

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.

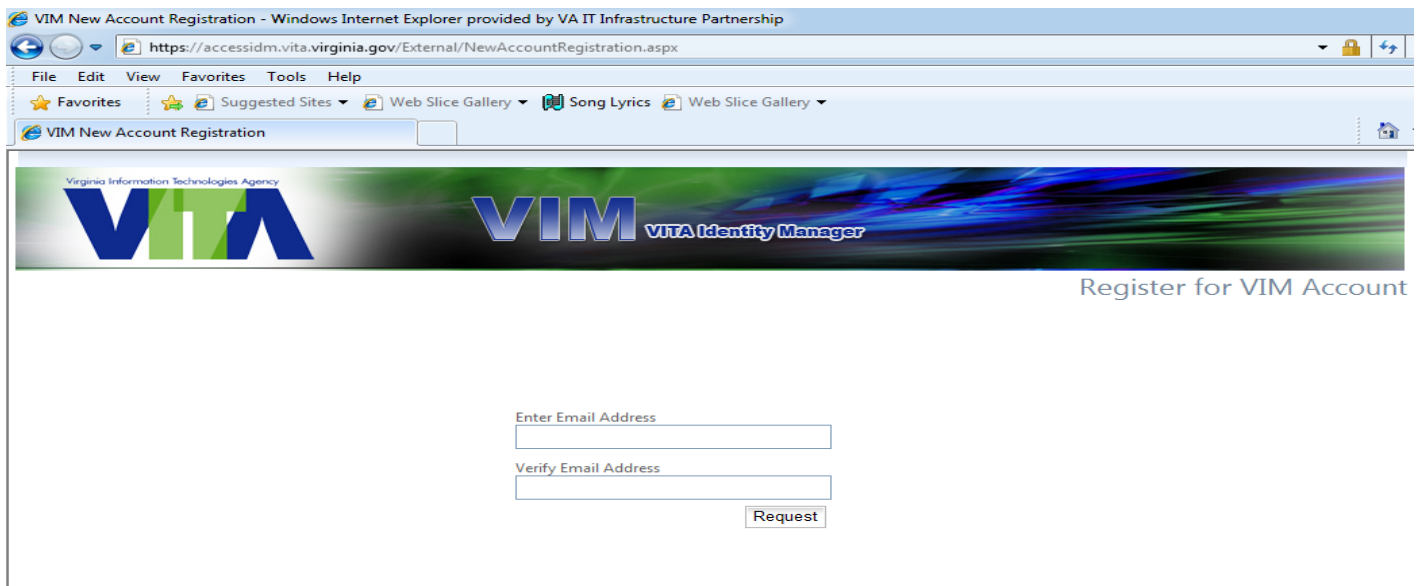
Most importantly, VIM allows you to request an account as well as electronic access to certain VIM-enabled applications without having to contact the business owner and/or the VCCC. In addition, VIM provides self-service to allow the user to update account information such as their email and contact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

To request a VIM account for the first time, click here:

<https://accessidm.vita.virginia.gov/external/newaccountregistration.aspx>.

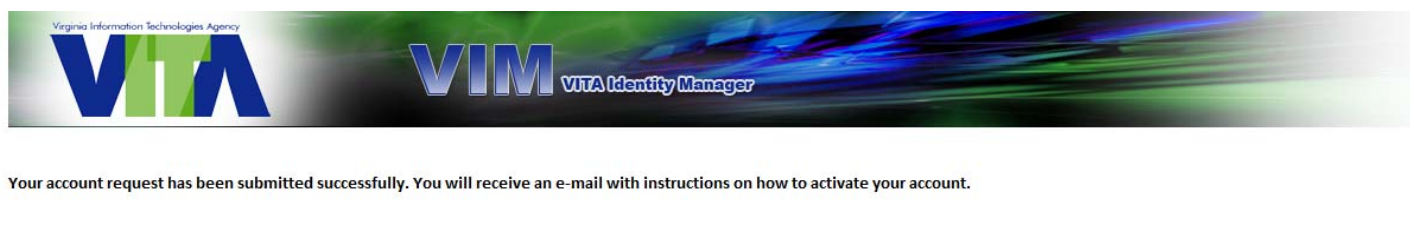
This document will guide you through the steps to create your account profile and submit an application access request.

1. Enter your email and click Request



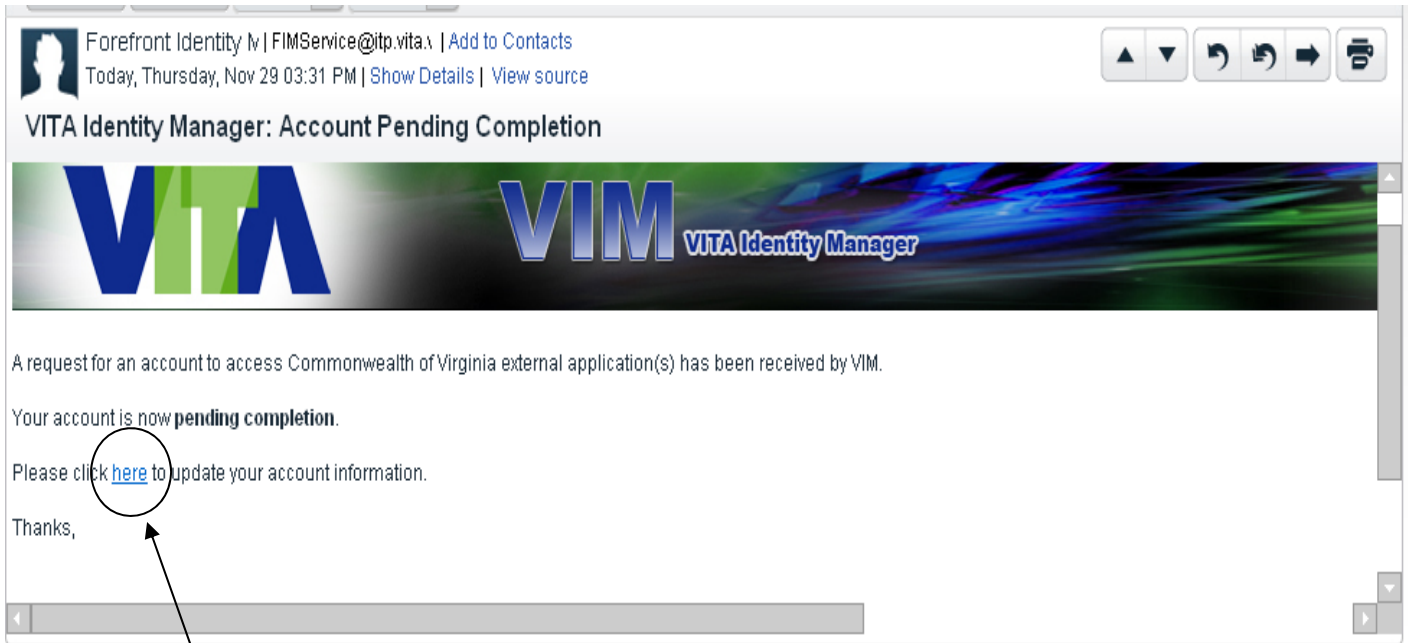
The screenshot shows a Windows Internet Explorer browser window. The title bar reads "VIM New Account Registration - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL "https://accessidm.vita.virginia.gov/External/NewAccountRegistration.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are links for Favorites, Suggested Sites, Web Slice Gallery, Song Lyrics, and another Web Slice Gallery. The main content area features a banner with the VITA logo on the left and the VIM VITA Identity Manager logo on the right. To the right of the banner, there is a link that says "Register for VIM Account". Below the banner, there are two text input fields: "Enter Email Address" and "Verify Email Address". To the right of the "Verify Email Address" field is a button labeled "Request".

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.



The screenshot shows the same VIM New Account Registration page as the previous one, but with a success message displayed at the bottom. The message reads: "Your account request has been submitted successfully. You will receive an e-mail with instructions on how to activate your account." The banner and logos remain the same.

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.

VITA VIM VITA Identity Manager

VIM Profile Update

youremail@email.com

First Name *
Last Name *
Middle Initial
Preferred First Name
Password *
Verify Password *
Company
Department
Job Title
Phone (xxx) xxx-xxxx

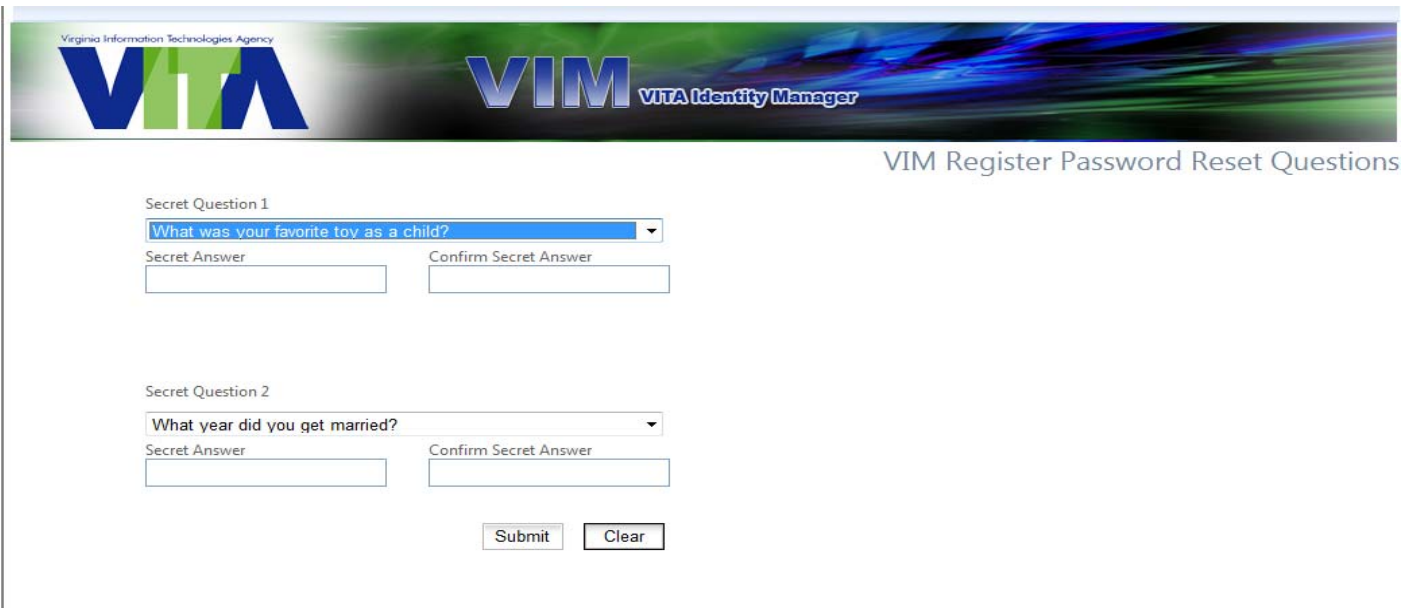
* Required

Submit

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 these questions.



Secret Question 1

What was your favorite toy as a child?

Secret Answer

Confirm Secret Answer

Secret Question 2

What year did you get married?

Secret Answer

Confirm Secret Answer

Submit Clear

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.**

VITA Identity Manager: Account Activated for testaccount, (External)

Inbox x



Forefront Identity Manager Service <FIMService@itp.vita.virginia.gov>

to me



Your account has been created to access certain Commonwealth of Virginia external application(s).

Please visit the following link to update your profile and request access to applications:

Note: Please allow 3 hours before attempting to login the first time, your account will not be fully active until then.

[VITA Identity Manager Login](#)

Requestor:

testaccount, (External)

Login Name:

[sdbvim14@gmail.com](#)

6. You will be taken to Request Application Access screen. Enter your email address and Password



Email Address:

Password:

Log In

[Forgot Password?](#)

[Need an Account?](#)

7. Select VITA - Supplier Reporting System (SRS)

Virginia Information Technologies Agency

VITA

VIM VITA Identity Manager

Request Application Access

- My Approved Applications
- My Security Questions
- My Profile
- Change My Password
- Logout

Request Access

- ☐ TEST GROUP DO NOT REQUEST
- ☐ VITA - Cell Phone Application - Browsers
- ☐ VITA - Online Billing Application - Users
- ☐ VITA - Project Manager Development - Browsers
- ☐ VITA - VITA Applications - Users
- ☐ Enterprise Performance Budgeting (PB) System
- ☐ VITA - Supplier Reporting System (SRS)

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

Virginia Information Technologies Agency

VITA

VIM VITA Identity Manager

Request Application Access

- My Approved Applications
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Request Access

Access Requested - If your request is approved, you will receive an email confirmation for: VITA - Supplier Reporting System (SRS) . If you have not received an approval email within 7 days, please call the VCCC (866-637-VITA)

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

Approved Email

Application Access Approved



Forefront Identity Manager Service to you [show details](#) ▼




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](#)