

UNFI MyAccess User Guide

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MyAccess.unfi.com

MyAccess.unfi.com will be the one-stop shop for all your access needs.

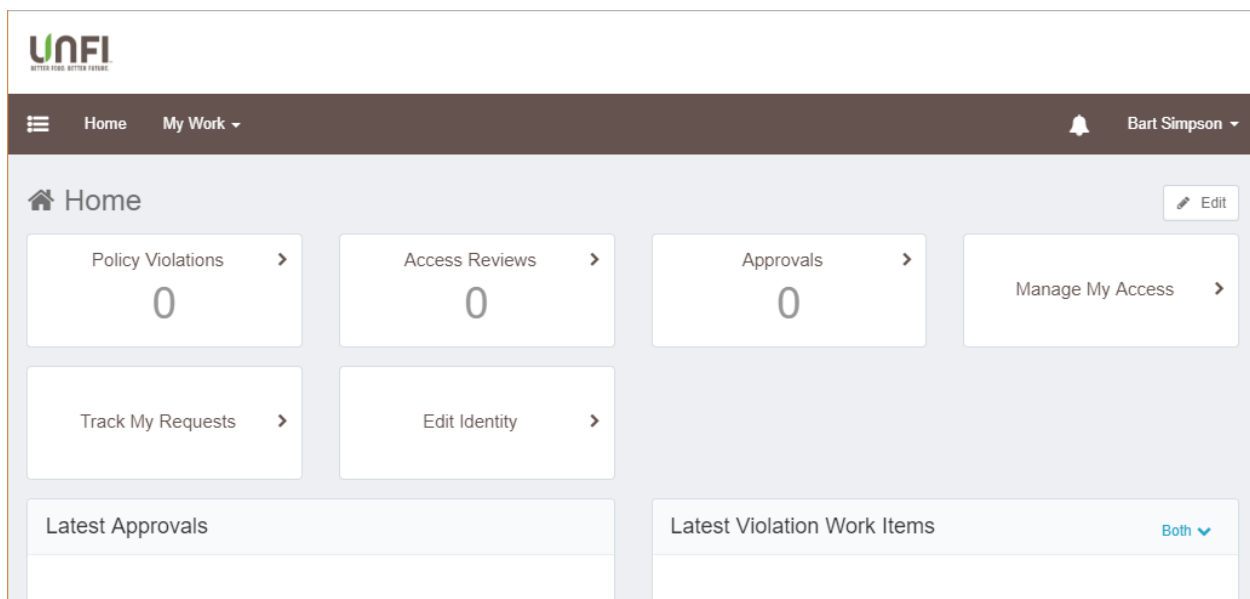
- 1) Change your password
- 2) Change your access to other systems
- 3) Manage access for your team

Note:

- Mac users no longer need a special portal for changing passwords and all users will be automatically registered for MIO/portal. If you've forgotten your username, please call the helpdesk.
- The first time a user logs into MyAccess they will be asked to answer three security questions. In a "forgot password" scenario you will be asked to answer these questions before the change will be initiated.

How to Login into MyAccess.unfi.com


Enter <https://MyAccess.unfi.com> into your web browser. Upon successful logon, you should see the following screen:

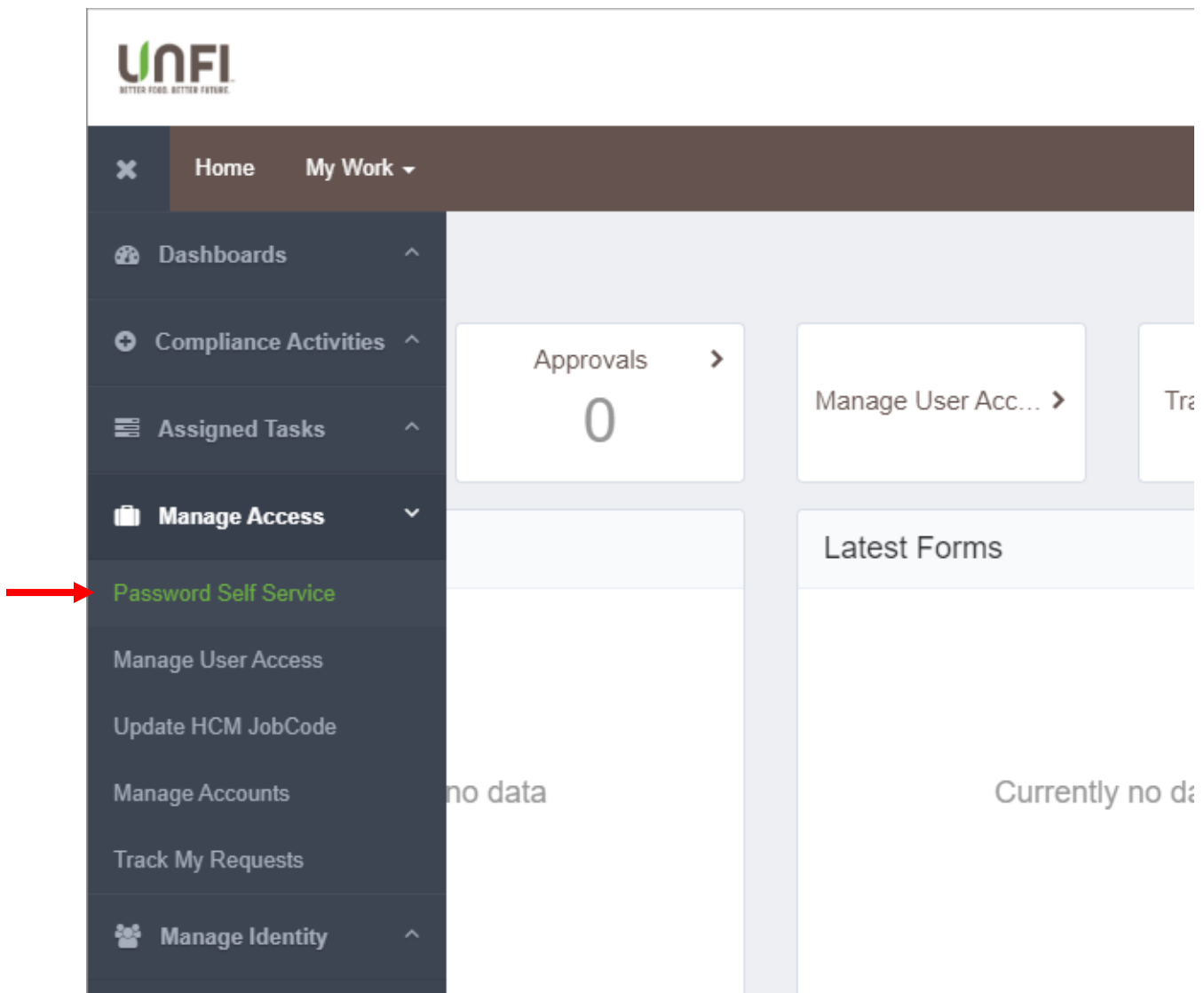


Change your password

There are several viable ways to reset your password, including pressing ctrl-alt-del from a corporate device. This document describes how to reset your password using MyAccess. Whether using ctrl-alt-del, MyAccess, or another approved method, the password you choose will be synced in the systems listed below. Password changes initiated in MyAccess are typically synced to all connected systems within minutes.

- SVUENT (conventional) Active Directory
- Corp (Albertson's) Active Directory
- SALENT (Save-A-Lot) Active Directory
- UNFI (natural) Active Directory
- B2A LDAP (Portal)
- B2B LDAP (SVHarbor)
- Oracle e-Business Suite (EBS, Oracle Financials)
- TSS (Mainframe)

To change your password in MyAccess, choose the hamburger icon  in the upper left corner of the main page and select **Password Self Service** from the **Manage Access** menu.



In the next form, you will be asked to enter a new password. The password you enter must meet the complexity requirements described in the next section of this document. Once you have entered an appropriate password, click the submit button to complete the request.

User Details

User ID
Is2bgta

First name
Bart

Last name
Simpson

Password

New Password *
.....

Confirm Password *
.....

Resource accounts on which password will be set

B2A LDAP : Is2bgta

Active Directory SVU SVUENT : Is2bgta

Password Policies:

The minimum password requirements are shown below:

Your password must contain three of the following:	Additional complexity requirements
<ul style="list-style-type: none">• One uppercase character (A to Z)• One lowercase character (a to z)• One number (0 to 9)• One special character (i.e. #,\$%&)	<ul style="list-style-type: none">• The password must be at least 8 characters in length• The password cannot be the same as any of your last 24 passwords• The password cannot contain your name or username

Application account level constraints:

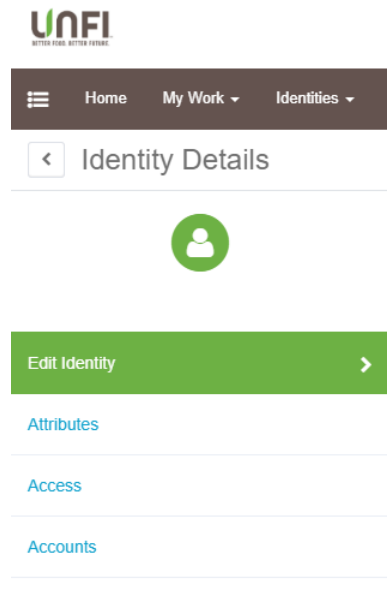
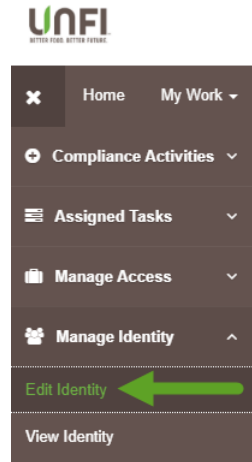
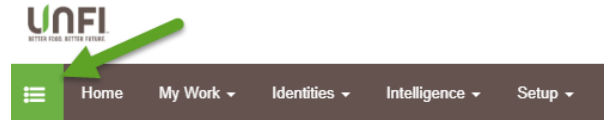
Oracle Financials (EBS) or TSS (Mainframe) have unique password complexity constraints that require additional consideration when selecting a password. For example, if you enter a 9-character password, it will not sync to TSS, since the mainframe will not accept a password greater than 8 characters in length.

- 1) If you have an **Oracle Financials (EBS) account**, your password must contain a number.
- 2) If you have a **TSS (Mainframe) account**, your password will need to meet the complexity requirements above in addition to the following:
 - Your password must contain a number
 - The only special characters accepted by the mainframe are &, *, @, -, :, \$, =, !, %, ., #, ?, _, |

After a password change, you will receive an email from each application you have an account on informing you whether your password was successfully changed. These emails will almost always indicate success, with one exception: If you have a TSS account and don't follow the complexity requirements described above when setting a new password, you will receive an email from MyAccess with an error message received from TSS indicating the password does not meet complexity requirements. If you get a failure email for any other reason, please call the Help Desk.

Need to add or change your preferred name or work mobile phone number?

To change your preferred name or work mobile phone number, select the hamburger icon in the upper left corner of the main page, then select "Manage Identity", and "Edit Identity" from the drop down menu.



Upon selecting the “Edit Identity” menu item, the following form displays. You may enter a Preferred First Name, if you choose to have a different name display (e.g., in email Jim vs. James)

NOTE: If information displayed on this form is greyed out and cannot be edited, but needs to be updated, please open a Cherwell request.

Edit Identity

Edit Profile

If your information is displayed incorrectly in an uneditable field on this page, please open a request in Cherwell.

First Name

Last Name

Middle Name

Preferred First Name



If you would like to change your preferred first name, please enter the new value here.

Email

Division

Manager

Employee Number

Further down on the form you may add or update your work mobile phone number. This number will be published in Outlook and available for others to see.

Status

Active

Title

Business Analyst Sr.

Contact Number Format

Required Format:

Phone numbers should be in the following format: +Country Code Phone Number (no spaces)

Work Numbers

Work Desk Phone Number

This is sourced externally and is not editable

Work Mobile Phone Country *

United States

Choose the country for your mobile phone number.

Work Mobile Number

format: +XXXXXXXXXX e.g. +19521231234

Personal Number

Personal Mobile Phone Country *

United States

Choose the country for your personal mobile phone number.

Personal Mobile Number

+19524902801

format: +XXXXXXXXXX e.g. +19521231234

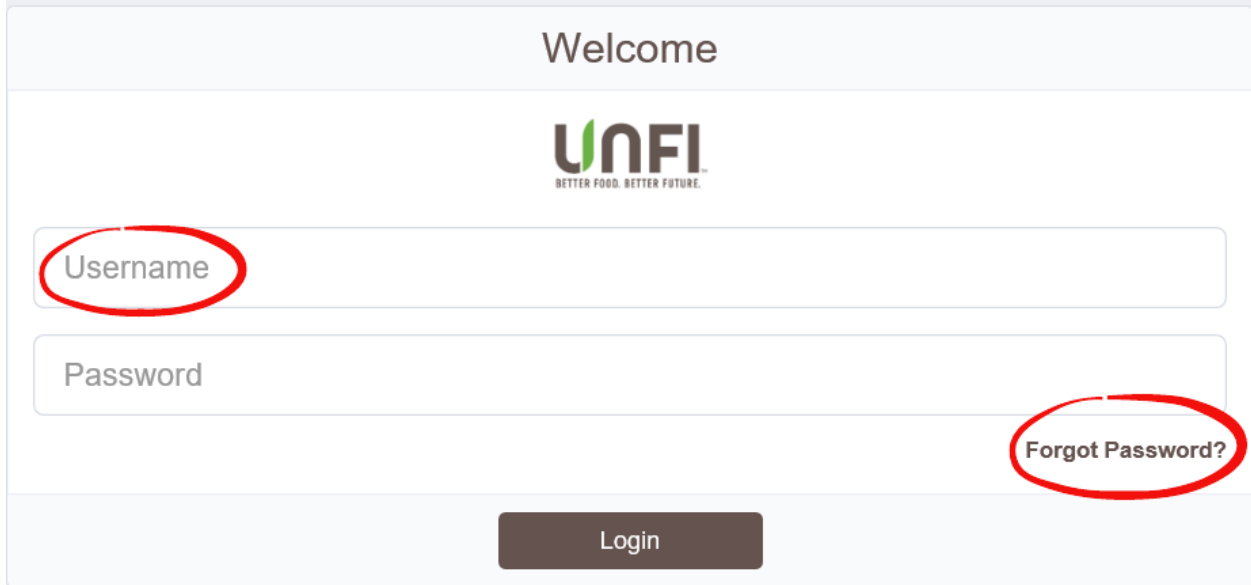
At the bottom of the form, please click the Cancel button if you do not wish to save your changes at this time. Click the Submit button to save your changes.

Cancel

Submit

Forgot your password?

If you cannot remember your password go directly to the [MyAccess](https://MyAccess.unfi.com) URL or copy and paste this link into your web browser (<https://MyAccess.unfi.com>). On the logon screen, enter your username and choose the “Forgot Password?” link below the Password box.



>Welcome

UNFI
BETTER FOOD. BETTER FUTURE.

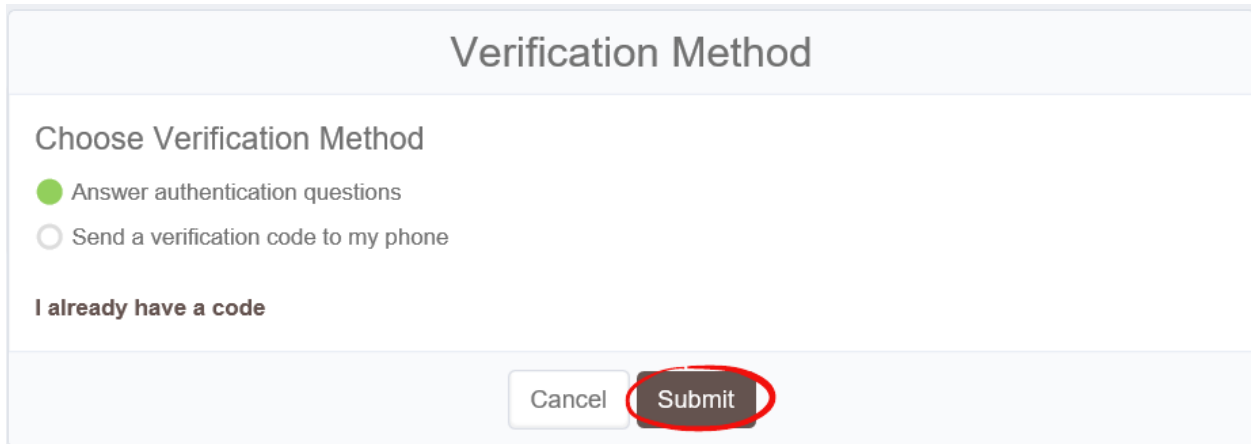
Username

Password

[Forgot Password?](#)

Login

The Verification Method Screen is displayed.



Verification Method

Choose Verification Method

Answer authentication questions

Send a verification code to my phone

I already have a code


Cancel Submit

Click submit to proceed with the default method “Answer authentication questions”.


NOTE: If you have not utilized the MyAccess link, you will not have completed the challenge questions and will need to call the service desk to help you reset your password.

The "Answer Authentication Questions" screen is displayed.

Answer Authentication Questions

Question 1 

Answer

Question 2 

Answer

Enter New Password

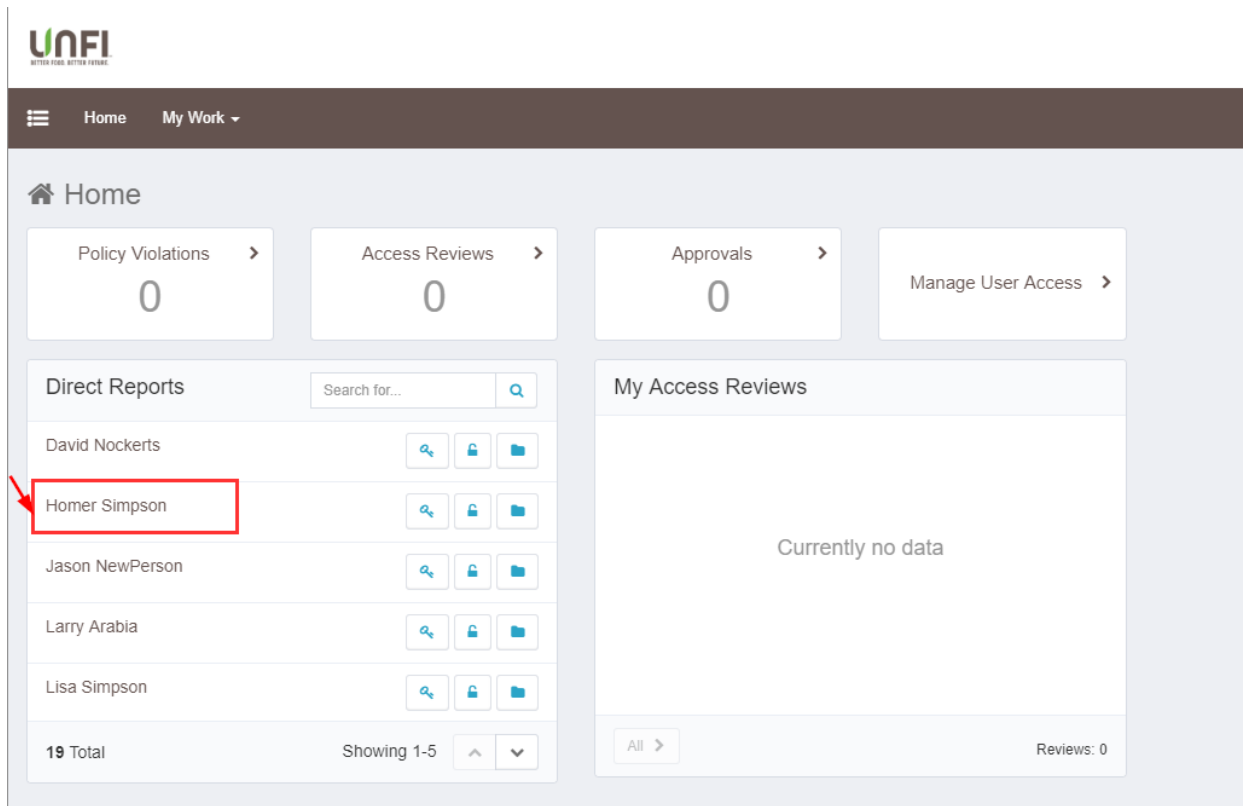
Confirm Password

Select and answer two of the three questions originally selected. Enter a new password in both the new and confirm password fields. You must meet the password policies discussed in the previous section. Upon submitting the change, you will be redirected to the MyAccess Welcome Page. Password change confirmation emails will be sent to your email account.

Need to Find Your Direct Report's User ID?

If you are a manager and need to look-up any of your direct report's user IDs, you can do so through MyAccess.

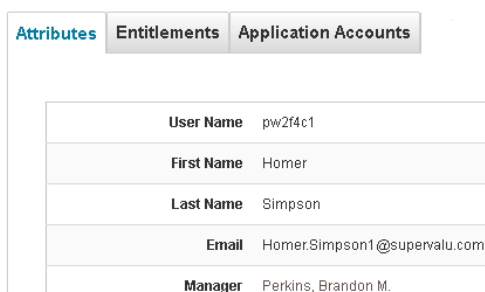
To start, navigate to MyAccess.unfi.com and login with your User ID and password. Upon successful login, scroll down to the "Direct Reports" section of the homepage and click on the specific direct report's name from the list.



The screenshot shows the MyAccess.unfi.com homepage. At the top left is the UNFI logo with the tagline "UNFI WITH YOU WITH POWER". Below the logo is a navigation bar with "Home" and "My Work" (with a dropdown arrow). The main content area is titled "Home" and contains several widgets. On the left, there are four summary cards: "Policy Violations" (0), "Access Reviews" (0), "Approvals" (0), and "Manage User Access". Below these is the "Direct Reports" section, which has a search bar and a list of users. The "Homer Simpson" entry is highlighted with a red box and a red arrow. To the right of the "Direct Reports" list is the "My Access Reviews" section, which currently displays "Currently no data". At the bottom of the "Direct Reports" list, it shows "19 Total" and "Showing 1-5" with up and down arrows. The "My Access Reviews" section has an "All" button and "Reviews: 0".

Once you click on the direct report's name, the "View Identity" window will be shown for that specific user. If you click on the "Attributes" tab, you will find the "User Name" for your direct report, in addition to several other pieces of information about them, such as: first name, last name, email, and manager.

View Identity Homer Simpson



The screenshot shows the "View Identity" window for Homer Simpson. It has three tabs: "Attributes" (selected), "Entitlements", and "Application Accounts". Below the tabs is a table of user information:

User Name	pw2f4c1
First Name	Homer
Last Name	Simpson
Email	Homer.Simpson1@supervalu.com
Manager	Perkins, Brandon M.

Approving Access Requests

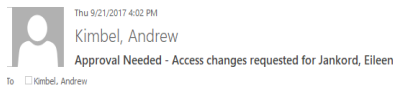
As part of an ongoing effort to streamline the request process for access to UNFI applications, changes are being made to the procedure for how you approve access requests.

These changes will not affect the end user that will be submitting the request; request will still be submitted in the CA Service Catalog. However, for managers and entitlement/business owners, you will be required to complete approval in MyAccess for some of the requests. The change you will see includes:

- Once a user has submitted their catalog request through CA Service Catalog, the Manager or Business Owner/Entitlement Owner will then get an email notification to approve the request like they currently do. **Instead of always coming from the CA Service Catalog like it does now, some requests will come from MyAccess@unfi.com.**
- For MyAccess requests, the approver will then follow the link to MyAccess.unfi.com and login to approve the request.

For additional documentation on this process, please see the below:

1. **MyAccess Approval Needed email example:** An email example to see what the new email format will look like coming from MyAccess.



To: Kimbel, Andrew

Hello Tiffany,

You have been identified as the Approver for following Entitlement.

The following access change has been requested for "Jankord, Eileen"

Request Summary:

User Account	Application	Operation	Entitlement/Role
ejan008	B2A LDAP	Add	SWS Kronos Access

Step 1:

To approve or reject this request, click on the following link:

[Salpoint - Approve / Reject Request](#)

Login with your Enterprise User ID and password.

Step 2:

To review details of the request, click on the following link (only available on desktop, does not work with mobile):

<https://qacat14.supervalu.com/usm/vwpf?Node=icqulnode.requestprofile&Args=15728>

If you have issues approving this request please forward this email to JAMSupport@supervalu.com with concerns or questions.

This request will expire in 14 days, if not approved.

Thank you.

Request Management

Service Desk 1-888-767-4227

Information contained in this email, including attachments, is intended only for the recipient and may contain confidential information. If you received this email in error, please contact the sender, and delete the email from your system.

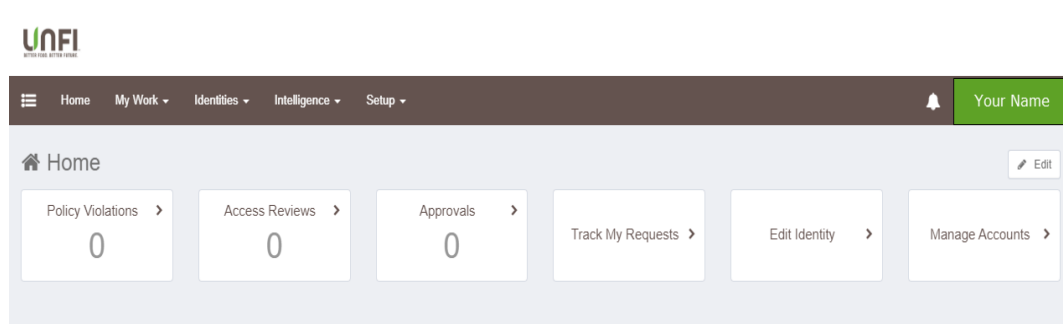
2. MyAccess Manager-Approver Delegations:

In the event a manager or business owner will be out of office or unavailable for a specific period of time, set up auto-forwarding to ensure work items are forwarded to a delegate while out of the office. Delegation includes all work items (e.g. access approvals, certifications).

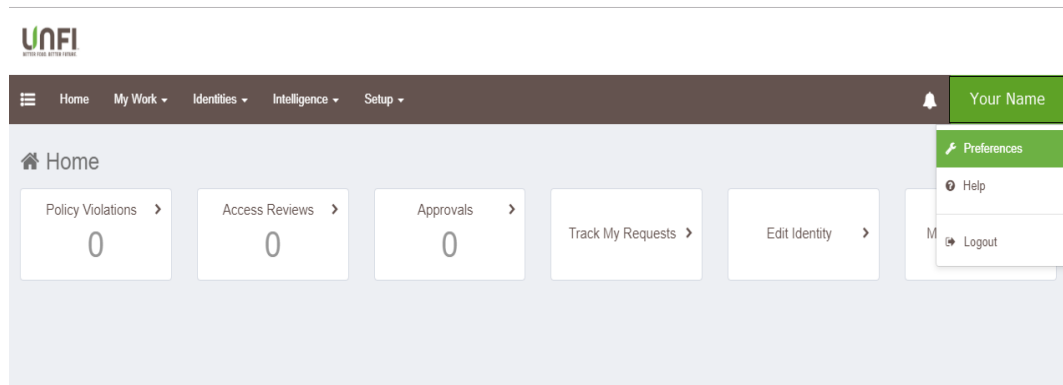
Note: This only covers delegation of MyAccess requests. This does not affect any approvals needed through CA Catalog.

Please follow the steps below to setup the forwarding option.

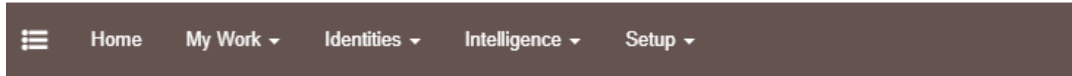
1. Enter <https://MyAccess.unfi.com> into your web browser. Upon successful logon, you should see the following screen:



2. Click on “Your Name” in the upper right corner and select Preferences from the list.



3. On the “Edit Preferences” page, begin by typing the name of the user who will approve work items during your absence. A list of users will generate as you type. Select the correct name from the list. Be certain to select an appropriate “Forwarding User”, remembering this person will approve access on your behalf.



Edit Preferences

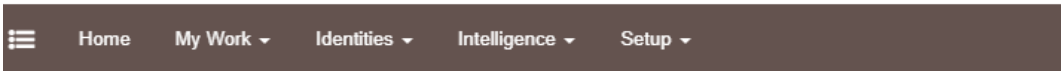
The screenshot shows the 'Edit Preferences' page with the 'Forwarding User' dropdown menu open. The search input field contains 'smith' and a red arrow points to it. The dropdown list shows the following users:

Name	Username	Email Address
Aaliyah Smith	dinw1mp	No Email Address
Adeline Smith	1755353	No Email Address
Adeona Smith	1752855	No Email Address
Adrian Smith	1745473	No Email Address
Alex Smith		

Other visible preferences include: Initial Access Review View, Default Access Review Grid View, Default Entitlement Display Mode, Show Helpful Pop Up Windows, and Edit Authentication Questions. There are 'Save' and 'Cancel' buttons at the bottom.

After the name is selected, the “Edit Preferences” main screen is fully visible again.

- Under the “Forwarding User” name entry, check the box next to “Start Forwarding”, which will default to the current date or you can select a future date if you are setting it for an upcoming absence. Check the box next to “End Forwarding”, and set the date for your return-to-work date. Work items will begin to be sent back to you on this date. You may also leave “End Forwarding” unchecked, especially, if you are unsure of your exact return date. Upon your return, you will need to manually remove the checkbox for “Start Forwarding”. Click “Save” to apply the changes.



Edit Preferences

Forwarding User ?

? Start Forwarding 18 October 2019

? End Forwarding 1 November 2019

Initial Access Review View ? Use Certification Default List Detailed

Default Access Review Grid View ? Use Certification Default Worksheet View Identity View

Default Entitlement Display Mode ? Use Certification Default Entitlement Value Entitlement Description

Show Helpful Pop Up Windows ?

Edit Authentication Questions

The forwarding user will now receive any work items that come to you starting on the specified date.

For technical issues with MyAccess, route a CA incident to **L3 SailPoint IIQ Support**.

Please view the recorded training demonstration below to see the process of approving or denying access requests through MyAccess.

[Changes to Access Request and Approval Process Demo](#)