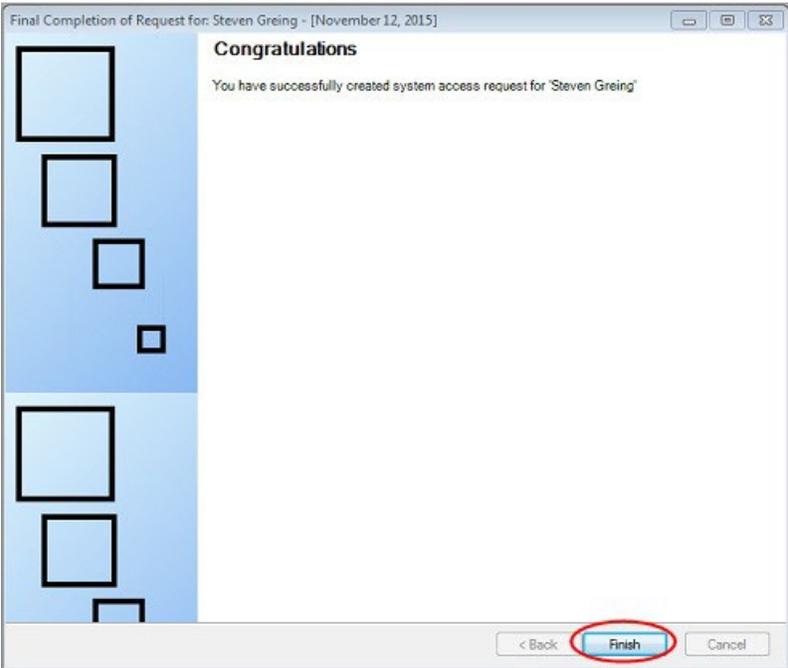
**Request Type:** TerminateEmployee-DLIssuance      **Employee Name:** Test A Test  
**Supervisor Name:** Brandie Mccuen      **Employee Email:** test@iowadot.us  
**Supervisor Email:** brandie.mccuen@iowadot.us      **County Name:** Polk

You are about to create System Access Request for :Test A Test for category : DLIssuance

Please Press "Next" to Continue....

< Back    **Next >**    Cancel

9. Select “Finish” to close out.



The termination request process is now complete.