

User Confirmation Process for Local Org Administrators

Updated 10/2/24

Beginning in May 2024, Florida SHOTS introduced the User Confirmation process to improve system security through the review of user access within all organizations. Local Org Administrators must participate in this process to ensure all users are accounted for and appropriate personnel records are maintained. Organizations will be assigned a 90-day period where its Local Org Administrators (LOAs) must confirm current users in their assigned service sites who need access to Florida SHOTS. At the end of this period, any users not confirmed will no longer have access.

The dates for the next User Confirmation period can be located on the Organization Edit page under the Administration section of the menu (Image 1). Once the organization is in its User Confirmation period, this section will be updated (Image 2).


1)

User Confirmation Period:	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Completion Date:	
Next Calculated Period: 09/10/2024 - 12/09/2024	

2)

User Confirmation Period:	
Start Date:	05/03/2024
End Date:	08/02/2024
Completion Date:	
Next Calculated 05/03/2025 -	
Period: 08/02/2025	




When the organization is within seven days of its confirmation period, LOAs will see a banner with a link to the User Confirmation Guide. During their confirmation period, this link will lead to the User Confirmation page instead. LOAs can also reach this page at any time by choosing “User Confirmation” under the “Administration” tab of their menu.

Organization
User Confirmation - Local Organization Administrators must confirm other users in the organization beginning 04/08/2024. Click [here](#) for more details.
Click the  icon above to show/hide these Important messages.

The banner at the top of the User Confirmation page will show the current, and next, confirmation period of the organization.

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Next Conf Period: 05/03/2024 - 08/02/2024

My Sites' Users 0 Unclaimed Users 25 Other Users 0 Local Org Admins 2 Confirmed Users 0








  

Navigation links will bring you to each of the five sections within the page:

- [My Sites' Users](#) – Unconfirmed users that match at least one of your Associated Service Sites
- [Unclaimed Users](#) – Unconfirmed users that have no Associated Service Sites or LOA
- [Other Users](#) – Unconfirmed users that have Associated Service Sites but do not match yours
- [Local Or Admin Users](#) – Unconfirmed Local Org Admin users (you cannot confirm yourself)
- [Confirmed Users](#) – Users confirmed during the current confirmation period.

On the right, there are three icons to assist you. The search feature pulls up all users, not just those shown in the rows below. Click the refresh button at any time to reorganize the sections once users have been confirmed/unconfirmed. Last, the PDF icon links to the user guide for further assistance.

Navigate through the page sections to confirm users in your associated service site(s).

My Sites' Users						
The following users selected a service site where you are a Local Org Administrator						
Last Name, Suffix	First / Middle Name	System User Id	Status	Last Login ▼	Email Address	
MOPARTHY	VENKAT	MOPARTHYV	Expired	2019-07-25 12:43:35	NOTVALID@FLSHOTS.COM	Confirm User  
KRISH	BASK	BASKARK	Expired	2017-08-04 17:12:08		Confirm User  
DRAVER X	SARA	DRAVERSX	Expired	2014-12-01 12:54:09	NOTVALID@FLSHOTS.COM	Confirm User  
RICHBOURG	RYAN	RICHBOURGR	Expired	2014-02-19 11:08:23		Confirm User  

Page 1 of 1
Total Records found: 4

To view a user's Personnel Maintenance page or User Profile, click on the appropriate icon to the right of that person's row. If they are a current user within your service site who should have system access, click "Confirm User." After this, the button's text will become "Unconfirm User," should their status change.

If a user *has not* been confirmed during their org.'s 90-day User Confirmation period:

On the 91st day, an "Unconfirmed User" System User End Date (SUED) will be added and the user will no longer have access to Florida SHOTS. (Any additional reasons for their having a SUED will also appear.)

Password Expiration:
 System User End Date: Ended By: Expired Utility - Unconfirmed User
 Last Logout: 2024-09-30 13:30:06
 Confirm Password:

A Local Org. Admin. (LOA) may remove the SUED to confirm the user as personnel within their org. Once the user's SUED has been removed, and their password updated, they will again be able to log in as usual. If the unconfirmed user is an LOA, they must have their SUED removed by another LOA within their org.

During/after your org.'s 90-day confirmation period, if you are the only LOA, or cannot locate a LOA for confirmation, call the Florida SHOTS helpdesk for assistance.