

# Oracle® Health Sciences Central Coding

## User Provisioning in SSO Environments



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# Preface

This preface contains the following sections:

- [Documentation accessibility](#)
- [Related resources](#)
- [Diversity and Inclusion](#)
- [Access to Oracle Support](#)
- [Additional copyright information](#)

## Documentation accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## Related resources

All documentation and other supporting materials are available on the [Oracle Help Center](#).

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## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through Support Cloud.

Contact our Oracle Customer Support Services team by logging requests in one of the following locations:

- English interface of Oracle Health Sciences Customer Support Portal (<https://hsgbu.custhelp.com/>)

- Japanese interface of Oracle Health Sciences Customer Support Portal (<https://hsgbu-jp.custhelp.com/>)

You can also call our 24x7 help desk. For information, visit <http://www.oracle.com/us/support/contact/health-sciences-cloud-support/index.html> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

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# 1

## Get started

In this chapter:

- [Audience](#)
- [Access OHSIAMS Oracle Identity Self Service](#)

### Audience

This document is for a customer delegated administrator (CDA) who is responsible for provisioning and administering Oracle Central Coding user accounts in an SSO environment through OHSIAMS Oracle Identity Self Service.

The information in this document is specific to Oracle Central Coding. For complete instructions on working in OHSIAMS Oracle Identity Self Service, see the Oracle Health Sciences Identity and Access Management Service Administrator Guide

This document is not for a Central Coding User Administrator (CUA) who manages rights, roles, and work teams in the application. For information about these tasks, see the Oracle Central Coding *User Guide*.

### Access OHSIAMS Oracle Identity Self Service

After your account is created, you receive two emails with information about how to access Oracle Health Sciences Identity and Access Management Service Oracle Identity Self Service.

Navigate to <https://<ShortOrgId>-hs-identity.oracleindustry.com/identity> and log in using your Oracle Health Sciences Cloud SSO account and password. Your ShortOrgId appears in one of the emails you receive following the creation of your account.

# 2

## User administration

In this chapter:

- [Provision users](#)
- [Manage user accounts](#)
- [Make the Central Coding role available to Oracle](#)

### Provision users

[Show me how!](#)

The user provisioning process consists of the following steps:

**Task 1. In OHSIAMS Oracle Identity Self Service, create a user account**

For instructions, see *Create a user account in the Oracle Health Sciences Identity and Access Management Service Administrator Guide*.

If you need to create several accounts, you can use Bulk Import in OHSIAMS Oracle Identity Self Service to create them all at once. For instructions, see *Perform user operations in bulk in the Oracle Health Sciences Identity and Access Management Service Administrator Guide*.

An initial user administrator is created in Oracle Central Coding during the application installation. When you create the account for this user in OHSIAMS Oracle Identity Self Service, make sure the user name matches the name used during the installation. This user is assigned the User Administrator and User Manager roles in Oracle Central Coding by default.

**Task 2. In OHSIAMS Oracle Identity Self Service, assign the Central Coding role (business service) to the user account**

For instructions, see *Assign roles in the Oracle Health Sciences Identity and Access Management Service Administrator Guide*.

The role name typically includes the ShortOrgId, environment type (for example, uat or prod), and **ccoding**.

**Task 3. In Oracle Central Coding, have a CUA assign the user to roles and work teams**

For more information, see the *Oracle Central Coding User Guide*.

### Manage user accounts

As delegated administrator, you can update account information or change the status of user accounts. For example, you can:

- Edit the personal information of users.
- Change user passwords.
- Terminate users.
- Lock and unlock users.

For more information, see Update user accounts in the Oracle Health Sciences Identity and Access Management Service *Administrator Guide*.

## Make the Central Coding role available to Oracle

Follow these steps to allow Oracle Support and Services staff access to your Oracle Central Coding instance. Members of the Services team typically require access to configure the initial system and new studies. Services and Support team members can both access Oracle Central Coding for troubleshooting.

### Task 1. Enable self-service registration

Self-service registration allows Oracle employees to request access to your Oracle Central Coding instance. For instructions, see Set up self-service registration in the Oracle Health Sciences Identity and Access Management Service *Administrator Guide*.

### Task 2. Activate approval for the Oracle Central Coding role (optional).

Approval lets you control who gains access to Oracle Central Coding. If approval is active, users won't get access unless someone at your organization approves the request. Without approval, access is granted automatically.

1. Submit a Service Request to add the **approver** role in OHSIAMS Oracle Identity Self Service for your organization.
2. After the **approver** role is available, assign it to at least two users.
3. Activate approval for the Oracle Central Coding role. For instructions, see Activate approval for a role in the Oracle Health Sciences Identity and Access Management Service *Administrator Guide*.

### Task 3. Make the Oracle Central Coding role available to Oracle

Publish the Oracle Central Coding role to the **oracle** organization. For instructions, see Allow another organization to view and assign one of your organization's roles in the Oracle Health Sciences Identity and Access Management Service *Administrator Guide*.

### How Oracle users gain access to Oracle Central Coding

After you make the role available to Oracle, an Oracle user gains access to Oracle Central Coding through the following process:

1. The user navigates to the URL of the Oracle Central Coding instance and tries to log in.
2. The self-service registration page appears where the user submits a request for access.  
An entry is added on the Pending Approvals page in OHSIAMS Oracle Identity Self Service.
3. If approval is active, a CDA approves the access request. Without approval, access is granted automatically.
4. The user contacts a CUA to obtain the appropriate role and work team assignments in the application.