Identity and Access Reference Guide: Login Process for the Supplier Portal

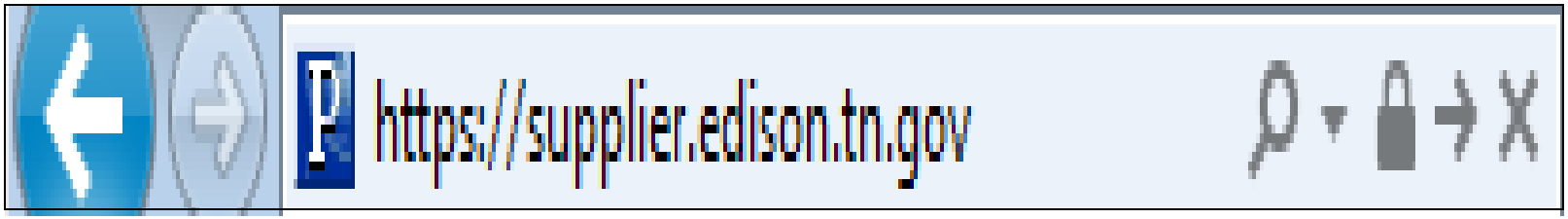
Date: 01/05/15

Overview

- Edison has implemented a new security software known as **Identity and Access Manager**.
  - *Identity and Access Manager* increases security to better protect all data stored within Edison.
  - It is similar to the more advanced security software used by banks to support online banking.
- Initially, EVERY Edison user will need to setup a security profile.

Step 1

Navigate to Edison Portal Home Page by typing the web address: https://supplier.edison.tn.gov



New Supplier Portal Home Page

edison

Home | Sign out

Favorites | Main Menu

Help

Sign-On

Please sign in **HERE**

Register

Register as a Sourcing Bidder
Click here to register as a bidder and to be able to bid on events.

Register as a Supplier
Click here to register as a supplier user and to be able to see purchasing details

Tennessee Banner

This system is for use by authorized personnel only. Individuals accessing this system without authority or in excess of their authority are in violation of Federal and/or State laws, regulations and policies and may be subject to criminal, civil and/or administrative actions.

Any information, including personal information, on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for administrative purposes, including criminal investigations. Anyone using this system expressly consents to such monitoring and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated in or through this system.

Procurement Agency Links

Central Procurement Office

RFP Listing

TN Department of Transportation

Payment Contact Information by Agency

Vendor Community

My Buy Events

There are no events to view.

My Sell Events

There are no events to view.

Procurement Updates

No Updates

Procurement Notice

It is imperative that all active bidders and vendors verify their contact information to insure that you are receiving Sourcing Event notifications. Of particular importance is your email address. Contact our Bidder Services staff for assistance with verifying contact information. Bidder Services may be reached at 615-741-6875 or bidder.registration@tn.gov.

We encourage all vendors to become an eSupplier in Edison. eSuppliers have self service access to some of the Edison features such as verifying their own contact information, track invoices and view purchase order status. Follow this link to begin the process: Supplier Site

Once you're registered as an eSupplier, be sure to check your contact information to verify that it is correct.

Procurement Information

Bid Evaluations

Statewide Contract Information

Procurement Registration

Click here for links to the Bidder and eSupplier tool kit and user instructions. Please read the instructions on the main page and click on the links at the bottom to navigate to the appropriate training.

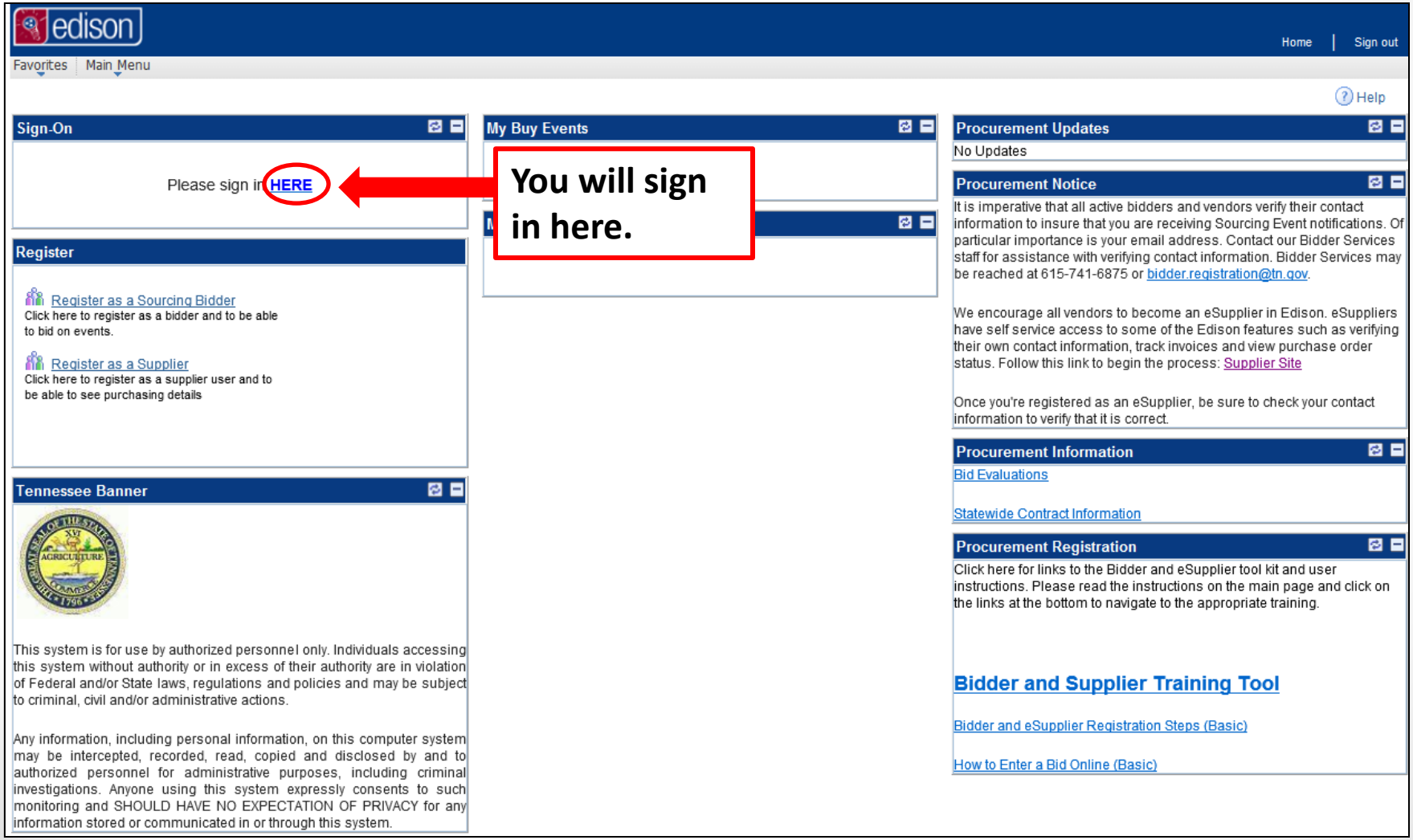
Bidder and Supplier Training Tool

Bidder and eSupplier Registration Steps (Basic)

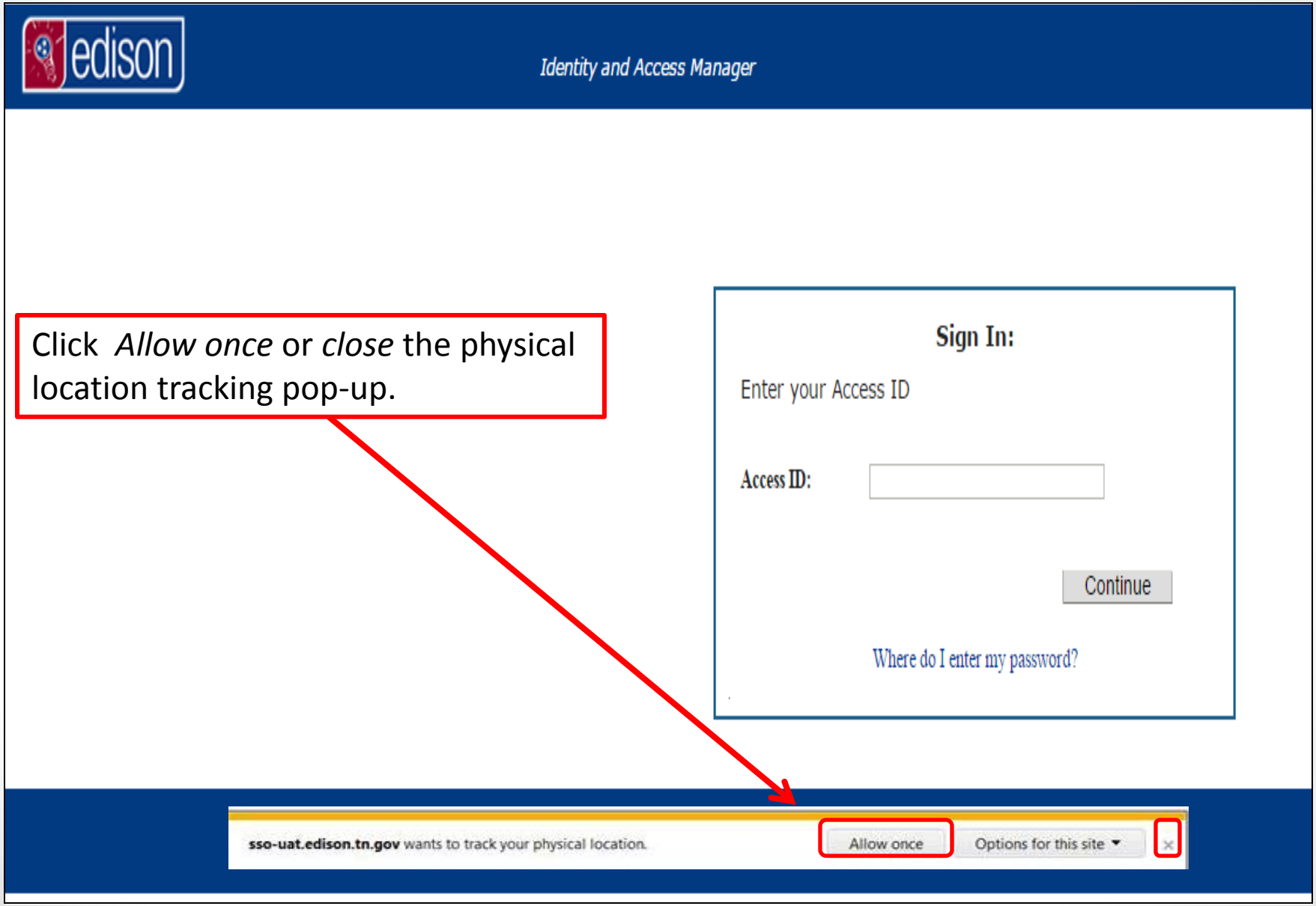
How to Enter a Bid Online (Basic)

Step 2

To sign into Edison, you will need to go to the Sign- On section in the left corner of the page. Once there, click the option that says *Please sign-in* ***here***.



Step 3



Click *Allow once* or *close* the physical location tracking pop-up.

Step 4

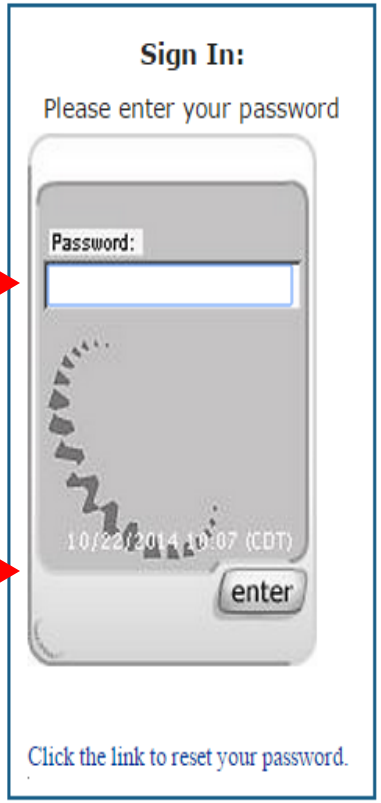
Enter your **Access ID** and click *Continue*.

- Your Access ID is the same as your Edison User ID.
- From now on, you will enter your Access ID and password on two separate pages.

Step 5

Enter the temporary password.

Click the *enter* button to continue.



Step 6

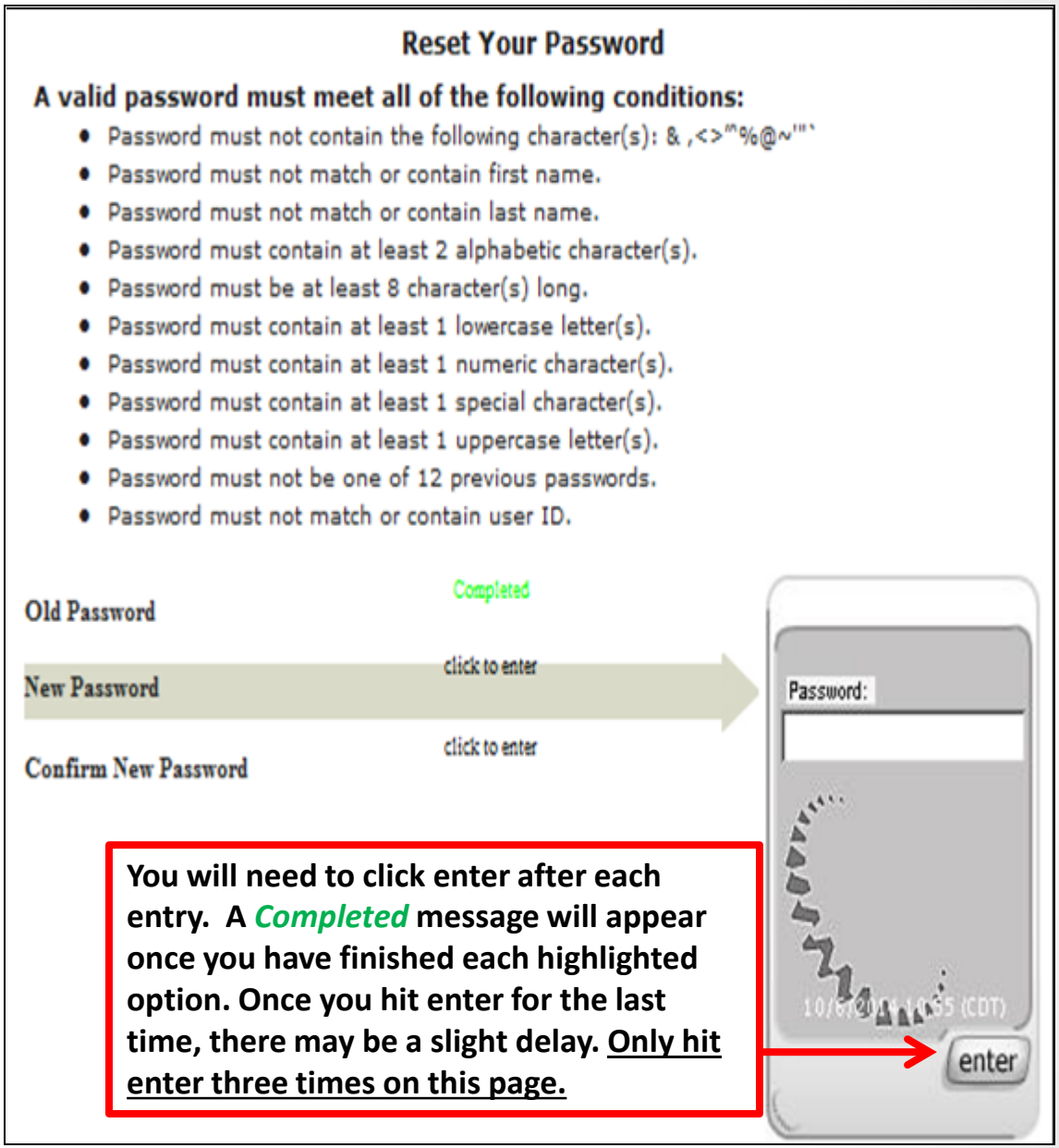
Change your password based on the conditions listed.

Note:

1. When **Old Password** is highlighted, click in the Password field, enter your temporary password.

2. When **New Password** is highlighted, click in the Password field, enter your new password.

3. When **Confirm New Password** is highlighted, click in the Password field, re-enter your new password.



Step 7

Setting up your Security Profile

Over the next few pages you will be required to set up your security profile. Please take a moment to familiarize yourself with this information before proceeding. Once completed, your security profile will add new layers of security to your account by helping us verify you as a trusted user and help you identify us as a trusted site. After you review this information, please click Continue to get started.

Security Image and Phrase

The security image and phrase feature will help ensure that you are entering your password on a trusted site. You will be required to select an image of your choice, which includes an associated security phrase and the current date and time.

Security Questions and Answers

The security questions and answers feature will help us verify that you are a trusted user when you forget your password or if certain security risk levels are exceeded. You will be required to set up answers for a series of security questions.

One-Time Password

The one-time password feature will send a temporary password to an email address of your choice when security risk levels are high or if you forgot your password. The email address may be a work or personal address.

Click *Continue*.

Please click Continue to set up your security profile. >> Continue

Step 8

Selecting your Security Image and Phrase

The security image and phrase feature is used to ensure that you are entering your password on our official site. The image below is your currently selected security image and phrase where you will enter your password when logging into Edison in the future. To select a different image, which includes an auto-generated phrase, please click Change your image and phrase until you find an image and phrase you like. Once selected, please click Continue to proceed.

Note:

Please remember to never enter your password when logging into Edison unless you see your personalized image and phrase with a current freshness date.

DO NOT ATTEMPT to enter your password here. You will ONLY be changing your security image and phrase on this screen.

Your personal security image

Your personal security phrase

Learn more about your personalized security image and phrase

Change your image and phrase

Click the link to change your image and phrase.

Note:

1. You cannot go back to an image once you have passed it.
2. Each phrase is directly tied to the image and cannot be selected separately from the image.

Once you have selected your image and phrase combination, click *Continue.*

Continue

Step 9

Select your **five security questions** from the list provided. You will enter your **answers** in the appropriate section.

Security Questions

We will use your security questions and answers to confirm your identity at times when additional verification is required. Please select a question from the dropdown box and enter your answer in the space provided. Once all the questions are selected and answered, please click enter to proceed to the next page.

Questions (Choose a question from each list below.)

1) Select One

Select One
What is your eldest child's nickname?
What was your favorite restaurant as a child?
What year do you plan on retiring?
2) What is the last name of the first famous person you've met?
What color was your first car?

3) Select One

4) Select One

5) Select One

Answers

Note:

Once you have answered all your security questions, click *enter.*

Step 10

One-Time Password Registration

Please enter your email address. If you forget your password in the future or if high risk security levels are exceeded, a one-time password can be sent to you by email to verify you as a trusted user. The email address may be a work or personal address. The email address must be unique, valid, and only accessible by you.

This feature is optional. However, if you decline to enter an email address, we will be unable to send you a one-time password in the future, which could cause a delay in gaining access to Edison. You will have the ability to add a one-time password email address in the future if one is not provided at this time. It is highly recommended to provide an email address.

Email Address *1

2 I consent for the State of Tennessee to send a one-time password to the above email address. I acknowledge that the email address is unique, valid, and only accessible by me. I assume the responsibility to protect any login credentials in order to maintain them in the strictest of confidence. *

1. Enter your email address.
2. Check the Terms & Conditions.
3. Click *Continue*.

3 Continue

I acknowledge that not providing an email address will cause a delay in gaining access to Edison if situations arise in the future that require verification by one-time password. Decline

Note: Declining this option is not recommended.

Step 11

STATE OF TENNESSEE

Acceptable Use Policy

Network Access Rights and Obligations

Purpose:

To establish guidelines for State-owned hardware and software, computer network access and usage, Internet and email usage, telephony, and security and privacy for users of the State of Tennessee Wide Area Network.

Reference:

Tennessee Code Annotated, Section 4-3-5501, et seq., effective May 10, 1994.

Tennessee Code Annotated, Section 10-7-512, effective July 1, 2000.

Tennessee Code Annotated, Section 10-7-504, effective July 1, 2001.

State of Tennessee Security Policies.

Objectives:

- Ensure the protection of proprietary, personal, privileged, or otherwise sensitive data and resources that may be processed in any manner by the State, or any agent for the State.
- Provide uninterrupted network resources to users.
- Ensure proper usage of networked information, programs and facilities offered by the State of Tennessee networks.
- Maintain security of and access to networked data and resources on an authorized basis.
- Secure email from unauthorized access.
- Protect the confidentiality and integrity of files and programs from unauthorized users.
- Inform users there is no expectation of privacy in their use of State-owned hardware, software, or computer network access and usage.
- Provide Internet and email access to the users of the State of Tennessee networks.

Scope:

This Acceptable Use Policy applies to all individuals who have been provided access rights to the State of Tennessee networks, State provided email, and/or Internet via agency issued network or system User ID's. The scope does not include State phone systems, fax machines, copiers, State issued cell phones or pagers unless those services are delivered over the State's IP network.

Use and Prohibitions:

A. Network Resources

Note:

You will have to scroll to the bottom of the page to review the entire document.

Step 12

Network Access Rights and Obligations

User Agreement Acknowledgement

As a user of State of Tennessee data and resources, I agree to abide by the Acceptable Use Network Access Rights and Obligations Policy and the following promises and guidelines as they relate to the policy established:

1. I will protect State confidential data, facilities and systems against unauthorized disclosure and/or use.

2. I will maintain all computer access codes in the strictest of confidence; immediately change them if I suspect their secrecy has been compromised, and will report activity that is contrary to the provisions of this agreement to my supervisor or a S

3. I will be accountable for all transacti

4. I will not disclose any confidential in

5. I agree to report to the Office for In

1. Check the *Terms and Conditions* box to accept the policy.
2. Select the *I agree* button

Privacy Expectations

The State of Tennessee actively monitors network services and resources, including, but not limited to, real time monitoring. Users should have no expectation of privacy. These communications are considered to be State property and may be examined by management for any reason including, but not limited to, security and/or employee conduct.

I acknowledge that I must adhere to this policy as a condition for receiving access to State of Tennessee data and resources.

I understand the willful violation or disregard of any of these guidelines, statute or policies may result in my loss of access and disciplinary action, up to and including termination of my employment, termination of my business relationship with the State of Tennessee, and any other appropriate legal action, including possible prosecution under the provisions of the Computer Crimes Act as cited at TCA 39-14-601 et seq., and other applicable laws.

I understand the willful violation or disregard of any of these guidelines, statute or policies may result in my loss of access and disciplinary action, up to and including termination of my employment, termination of my business relationship with the State of Tennessee, and any other appropriate legal action, including possible prosecution under the provisions of the Computer Crimes Act as cited at TCA 39-14-601 et seq., and other applicable laws.

1

☑ I accept to the Terms and Conditions

2

I agree

YOU ARE NOW LOGGED INTO EDISON

edison

Home

Favorites | Main Menu

My Page | General Info | Payroll | HR | Benefits | T&L | ELM | Guest | Finance | Procurement | Logistics | Training | Administration | My Links | Select

Personalize Content Layout Tue, Sep 23, 14 12:47 PM

Edison News Alerts

New Location for Edison Support Information
Effective September 15, 2014: All information in the Edison Support Info for HCM and FSCM formerly listed under Main Menu has moved to the appropriate functional areas. For more information, please click here.

Employee Self Service Warning Page
As of Saturday, September 13, 2014, employees that do not have an email address saved in `My System Profile' will receive a pop up message when they access the Leave Balance page and areas of the Travel and Expense Center under Employee Self Service. For more information about this feature, please click here.

STAT 5.7 Windows Client Installation Instructions
For ELM user trying to access Quest STAT, please click this link for information on how to install the STAT application.

One Time PO Workflow & Approval Process Implementation
Effective Monday, August 25, 2014, the following modifications will be made to the Edison One-Time Purchase Order workflow and approval process. These changes will only impact One Time POs that will route to the Central Procurement Office and/or the Comptrollers office for approval. Please click the link for more important information.

Message from Edison Management

- Edison Tip for Issues with Viewing Paychecks
- Edison Tips for Printing W-2s
- Forgot My Password Hint

More...

View All Articles and Sections

Edison Maintenance Alerts

No articles currently available

View All Articles and Sections

Business Intelligence

Business Intelligence Pagelet
This is the Business Intelligence (BI) pagelet. It is here that you will find important information related to the Business Intelligence module. Items such as maintenance alerts, tips, and special announcements can be found here.

View All Articles and Sections

My Benefits

Benefits Enrollment
Enroll in or make changes to your benefits online.

Benefits Summary
Review a summary of current, past or future benefit enrollments.

Dependent/Beneficiary Info
Review or update dependent and beneficiary information.

My Compensation History

View Paycheck
Review current and prior paychecks.

Compensation History
Review compensation history for base, variable, and stock options.

Update Dependent/Beneficiary
Update personal profile of employee dependents and beneficiaries.

Direct Deposit
Add or update your direct deposit information.

Job and Personal Information

Personal Information Summary
Review a summary of your personal information.

Review Change Requests (USF)
Review the status of requests you have submitted.

Home and Mailing Address
Review and update your home and mailing addresses.

My Reports

Report	Folder
TN_FS_BP	General
	2014-09-19-14.52.2
POPO005	General
	2014-08-29-13.25.5
POPO005	General
	2014-08-29-13.23.4

Report Manager

Time & Labor

Report Time
Report your time and task details for a day, week, or

Request Leave
Request employee leave requests.

Request Overtime
Request employee overtime requests.

Leave Balances/ Service Credit
Leave Balances/Longevity & Service credit/Sick Leav

Payable Time Summary
View a summary of your payable time.