**VITA Identity Manager (VIM)**

**VITA Identity Manager (VIM)** is VITA's identity management system designed to streamline the creation and administration of user account requests and provide a means for users to securely maintain their own account details.

Most importantly, VIM allows you to request an account as well as electronic access to certain VIM-enabled applications without having to contact the business owner and/or the VCCC. In addition, VIM provides self-service to allow the user to update account information such as their email and contact information.

To request a VIM account for the first time, click here: https://accessidm.vita.virginia.gov/external/newaccountregistration.aspx.

This document will guide you through the steps to create your account profile and submit an application access request.

1. Enter your email and click Request

   ![VIM New Account Registration](https://accessidm.vita.virginia.gov/External/NewAccountRegistration.aspx)

   You will receive the following message: Your account request submitted successfully. You will receive an e-mail with instruction on how to activate your account.
2. Check your email account. You will receive the following email from Forefront Identity Manager Service with the subject of VITA Identity Manager: Account Pending Completion.

3. Click “here” and you will be taking to the VIM profile update screen.

Complete each field and click Submit. You will be taking to VIM Register Password Reset Questions screen.

Note: Password must contain at least 8 characters. It must also contain an uppercase letter, lowercase letter and a number.
4. You will need to select two Secret Questions and provide answers to these questions.

Once you have made your selections, click Submit. You will receive the following message: Your account has been successfully registered for password reset. You will receive an email shortly with the additional instruction for using your new account.

Your account has been successfully registered for password reset. You will receive an email shortly with additional instructions for using your new account.
5. **Check your email account.** You will receive an e-mail from Forefront Identity Manager Service with the subject of **VITA Identity Manager: Account Activated for “Your Name”**. **It is important to not skip this step - Click on VITA Identity Manager Login.**

6. You will be taken to Request Application Access screen. Enter your email address and Password
7. Select VITA - Supplier Reporting System (SRS)

8. Each application’s Business owners are responsible for granting access to their applications.

9. Once the Application’s Business Owner has approved or denied your request you will receive one of the following emails:

Approved Email
Your request for access to the **Your selected** application has been approved. Please click the link below to access the application.

**Your Selected Application**

Please visit the VITA Identity Management portal to request access to other applications:

[VITA Identity Manager portal](#)
Denied Email

Application Access: Request for Access to Your selected Application was Denied
Forefront Identity Manager Service to you show details

The following request has been denied.

Requestor:
Your Name

Request details:
This request was to add Your Name to the following security group Your selected Application group

Please visit the External VITA Identity Management Portal to update your profile or request access to other applications.
External VITA Identity Manager Portal