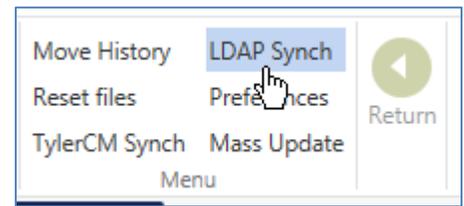


How to Synchronize LDAP (Active Directory) Accounts in Munis

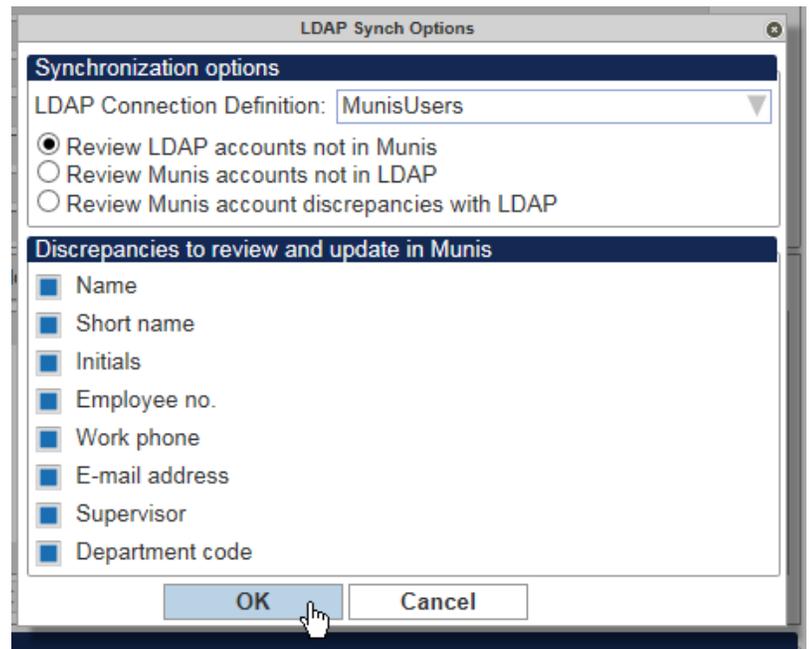
Below is an example that details how to synch and enable the **Test user accounts** in the district's **Test** database. Typically, a new 'real' user account would be synched and enabled in the district's **Live** database first, and then copied to Test and/or Train during a future refresh.

To Create an Account in the District's Test Database:

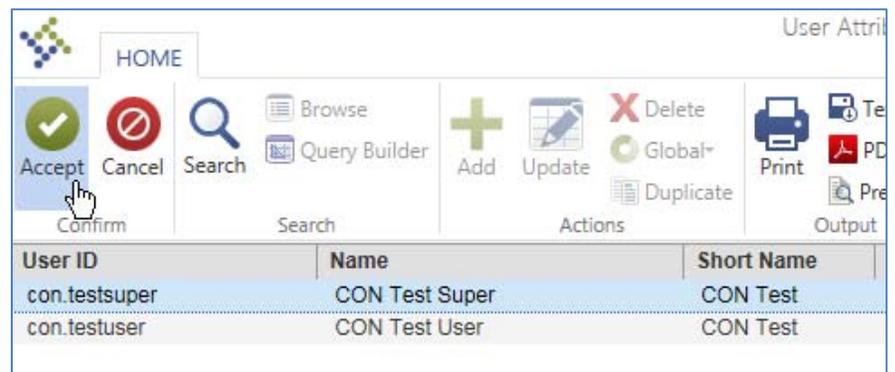
1. Navigate to <http://www.ohconnect.org/fiscal/munistestdash> and select the district.
2. From the **Tyler Menu**, navigate to: **System Administration > Security > User Attributes**
3. From the **Munis ribbon > Menu section > Select LDAP Synch**



4. In the **LDAP Synch Options** window, select the options shown below, which should be set by default; select **OK**.

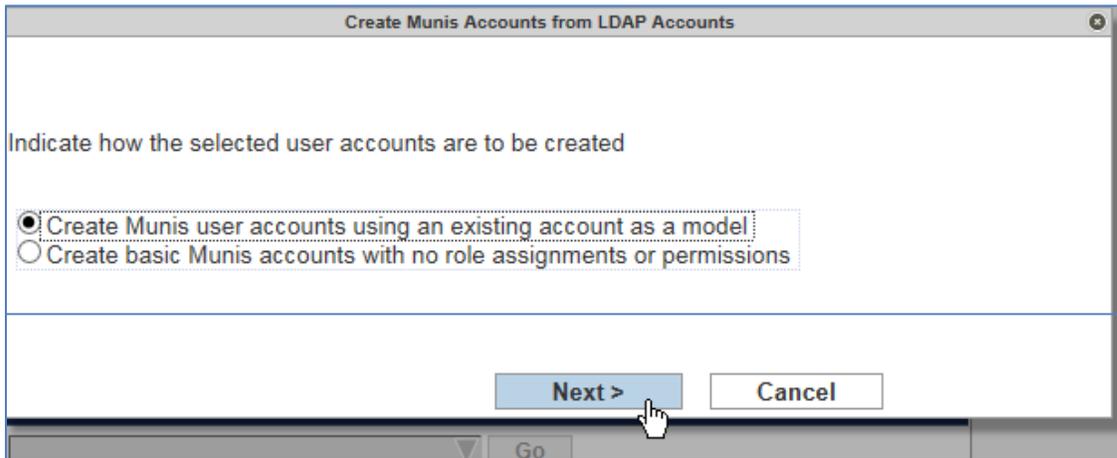


5. You should see two users in the list similar to those in the example to the right. When creating multiple accounts, it can be efficient to select any/all of those new users who will have a **similar role**. Multi-row selection hints are available at the bottom of the LDAP Synch screen.

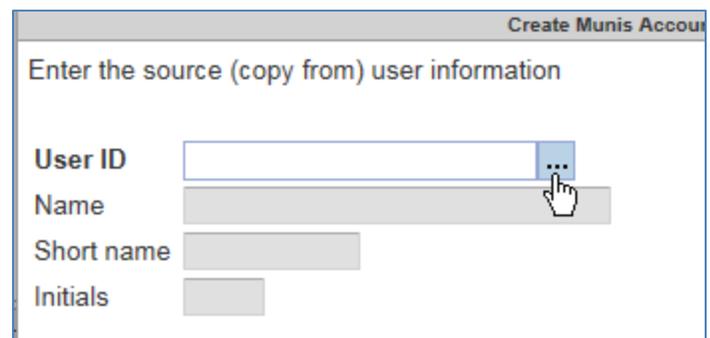


For this example, where we are adding the two **Test** accounts, you may want to select only one user and then select **Accept**. You will see why in the subsequent steps.

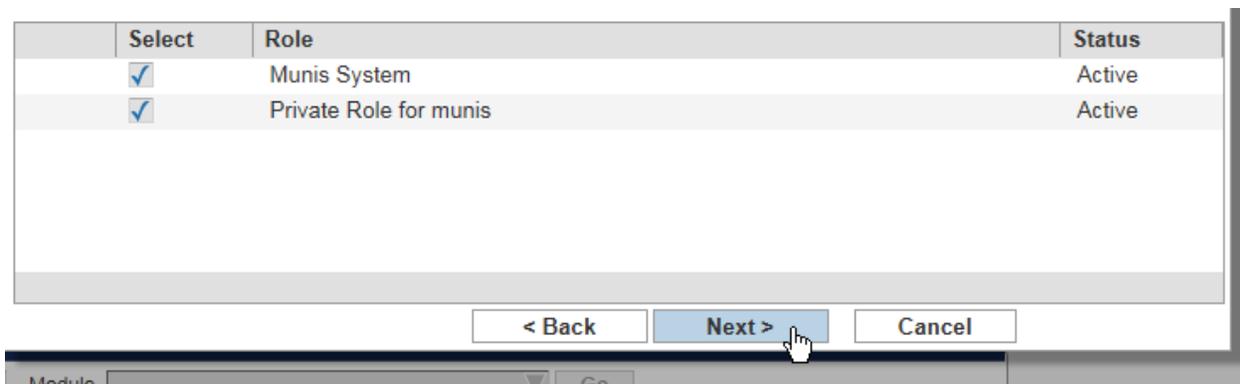
6. The **Create Munis Accounts from LDAP Accounts** window will display and provide two options. Typically, it may be easiest to copy to the new user the roles assigned to another existing user who is in a similar position at the district. To do so, choose the first option and select **Next**.



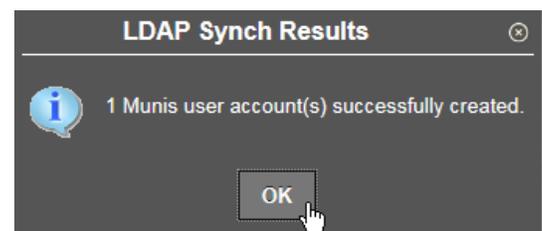
7. Select the [...] next to the **User ID** field to view a list of all users at the district. From that list, select the account for the *existing* user whose permissions you want to copy to the *new* user and select **Accept** from the Munis ribbon.



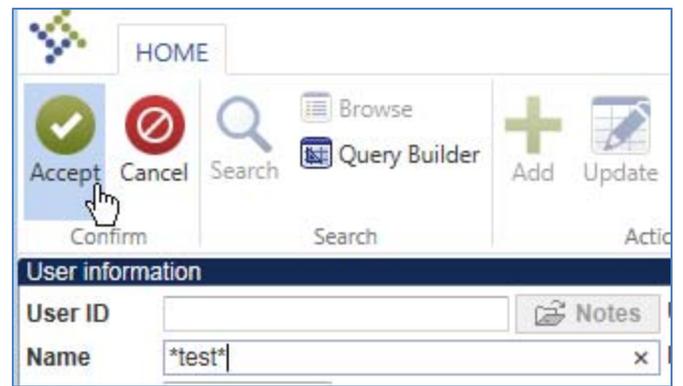
8. A window will appear that allows you to select/deselect roles. Select **Next** and then **Finish**.



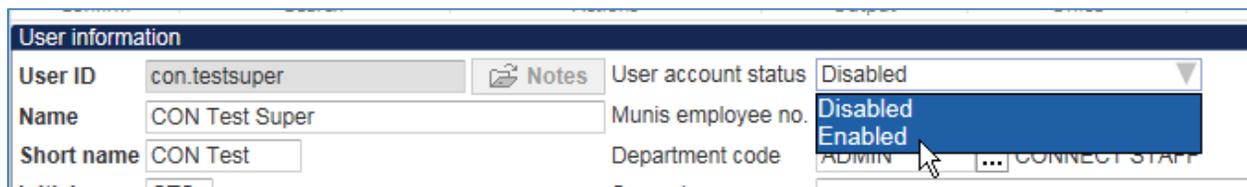
9. Select **OK** at the prompt that confirms the account was created.



10. From the **User Attributes** program, select **Search** from the Munis ribbon and search by name or user ID for the user created. Use the * as a wild card. Select **Accept** to execute the search. If more than one user matches your search criteria, navigate to the desired account.



11. The **user account status** will be set to **Disabled**. To enable the account, select **Update** from the Munis ribbon and modify the status to **Enabled**. To avoid other prompts, enter an **email address** if one does not already exist on the record. Select **Accept** to save the changes. The user can now login and utilize the system. You may add, delete, update, and edit roles as desired on the user record.



There are tips Connect can provide for synching and enabling user accounts in mass. Please do not hesitate to contact us if/when you have multiple accounts to create.

To Synch Accounts into Train: Navigate to <http://www.ohconnect.org/fiscal/munistraindash> and repeat the steps above.

To Synch Accounts into Live: Navigate to <http://www.ohconnect.org/fiscal/munislivedash> and repeat the steps above.

For the Test accounts, do not complete steps 10-11 above as those accounts should not be enabled in Live.