Overview

Supervisors (or their proxies) create an organization, job titles, positions and assign users to each position that they directly supervise. Before you begin, determine the employees who report directly to you, and what their job titles. You will need this information before you enter anything into RIMS.

Log on

Log on to rims.rowan.edu from any modern web browser. Select your active position. Submit. If you do not have an active position, your supervisor has not added you to RIMS yet.

Organization

To Create an Organization - Select the Requests menu - submit Request. Select Create Organization - complete the form - Submit. Wait for approval from your supervisor.

Job Title

See if the Job Titles in your organization exist - select Requests - Submit Requests - Create Position. Select your Organization. Look at the Job Title dropdown to see if the Job Title Exists. If it does exist, skip to Position below. To create a Job Title - select Requests menu - Submit Request. Select Create Job Title - complete the form - Submit. Wait for approval from your supervisor.

Position

Select Requests - Submit Request - Create Position. Select Organization, Job Title, Role and number of positions in that Job Title. Submit. Wait for approval from your supervisor.

Assign User to Position

Select Requests - Submit Requests - Assign User to Position. Find the user by email, Banner ID or name. Select. Assign the User to an empty position. Submit. Wait for approval from your supervisor.

Assign a Proxy to your own Position

Select Requests - Submit Requests - Assign Proxy User to Current Position. Find the user by email, Banner ID or name. Select. Submit. Wait for approval from your supervisor.

Download the latest version of this document at http://www.rowan.edu/hr/rims

July 2017
RIMS – Rowan Identity Management System

Does the Organization Exist?
- No: Request the Organization and Wait for Approval
- Yes:
  
  Does the Job Title Exist in the Organization?
  - No: Request the Title and Wait for Approval
  - Yes:
    
    Does the Position Exist in the Organization?
    - No: Request the Position and Wait for Approval
    - Yes: Assign a Person to the Position with the Organization and Title