

Creating Interface Service Accounts

OBJECTIVE

The objective of this guide is to assist System Administrators in creating Interface Service Accounts for OPERA Cloud.

Step	Description					
1.	Navigate to and log into the Oracle Identity Self Service portal.	۵ (https://host name /identity 	/ ত ,	✿ Search	
	Click on the Manage button.	ORACI	_e* Identity Self Servic	e	🛔 Self	Service Manage
	Note: The Oracle Identity Self Service URL is listed in the Welcome Letter received by your designated OPERA Property Administrator.					
2.	Click on the Users tile.	Nome	Identity Self Service		€ ser Contractions Roles Manage roles	Service Manage
3.	Click the Create button.	Home Use Search Dis Actions Users	Identity Self Service	ार इन् रि Detach Last Name Organization Num	phone E-mail Identity Stat	co Manage

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- 4. Complete required fields in the **Basic Information** section.
 - First Name: Enter a descriptive name for the interface type
 - Last Name: Enter enterprise name, chain name, or property name.
 - E-Mail: It is important to have a valid email for every OPERA user being created. Oracle recommends utilizing an email distribution list (group email address) to ensure password expiry emails are received. Do not use an email from the @oracle.com domain.
 - Organization: Organization name for an interface user is always prefixed with the letter 'I', such as I<CHAIN> or I<ENTERPRISE>
- ORACLE Identity Self Service Self Service Manage 173 Home Users x Create User x Create User nit Save As... 🔻 Cancel A Request Information Effective Date tio. Justification A Basic Information Tenant Code * E-mail Email Addr * First Name Interface Name Manager 0 Middle Name ^oOrganization 0 ~ * Last Name Last Name / Property Code * User Type Employee

• User Type: Other

Note: The Tenant Code will populate based on the Organization selected.

5.	Complete information in the Account Settings section. • Enter the User Login code for the Interface User	Account Settings User Login Password Confirm Password Multi-Factor Authentication	0		
	 Note: Although there are no established username standards for interface users, it is suggested that the username reflects the interface which utilizes it. Follow the applicable password policy rules when creating the Password. Note: Password requirements may be viewed by clicking on the 1 icon. 		Password Policy Password m Password m	y nust be at least 24 character(s) long. nust not be one of 4 previous passwords.	
6.	Click on the Submit button when finished.		hy Self Service		• •••

Note: The user will receive an automated email, containing their username and password. The Property must provide the user with the OPERA Cloud URL.

	Self Service	📩 Manage
Home Users x Create User x		
Create liser	Submit Save As	▼ Cancel

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When returned to the Users tab:Search for the User Account	ORACLE* Identity Self Service			
Highlight the desired User Account	Home Users x			
Click on the User Login hyperlink	🔓 Users			
	Search Display Name Q Advanced			
	Actions 🔻 View 👻 🕂 Create 🖉 Edit 🗸 Enable 🕥 Disable 💥 Delete 🔒 Lock Account 🖓 Unlock Account 🐑 Reset Password 🐘 🚿			
	User Login Display Name First Name Last Name Organization Telephone E-mail Identity Status Account St			
	Active Unlocked			
Navigate to the Roles tab.	· ···			
	ORACLE' Identity Self Service			
Click the Request Roles link.	Home Users x User Details : POS Interf x			
	🖌 Modify 🗸 Enable 🖨 Disable 🗶 Delete 🔒 Lock Account 🖞 UnLock Account 🐑 Reset Password			
	Attributes Roles Entitlements Accounts Direct Reports Organizations Admin Roles			
	Granted Pending			
	Actions 🔻 View 🔻 🖬 Request Roles 🛛 X Remove Roles 🖉 Open 🧭 Modify Grant Duration 🕆 Refresh Ex 👘 Detach			
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Click the Next button.

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10.	 Review the roles requested. Grant Duration does not need to be altered for active interfaces. When testing interfaces, use the Grant Duration fields to set restrictions. Deselect the option for 'Grant will be effective' 	Home Users x User Details : POS Interf_ x Role Access Request x Back Add Access Checkout Cancel Next Cart Details Request information	Submt Sve As
	 Set the Start Date and End Date accordingly Click Update Click Submit to confirm role changes. 	Justification	X 0 Update
11.	Share the login credentials with your interface vendor or installer. Remember to use discretion when sharing secure credentials.	Vese Registration Vour Benefation Inscion Beowert Number in 11111 Your Benefation Inscion Beowert Number in 11111 Your Constantion First Name E-mail	Anonymous v ***

Note: If the password for an interface user expires or the account is disabled/locked out, your interfaces will NOT be able to connect to

OPERA. Please actively maintain these accounts, including resetting passwords immediately upon receiving expiration notificat ions.

Note: Interface user accounts expire after 2 years.