TEXAS TECH UNIVERSITY
Operations Division Planning
& Administration

Updating Key Records after Organization Change

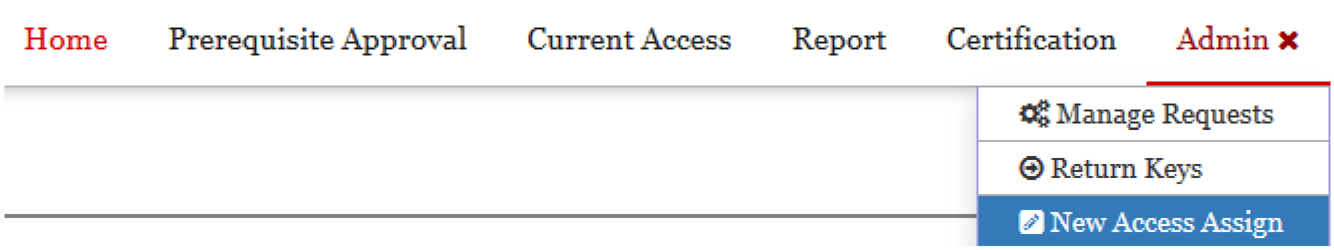
KMS Link: http://is.operations.ttu.edu/odkms/default.aspx

Purpose:

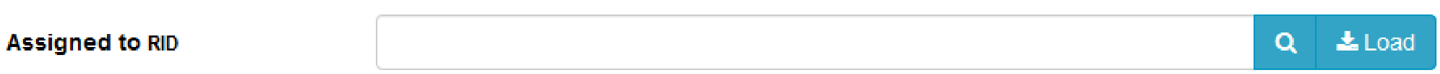
When there is an organization (org) change in banner the org will automatically change for the users in KMS; however, the keys on the user key records will stay under the old org. The keys on the user records need to be manually updated to the new org to prevent any confusion. If the keys are not updated to the new org, the user will not show up on the "Report" tab for their department head(s) to view, and the keys will not show up on the key audit for the new org.

Process:

- Start by going to "New Access Assign" under the "Admin" tab drop down menu



- Search for the user's record that needs to be updated in the "Assigned to RID" field

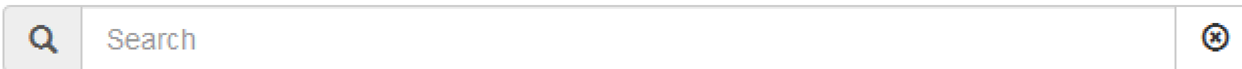


- Once the user's record pops up, look at what organization they are assigned to. You will need to remember this organization/org code for when you are updating the keys on their record.
- Click on the "Select" button 

- Next, click on the "Load" button in the "Assigned to RID" field. Their list of keys will not show up until you have hit this button. 

- Click on the Edit button next to the first key on their record 

- The fields above should be auto populated with the information for the key you selected
- Look at the "Organization" field and verify whether it has the new/correct org that was listed by the user's name when you first looked them up
- If the key is under the old/wrong org you will need to select the correct org from the drop down menu
- Use the "Organization" search bar to search for the org code or the name of the org, then click on the radio button next to the org you are updating it to



- Click on the "Save" button 

- Repeat this process for each key on the record
- Once you have updated all of the keys on the user's record, the user should show up on the correct certification and their department head(s) should now be able to view them on the "Report" tab