Creating a New User Security Record in AiM v9.0

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 (see Diagram A below)
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 = 2-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
5. Click done to return to main user security screen
6. Authorizer Username = UH Username of Dean/Director/Department Chair (of the user’s department)
7. Authorizer email
8. Fiscal Officer = 3-digit FO code
- Click load -> customer service -> done
- *user may have multiple roles

5. 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. Campus Filters must also be applied for Internal Users only.