

## ARTS System Access Wizard Job Aid For County System Access Requests

### System Access Wizard Overview:

This ARTS System Access Wizard will enable County Treasurers as well as any other designated administrators to submit system access requests regarding:

<a href="#">New (Add Employee) Requests</a>	Begins on Page 4
<a href="#">Modify Employee Requests</a>	Begins on Page 12
<a href="#">Terminate Employee Requests</a>	Begins on Page 19

### Accessing the System Access Wizard in ARTS:

- The System Access Wizard can be accessed through:
  - ARTS → Tools → System Access Request → ARTS Access Request
- Alternatively, users can type “AAR” in Fast Path field available near the menu bar to launch the application.

### Important DOTU Reminder:

Please advise new employees to visit <https://learning.iowadot.gov> to create a new user profile.

#### Helpful Hints:

- County users should sign into the *Non-DOT Users Login* side
- Users can establish the same username they will be using for ARTS
- Users should utilize their **business** email address, rather than a personal email
- Users can contact the MVD Education and Information Team at [mvd.edandoutreach@iowadot.us](mailto:mvd.edandoutreach@iowadot.us), for account assistance, including name changes, email address changes, and division changes.

**ARTS User Groups Defined:**

<b>DL Issuance</b>	For users that will be performing Drivers Licensing (DL) functions.
<b>VRT</b>	For users that will be performing Vehicle Registration and Titling (VRT) functions.
<b>Both (DL &amp; VRT)</b>	For users that will be performing both DL and VRT functions.

**User groups may change -**

- To **add** a user group to an employee’s access profile, a [Modify Employee Request](#) should be submitted.
- To **remove** a user group from an employee’s access profile, or if an employee retires, or is terminated, a [Terminate Employee Request](#) should be submitted.

## Summary of Steps:

### New (Add Employee) Requests:

1. Access the System Access (SA) Wizard in ARTS.
2. Input the **employee's name** and **email address (required)**.
3. Select "Next".
4. Select the request type "Add Employee" and **category** (*DL Issuance, VRT, or Both*).
5. Select "Next".
6. Specify if the employee will be **issuing driver's license** by checking the box.
7. Input employees **date of hire** and select a minimum of one location and one **CD/Vaults**.
8. Select "Next" (not be available unless a location and cash drawers/vaults have been added).
9. **Summary of Request** screen will appear. Confirm its accurate and select "Next".
  - a. Note- Users can select back to make any necessary corrections.
10. Submit system access request by selecting "Finish".

### Modify Employee Requests:

1. Access the System Access (SA) wizard in ARTS.
2. Input the **employee's name** and **email address (required)**.
3. Select "Next".
4. Select the request type "Modify Employee" and the desired **category**.
5. Modify access as desired.
6. Select "Next" (not be available unless a location and cash drawers/vaults have been added).
7. Summary of Request screen will appear. Confirm its accurate and select "Next".
  - a. Note- Users can select back to make any necessary corrections.
8. Submit system access request by selecting "Finish".

**Note:** For changes to email address, name, and/or division, please send an email to [mvd.edandoutreach@iowadot.us](mailto:mvd.edandoutreach@iowadot.us) to ensure the IOWA DOTU account is also updated accordingly.

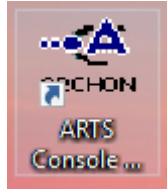
### Terminate Employee Requests:

1. Access the System Access (SA) wizard in ARTS.
2. Input the **employee's name** and **email address (required)**.
3. Select "Next".
4. Input "Date of Termination" and **comments**.
5. Select "Next", then "Finish".

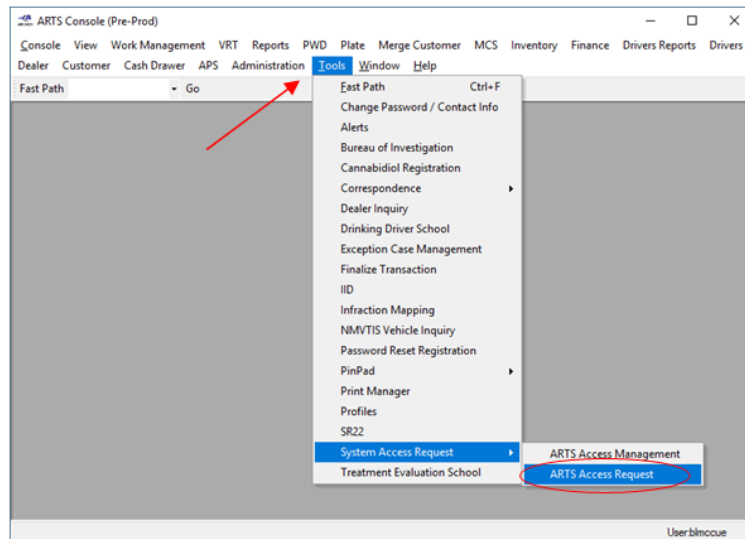
## Detailed Procedures:

### New (Add Employee) Requests:

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

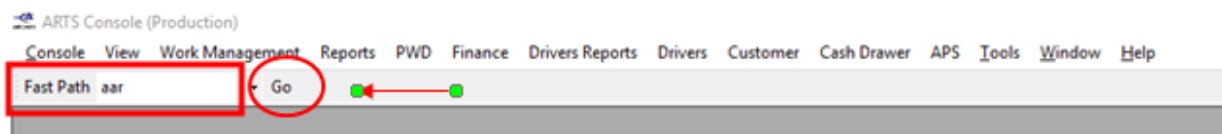


- b. From the menu on the home screen select:
      - i. **Tools- System Access Request- ARTS Access Request.**



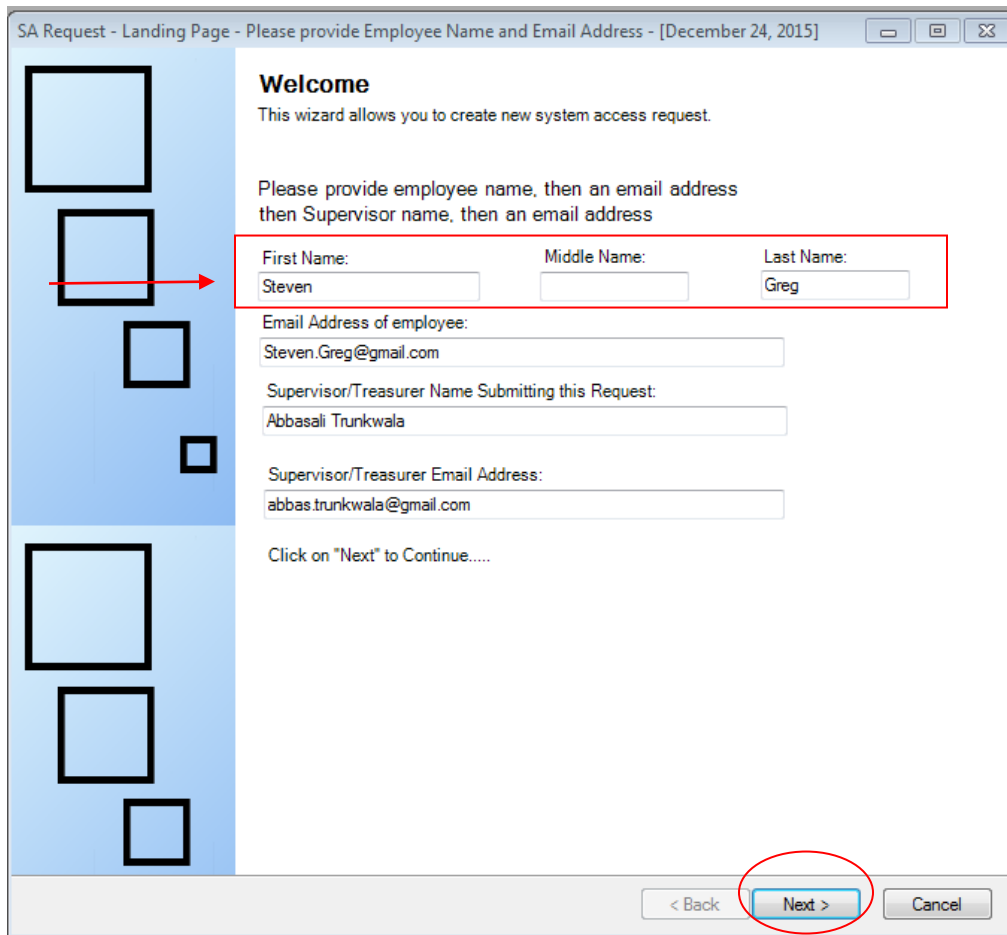
OR

2. Type “aar” in the **Fast Path** available near the menu bar and select “Go”.



The SA (System Access) Landing Page will appear.

3. Input the employee's name and email addresses for employee and supervisor.
4. Select "Next" (not be available unless 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

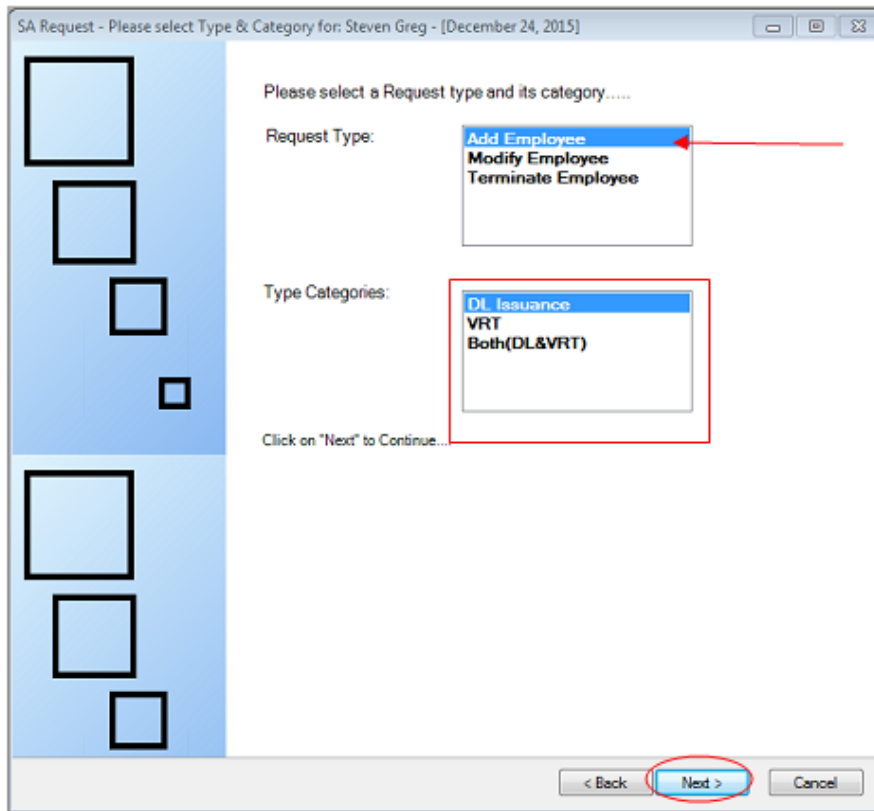
Supervisor/Treasurer Email Address: abbas.trunkwala@gmail.com

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

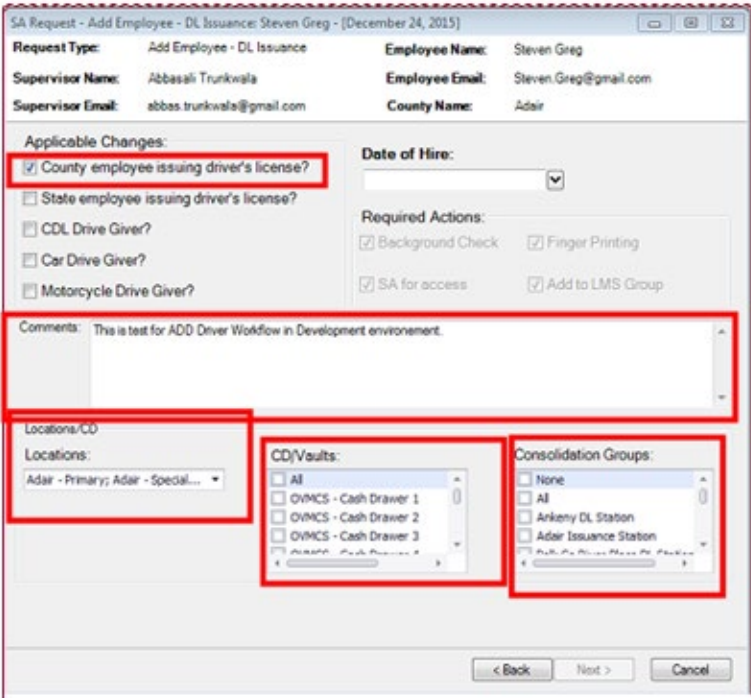
< Back Next > Cancel

Users will be taken to the Type and Categories screen.

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



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 8.

Category:	Required Fields in System Access Wizard:
DL Issuance	 <p><b>Mandatory Fields:</b></p> <ul style="list-style-type: none"> <li>• <b>“Date of Hire”</b>- This can be any date in past as well as future.</li> <li>• <b>Required Actions</b> (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be selected by default and disabled.</li> <li>• Select at least one <b>location</b>.</li> <li>• Select at least one <b>CD/Vaults</b> information.</li> <li>• <b>“County Employee issuing driver’s license?”</b>:             <ul style="list-style-type: none"> <li>○ If User selects this option, by default All Locations Cash drawers &amp; Consolidation groups will be available for selection for all available locations.</li> <li>○ <b>Consolidation groups</b> will become visible and it is mandatory to select consolidation groups.</li> </ul> </li> <li>• <b>“Comments”</b>- 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.</li> </ul>

**VRT**

**Mandatory Fields:**

- **“Date of Hire”**- This can be any date in past as well as future.
- **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)**
- **“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 any date in past as well as future.
- **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)**
- **Consolidation Groups**
- **“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.

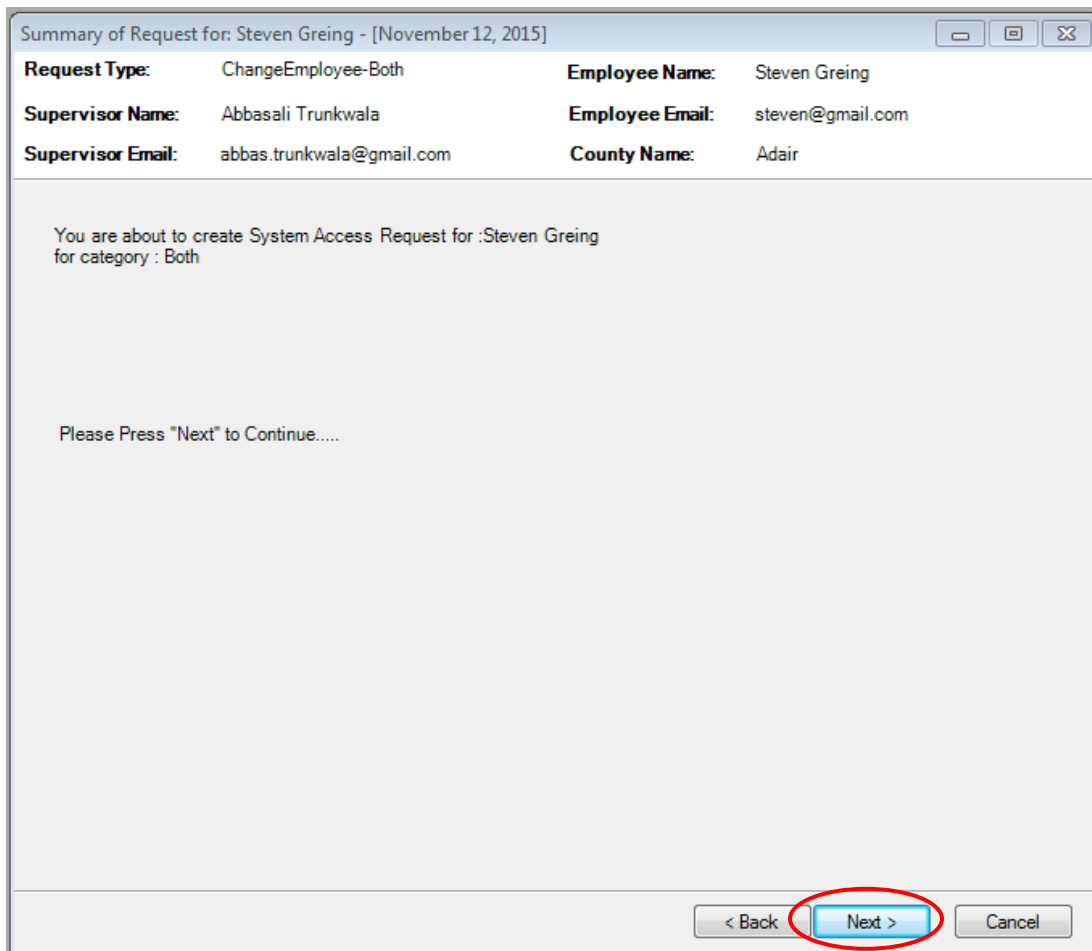
**Consolidation groups** will become visible and it is mandatory to select consolidation groups.

- **“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.

7. Once all items have been selected/requested, select “**Next**”.
  - a. 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.



Summary of Request for: Steven Greing - [November 12, 2015]			
<b>Request Type:</b>	ChangeEmployee-Both	<b>Employee Name:</b>	Steven Greing
<b>Supervisor Name:</b>	Abbasali Trunkwala	<b>Employee Email:</b>	steven@gmail.com
<b>Supervisor Email:</b>	abbas.trunkwala@gmail.com	<b>County Name:</b>	Adair

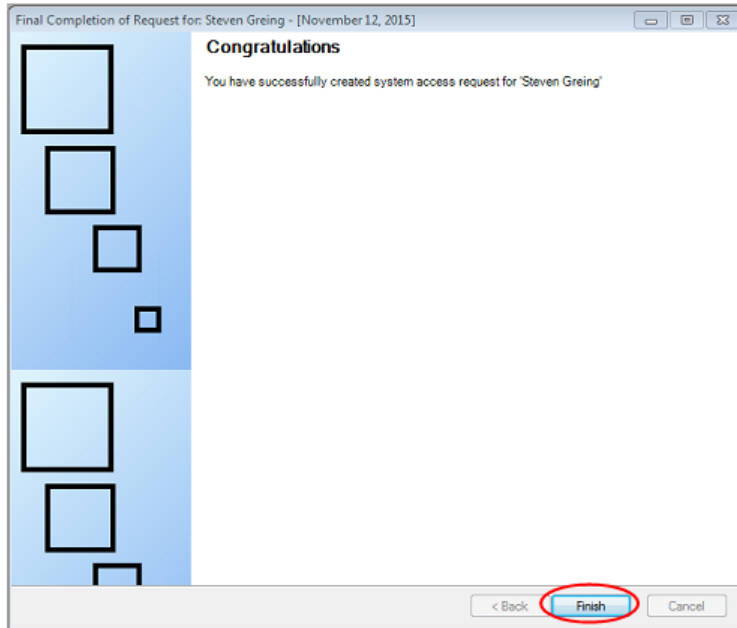
You are about to create System Access Request for :Steven Greing  
for category : Both

Please Press "Next" to Continue.....

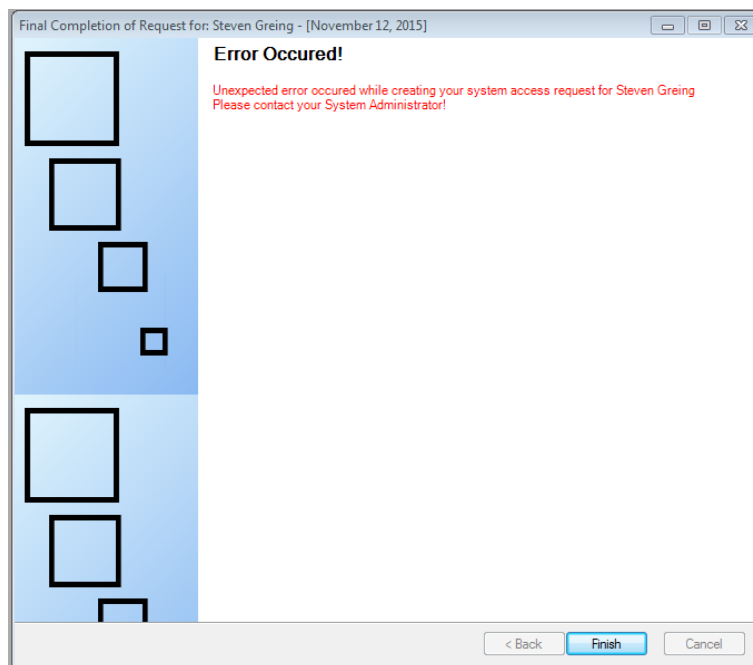
< Back   **Next >**   Cancel

Once the confirmation has been confirmed and users select “Next” they will be taken to the final confirmation page.

9. Select “**Finish**” to close out.

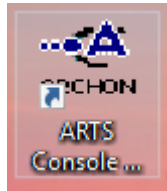


If there is an error while creating the system access request, the page will be displayed as shown in below screen shot.

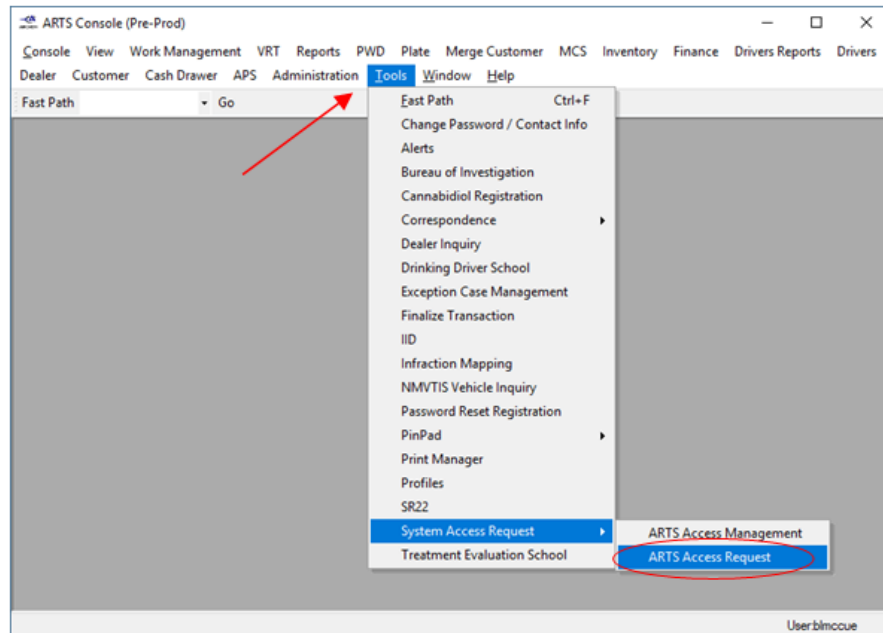


## Modify Employee Requests:

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

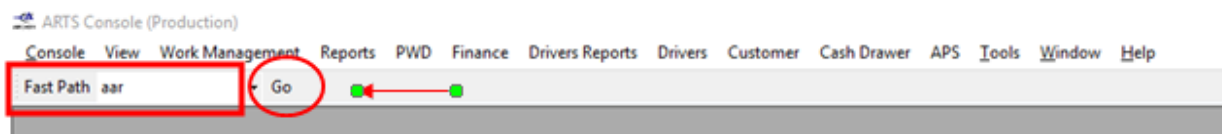


- b. From the menu on the home screen select:
      - i. **Tools- System Access Request- ARTS Access Request.**



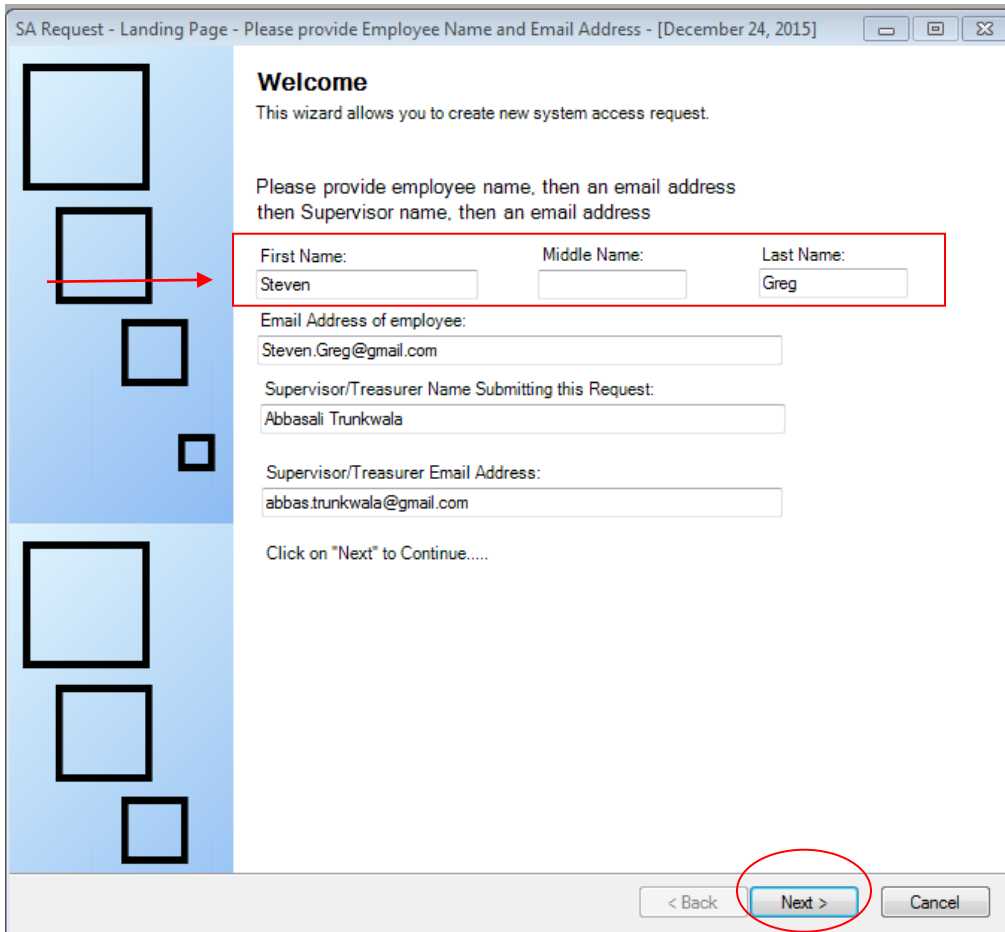
OR

2. Type “aar” in the **Fast Path** available near the menu bar and select “Go”.



The SA (System Access) Landing Page will appear.

3. Input the employee's name and email addresses for employee and supervisor.
4. Select "Next" (not be available unless 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:  Middle Name:  Last Name:

Email Address of employee:

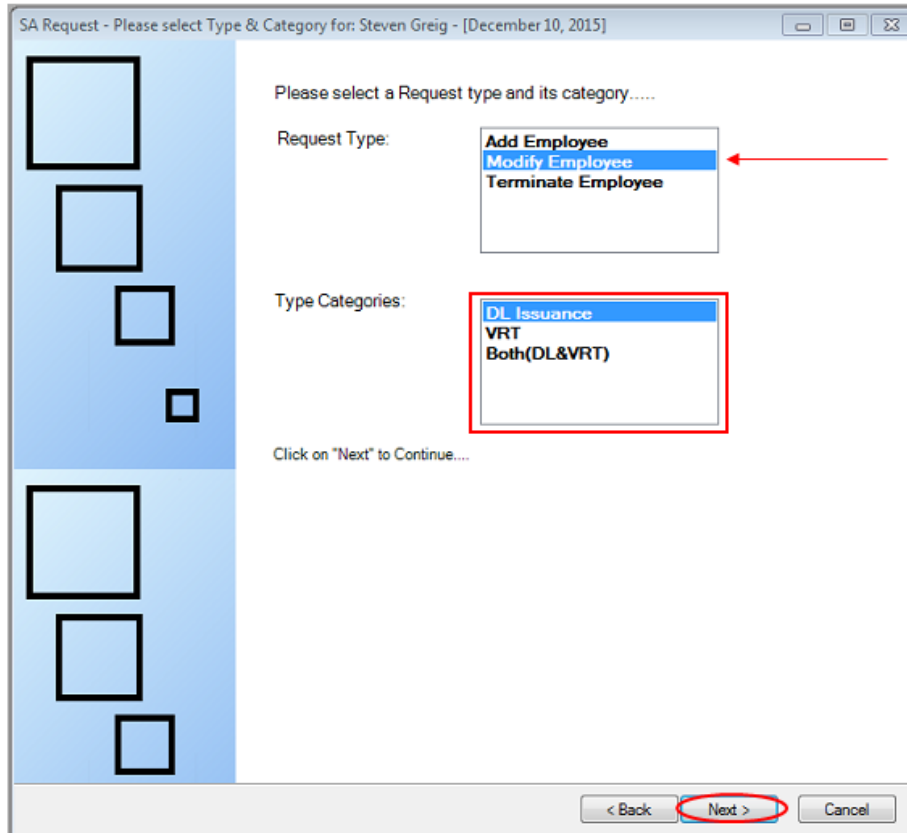
Supervisor/Treasurer Name Submitting this Request:

Supervisor/Treasurer Email Address:

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

< Back **Next >** Cancel

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



SA Request - Please select Type & Category for: Steven Greig - [December 10, 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

The Modify Employee screen will appear.

7. Users should select the desired changes (available on this screen). Options on this screen will vary based on the category chosen.
  - a. Note: The “Next” button will not appear until 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 14.

Category:	Required Fields in System Access Wizard:
<p><b>DL Issuance</b></p>	<div data-bbox="646 436 1284 995" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> </div> <p><b>Potential Mandatory Fields:</b>                      The following fields may be required, depending on the type of modify request being submitted:</p> <ul style="list-style-type: none"> <li>• <b>“County of Employment Changed?”</b>- it is mandatory to select current <b>“From Location”</b> and new <b>“To Location”</b> information.</li> <li>• <b>“Name Changed?”</b>- it is mandatory to provide <b>“New Name”</b> information.</li> <li>• <b>“Current VRT only – add DL? Or “Current DOT employee non-DL – add DL?”</b> - Background Check and Fingerprinting task/action items will become mandatory for this workflow and will be selected.</li> <li>• It is also mandatory to select at least one location and one CD/Vault and one Consolidation groups.</li> <li>• <b>“County employee issuing driver’s license?”</b>: If User selects this option, by default all locations will be selected. Consolidation groups will become visible. It is mandatory to select Cash drawer and consolidation group.</li> <li>• <b>“Comments”</b>- 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.</li> </ul>

Below is a sample Modify Request for a user that just completed their CCE training and now needs the CCE Examiner role added in ARTS and access to the drive tablets for their county:

System Access Request Workflow

**Request Type:** Modify Employee-DL Issuance      **Employee Email:** cprice@crawlfordcounty.org      **Termination Date:**

**Request Date:** Thu, Mar 21, 2019      **Supervisor Name:** Cynthia Delp      **Date of Hire:**

**Employee Name:** Crystal Price      **Supervisor Email:** cynthia.delp@iowadot.us      **County Name:** Polk

Applicable Changes:		Employee Updates:		Department Updates:	
County employee issuing driver's license?	NA	County of Employment Changed?	NA	Current VRT only - add DL	NA
State employee issuing driver's license?	NA	Name Changed?	NA	Current DL only - add VRT	NA
Add CDL Drive Giver?	Yes	Changed Name:	NA	Current both VRT and DL - remove DL	NA
Add Car Drive Giver?	NA	Current Location:	NA	Current both VRT and DL - remove VRT	NA
Add Motorcycle Drive Giver?	NA	New Location:	NA	Current DOT employee non-DL - add DL	NA
Remove CDL Drive Giver?	NA				
Remove Car Drive Giver?	NA				
Remove Motorcycle Drive Giver?	NA				

**Comments:** Add CCE Examiner and Drive Tablet Access for Crawford County

**Associated Task(s)**

Request ID	Task	Status ID	Updated By	Updated On	Comment
955	SAAccessItems	Pending	System	3/21/2019	
955	LMS	Pending	System	3/21/2019	

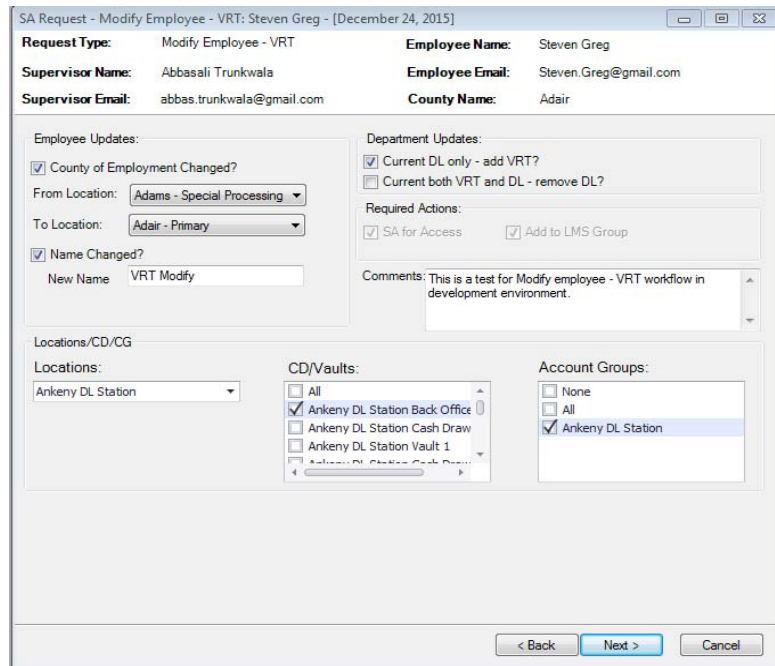
**Locations Assigned:** Crawford Issuance Station

**CD/Vaults Assigned:** ALL

**Consolidation Group Assigned:** Not Applicable



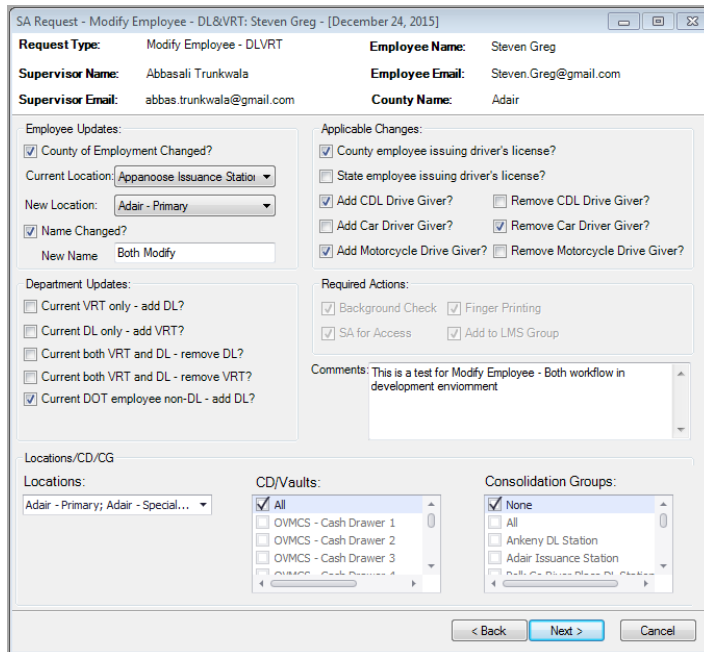
## VRT


**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.
- **“Locations”, “CD/Vaults” (Cash Drawer), and “Account Groups”**  
Available locations will populate based on the access of the individual submitting the request.
- **“Comments”**- Identify what existing user the new user should mirror. Also advise if access to inventory will be needed.

## Both (DL & VRT)



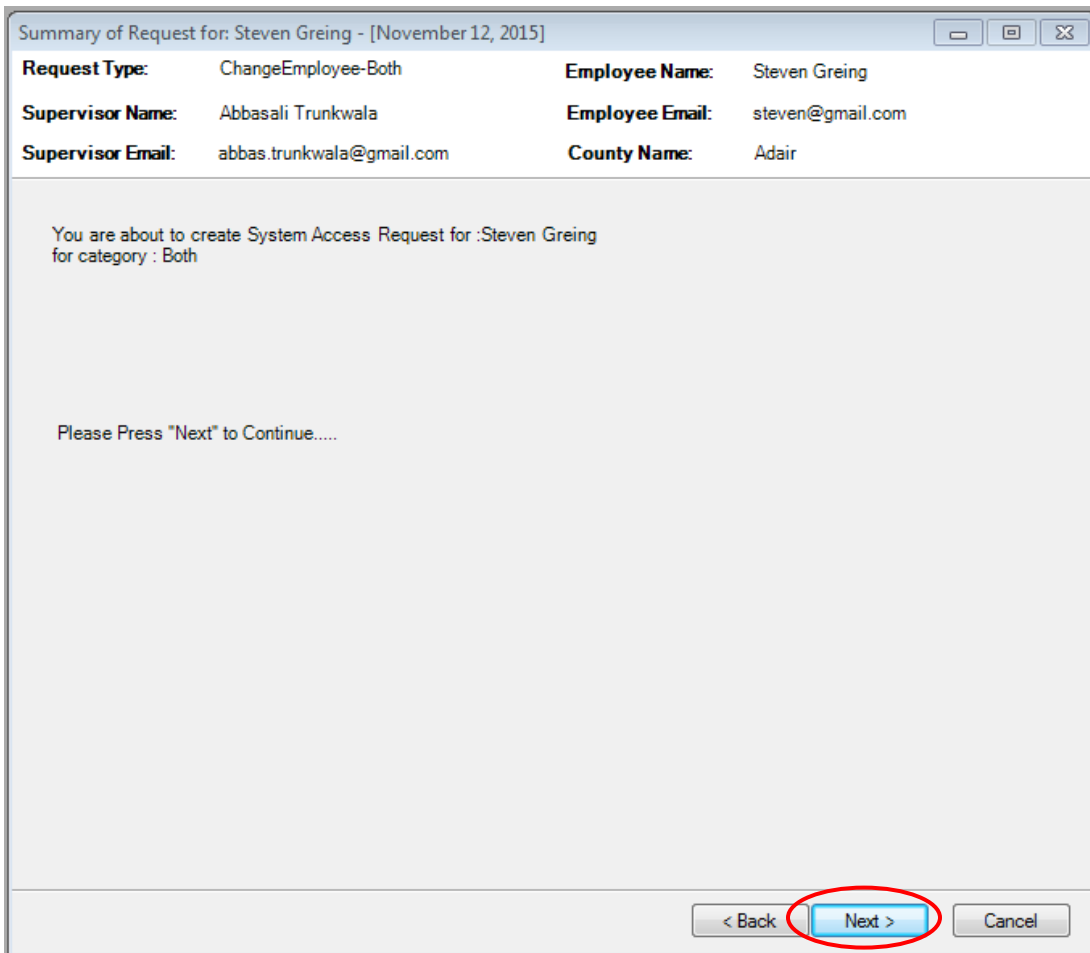
### Potential Mandatory Fields:

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?**” 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.

Once users have submitted their requests and selected “Next” they will be taken to the Summary Page. This is a confirmation page and last chance for users to make any modifications to their system access request.

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



Summary of Request for: Steven Greing - [November 12, 2015]

<b>Request Type:</b>	ChangeEmployee-Both	<b>Employee Name:</b>	Steven Greing
<b>Supervisor Name:</b>	Abbasali Trunkwala	<b>Employee Email:</b>	steven@gmail.com
<b>Supervisor Email:</b>	abbas.trunkwala@gmail.com	<b>County Name:</b>	Adair

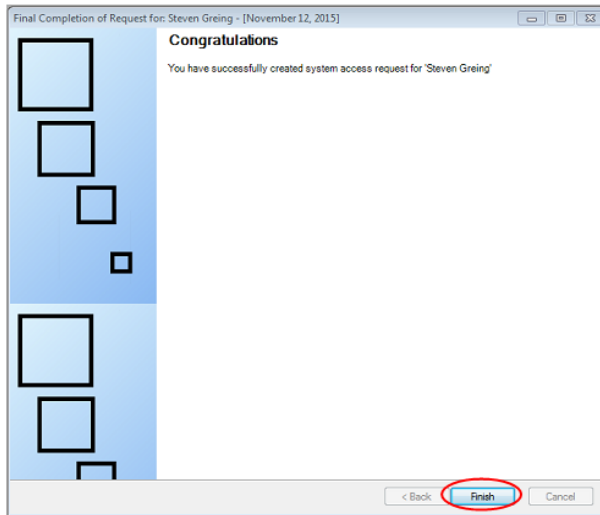
You are about to create System Access Request for :Steven Greing  
for category : Both

Please Press "Next" to Continue.....

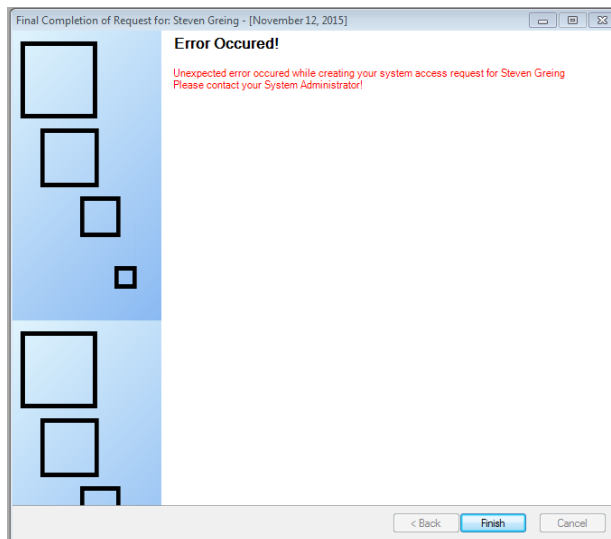
< Back **Next >** Cancel

Users will be taken to the final confirmation page.

9. Select “**Finish**” to close out.



If there is an error while creating the system access request, the page will be displayed as shown in below screen shot.

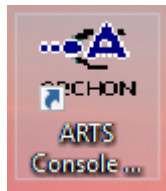


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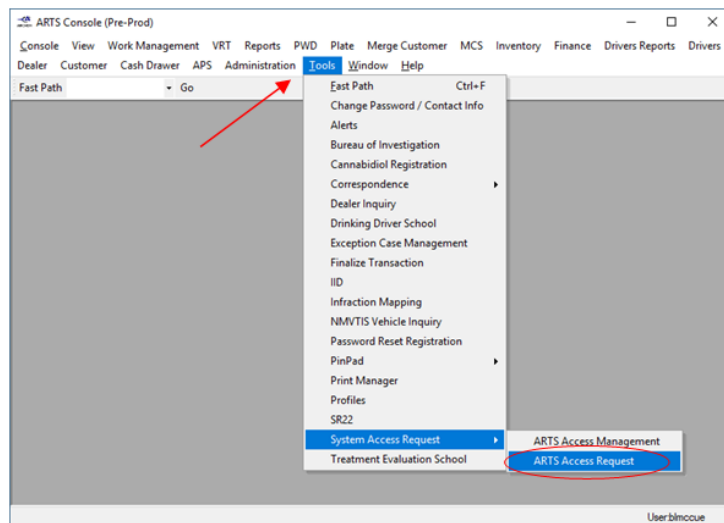
## Terminate Employee Requests:

Note: Terminate Employee 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

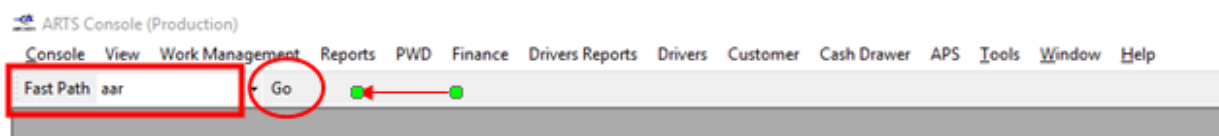


- b. From the menu on the home screen select:
      - i. **Tools- System Access Request- ARTS Access Request.**



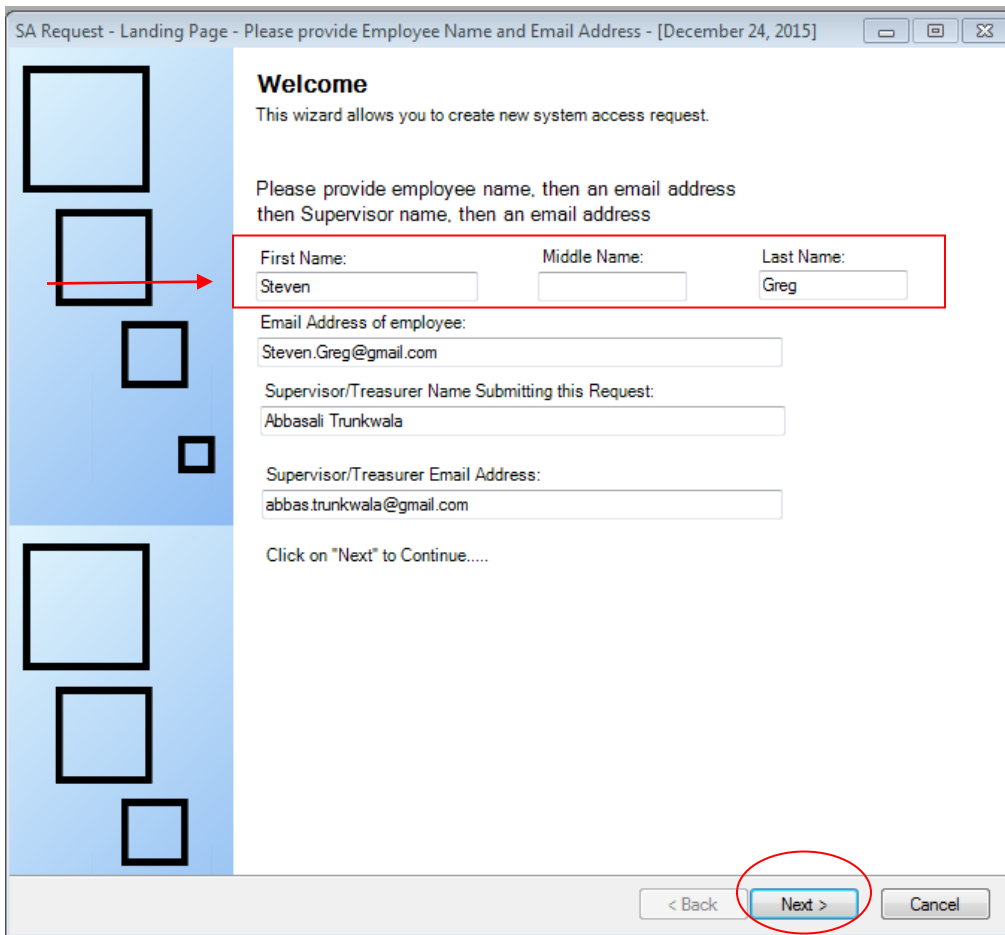
OR

2. Type “aar” in the **Fast Path** available near the menu bar and select “Go”.



The SA (System Access) Landing Page will appear.

3. Input the employee's name and email addresses for employee and supervisor.
4. Select "Next" (not be available unless 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:  Middle Name:  Last Name:

Email Address of employee:

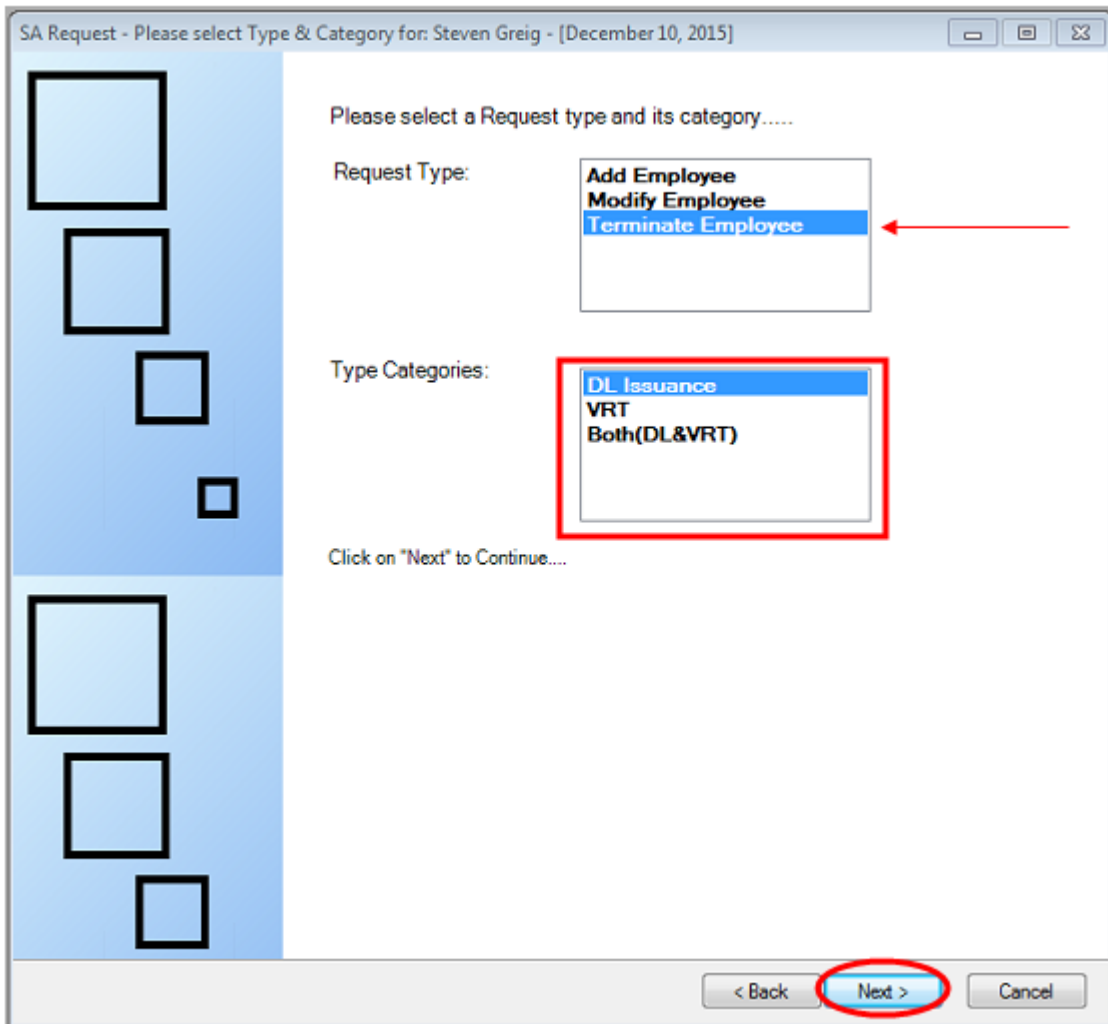
Supervisor/Treasurer Name Submitting this Request:

Supervisor/Treasurer Email Address:

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

< Back **Next >** Cancel

5. 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.
6. Select “**Next**”.  
Note: The “Next” button will only enable if User performs above action.

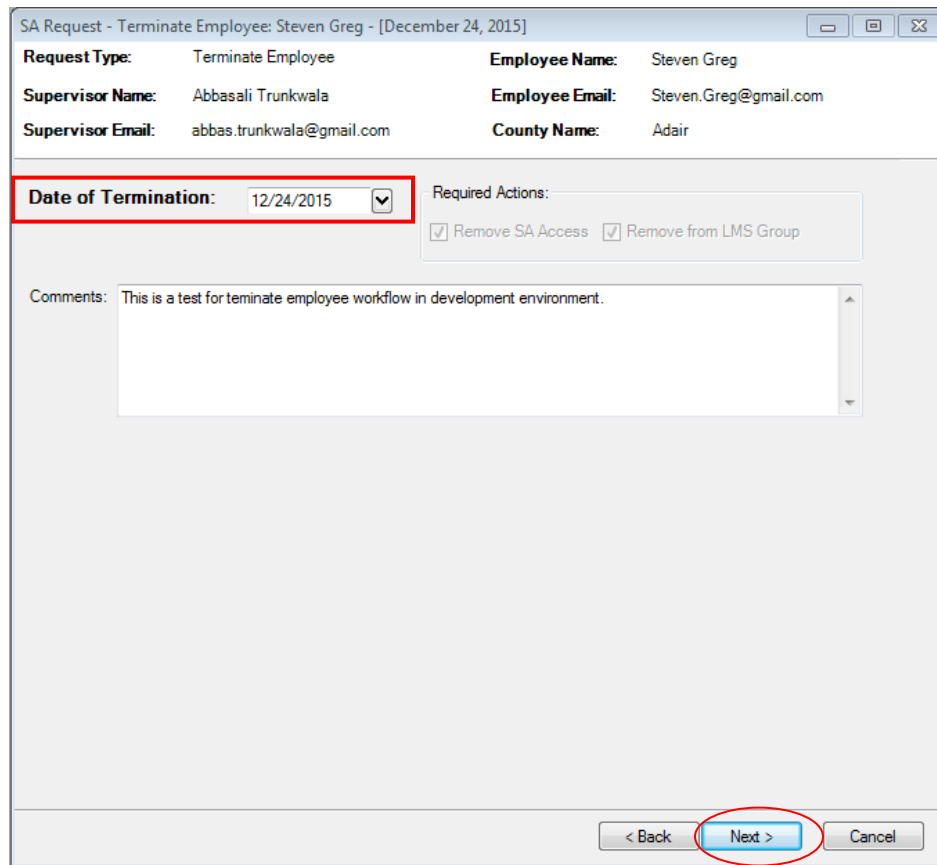


The Terminate Employee screen will appear.

7. Input the “Date of Termination”.

**Note: Remove SA Access and Remove from LMS Group** are required actions and will be selected by default.

8. Select “Next”.



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

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

**Date of Termination:** 12/24/2015

Required Actions:

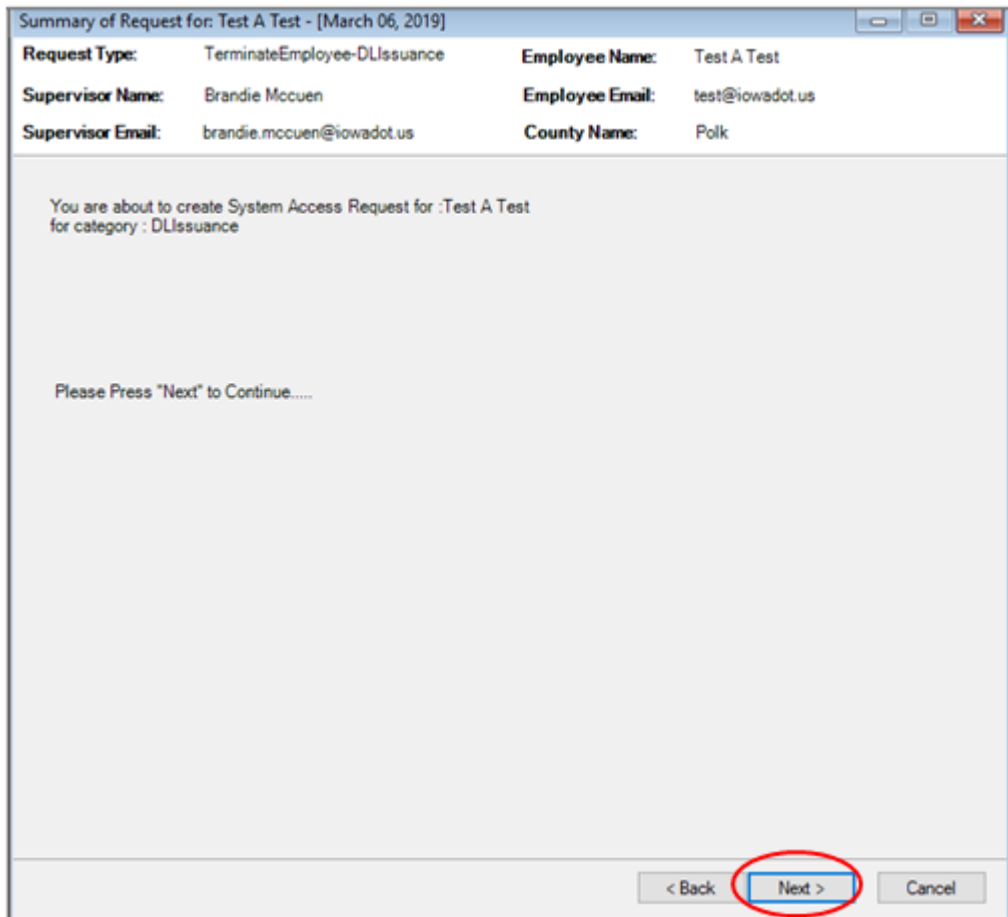
Remove SA Access  Remove from LMS Group

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

< Back **Next >** Cancel



9. 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]			
<b>Request Type:</b>	TerminateEmployee-DLIssuance	<b>Employee Name:</b>	Test A Test
<b>Supervisor Name:</b>	Brandie Mccuen	<b>Employee Email:</b>	test@iowadot.us
<b>Supervisor Email:</b>	brandie.mccuen@iowadot.us	<b>County Name:</b>	Polk

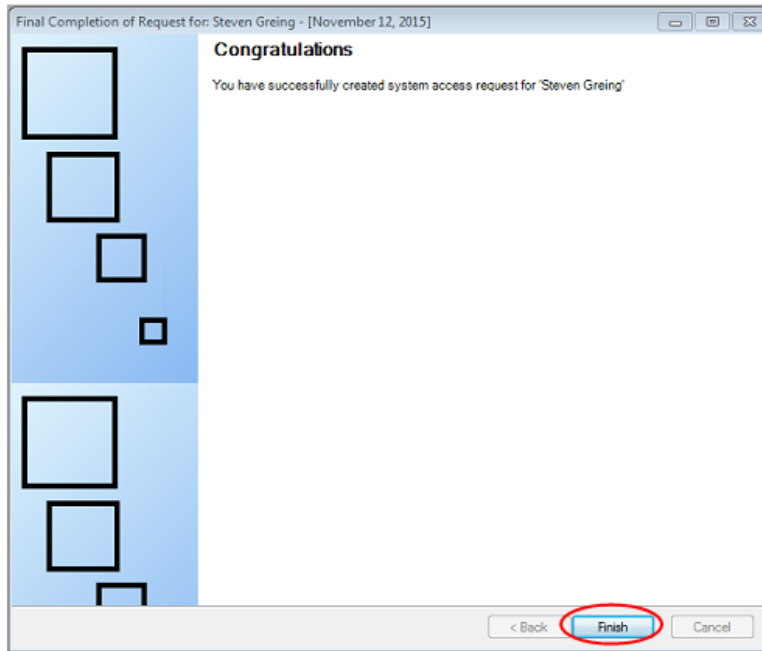
You are about to create System Access Request for :Test A Test  
for category : DLIssuance

Please Press "Next" to Continue.....

< Back   **Next >**   Cancel

Users will be taken to the final confirmation page.

10. Select “**Finish**” to close out.



**Important DOTU Reminder:**

Please advise new county employees to visit <https://learning.iowadot.gov> to create a new user profile.

**Helpful Hints:**

- County users should sign into the Non-DOT Users Login side.
- Users can establish the same username they will be using for ARTS.
- Users should utilize their business email address, rather than a personal email.
- Users can contact the MVD Education and Information Team at [mvd.edandoutreach@iowadot.us](mailto:mvd.edandoutreach@iowadot.us), for account assistance, including name changes, email address changes, and division changes.