



Information Technology

Orange Key (IDMS Account) User Handbook

This handbook describes the IDMS account within
the Identity Management System provided by
OSU/A&M Information Technology

What is an IDMS account?

The Identity Management System (IDMS) account is the account provided to all students and or staff members. The IDMS account is the repository for demographic information and login credentials (such as the login address and password information). The account login credentials are used to access OSU and A&M websites and pages. The IDMS Account will also hold information regarding who to contact should you become missing or encounter an emergency situation and need OSU to contact someone. Protect your account login credentials as you would a credit card or a Social Security Number (SSN).

Password Creation Tips:

Create passwords with emphasis on security. Weak or easily deciphered passwords are not suggested. When generating your account password you will have a choice of selecting a generated password or entering your own which complies with password complexity rules. Your password must:

- Be a MAXIMUM of 32 characters long
- Be a MINIMUM of 8 characters long
- Contain at least 1 uppercase letter
- Contain at least 1 lowercase letter
- Contain at least 1 number
- Not contain dictionary words
- Not contain spaces
- Not be one of the last 4 passwords used
- Not be one of the passwords that were used in the past 8 days.
- May contain any of the following special characters:
~, !, @, #, \$, ^, *, (,), _ , +, =, -, ?, , , .

Do Not share your account password with anyone. Should someone get ahold of your password, and knows your login address, that person has the key to sites that hold your financial information (grants, awards, etc), what courses you are attending and where, access to your Bursar account, access to your school email account, etc. It is suggested that you not use your OSU credentials to set up external accounts such as personal banking accounts. If, at any time, you believe that your account credentials have been compromised you will want to contact the IT Helpdesk at helpdesk@okstate.edu or at 405-744-4357 (HELP). You will want to change your account password as soon as possible.

An IDMS account is known by several names i.e. O-Key – OSU Stillwater, OSU Tulsa/CHS, OSU Oklahoma City, OSU Institute of Technology – Okmulgee, Northern Oklahoma College. IDMS is also known as Lion Key - Langston University, C-Key – Connors State College, Gold-Key – Northeastern Oklahoma A&M, and Aggie Access – Panhandle State University.

The menu items that you will see in your IDMS account are:

The screenshot shows the OSU IDMS account profile page. At the top left is the OSU logo. The page header includes 'Accessed Time: January 17, 2020 3:38:01 PM' and 'Page Accessed: Profile'. A left-hand navigation menu lists various account management options. The main content area displays the 'Personal Profile For Pistol Pete' with a table of account details and a password expiration notice. A red 'Email Information' button is visible on the right side of the profile details.

Personal Profile For Pistol Pete:	
O-Key Account Services Password: Expires: 83 Days From Today	
Name:	Pistol Pete
Preferred First Name:	Pete
O-Key Account Username:	ppete
CWID:	55555555
Banner ID:	A5555555
Department Code:	555555
Privacy Flag:	Privacy Act Not Invoked
O-Key Login Address:	pistol.pete@okstate.edu
Email Destination:	ppete@cowboymail.okstate.edu
Alternate Email:	pistol.pete@att.net
Cowboy Mail Web Access:	http://cowboymail.okstate.edu
Phone Password:	bullet

Your O-Key Account Is Active
Your Cowboy Mail Account creation is complete.

Personal Profile – your IDMS Account Home page that has your demographic information etc.

Change Password – the wizard that is used to change your account password.

Change Phone Password – allows you to change the information used to identify yourself over the phone to IT personnel and other departments.

Edit Contact Information – Usually, the contact information page will hold your work address (OSU Employees) or possibly another address (Students). You may also use the address of your unit administrator.

Preferred First Name – used if you wish to use a name different from your legal name. Entering a preferred First Name can provide you with a new login address option (example: preferredfirstname.lastname@okstate.edu).

Change Login Address - used to set or change your account login address (example formats – FirstName.LastName, FirstName.MI.LastName, FirstName.MiddleName.LastName, MiddleName.LastName, O-Key UserName).

Change Legacy ePrint Password – if you have access to the legacy electronic printing repository (Legacy ePrint), you can set the password here.

Email Destination – on this page, you can set your Office 365 email destination (Cowboy Mail).

Alternate Email – this is where you will set up your personal (non @okstate.edu) email address.

Text Authorization – Authorization to receive text messages: indicate your consent to receive a text message from the University on your mobile phone should you become unable to access your O-Key account. Authorization for Emergency Contact: checked boxes indicates that you have an affiliation to the campus that is checked. This indicates that your association with this campus makes you eligible to receive notifications from the Campus Alerts and Notification System.

Campus Alerts and Notifications - The OSU/A&M System provides an emergency notification system for all faculty, staff and students. The System will be utilized during events that pose an eminent danger to the lives and safety of the OSU/A&M community through emergency calls and text messaging broadcasts.

Confidential Contact - You have the option of identifying a person to be contacted in the specific case that you are determined to be missing by the University Police. You can choose to identify a person who is more likely to know your whereabouts if the University Police determined you are missing.

Receive Banner PIN – used to receive your Banner PIN in cases where you need to use it. If you no longer have an association with OSU/A&M as a student, employee, graduated student, or retired employee, Receive Banner PIN will not be available to you. In this case, you will likely want to contact the Registrar or Human Resources to have your Banner PIN sent to you.

Cowboy Mail – discusses your mail account login address, the license type used, and the date of account creation.

Identification Card – discusses what your OSU ID card is, where you may obtain one, and how it can be used. You may also use this page to lock or unlock your ID card.

Home Drive Information – discusses the path to your home drive (OSU System Campuses). A&M Campuses maintain their own Home Drive information...if they give Home Drives. Students no longer get a Home drive upon entering OSU. Students are encouraged to use OneDrive within Cowboy Mail because Home Drives are limited (500MB) space drives.

Course Information – you will find the courses you are enrolled in listed on this page. Typically, it may be a 24 hour wait after enrolling in a course before this information is available in your IDMS account.

Service Accounts – shows the names of any Service Account(s) provisioned to you. This page allows you to view service accounts and modify/extend them. Service accounts are Not your personal IDMS account but rather secondary accounts that must be requested by at least an ITC level O-Key Administrator.

Reassign Service Accounts – this page issued to reassign “All” owned service accounts to an individual. This page does not give you the ability to reassign certain of your accounts. It will reassign “All” of your accounts at one time.

Sync Service Account Departments - This is a list of the service accounts where you are the primary owner. If the department code is different on the service account from your department code, select the ones that need to be corrected. This functionality is not available between the hours of 5pm and 10pm Monday through Friday.

Microsoft Groups – shows the Microsoft Groups of which you are an owner. Allows you to create new Microsoft groups.

Short Term Guest Accounts -displays the Short Term Guest and or Wired Exception accounts of which you are an owner. Allows you to create new accounts.

Global Group Admin – shows only those Global Groups of which you are an owner.

Email Distribution Admin - displays only those Email Distribution Lists of which you are an owner.

Helpdesk – this link will take you to the IT Helpdesk website, the hours the Helpdesk is available, and discusses how to contact the IT Helpdesk Support Team.

How an IDMS account is obtained:

Students, Staff, and Faculty of OSU and A&M campuses are provisioned an IDMS account when setup as a student or when employed by the university. Once an IDMS account is created, and an Admitted student or employee assignment is applied within the account, users should receive an email to the alternate email address stored within the IDMS account that will discuss activating the account.

Activating an IDMS account:

Once the account activation email is received, the account holder will use the information contained within the activation email to activate their account. Activation of the account sets the account holder up with login credentials that will be used to access school web sites and applications. Examples include: okey.okstate.edu (IDMS page), ckey.connorsstate.edu (IDMS page), goldkey.neo.edu (IDMS page), aggieaccess.opsu.edu (IDMS page), lionkey.lunet.edu (IDMS page), my.okstate.edu (Banner), canvas.okstate.edu (Online Learning), blackboard.okstate.edu (Online Learning Site for some A&M Schools), cowboyemail.okstate.edu (E-Mail), okCorral.okstate.edu (Purchasing), talent.okstate.edu (Learning Management System), bursar.okstate.edu (Financial Account information), registrar.okstate.edu (Course Registration), Wireless Network (Eduroam) access, etc.

IDMS Account Activation Steps:

1. Open a web browser (such as Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, Apple Safari, etc.) and visit your institutions IDMS website (example: okey.okstate.edu, ckey.connorsstate.edu, goldkey.neo.edu, aggieaccess.opsu.edu, lionkey.lunet.edu)
2. When the Central Authentication Services page loads, select the Activate Your O-Key Account link below the login button.
3. The title of the page should change to [Activate Your O-Key Account](#). Enter the following information in the corresponding fields:
 - Enter the first two letters of your last name.
 - Enter the last 5 digits of your Social Security number. If you are an international student, you will need to enter the last five digits of the number that you received from the Eligible To Activate e-mail sent to your alternate e-mail address.
 - Enter your date of birth (mm/dd/yyyy).
4. Click Next to continue.
5. When prompted, enter your PIN number.
 - If you are a student, the PIN should have been e-mailed to you from the Registrar's office.
 - If you are a faculty or staff member, the PIN should have been e-mailed to you from the Human Resources department.
6. Click Next.
7. You should then be prompted with a Welcome page ([Step 1 of 9](#)). Review the text and then click Continue.
8. After the Welcome page, you should now be identified in the IDMS system and will begin configuring the account. Follow the directions below for Steps 2-9 of the configuration process.
 - [Step 2 Of 9](#) - Contact Information:
 - Students: This information should be automatically populated from the information that you provided the Registrar's office (also appears in [Banner](#)). You can choose whether this information is published on the Online Directory for community\public access. If the information is incorrect, click Next and change the information in [Banner](#) after O-Key activation is complete. You can then enter the contact information for campus emergencies if you desire. If you do not wish to receive campus emergency information, check the box next to I Have No Emergency Phone Number.

- Employees: Enter your office contact information. This information will be available on the Online Directory for community\public access. If you do not wish to publish your direct office location, enter the main office information of your department\group. You can then enter the contact information for campus emergencies if you desire. If you do not wish to receive campus emergency information, check the box next to I Have No Emergency Phone Number.
 - Step 3 of 9 - Choose Your Preferred First Name: You can choose to enter a Preferred First Name if you go by a different name than what is listed on your SSN card or registered with the Office of International Students and Scholars. The Preferred First Name will show as your name in places such as the address list, Online Classroom (Canvas), Online Directory, etc.
 - Step 4 Of 9 - Choose Your E-Mail\Login Address: The address selected will be used as your e-mail address as well as your login address to access services (such as Active Directory login, wireless network access, IT Software Distribution Center, Virtual Labs\SAS, etc). Select the radio button option from the available addresses listed, then click Next.
 - Step 5 Of 9 - Email Destination:
 - If you are a Student, you will select the Cowboy Mail (Office 365) E-mail System. Cowboy Mail is based off of Microsoft Live (Exchange) and Orange Mail is based off of Google GMail. Okmulgee (OSU Institute of Technology) Students do not have the Cowboy Mail option, Oklahoma City Students will need to review the following bullet point for Faculty or Staff setup.
 - If you are a Faculty or Staff member, you can either select to use your @okstate.edu address or forward your e-mail to another e-mail account.
 - Click Next to continue.
 - A [Notice To Users](#) page will appear with information related to the e-mail account type you selected. Once you are finished reviewing the text, click the Continue button.
 - Step 6 Of 9 - Alternate E-Mail: Enter a non OSU A&M e-mail address in the Alternate Email text boxes. the Alternate Email will only be used should you forget your password and need to receive a Token to reset the password online through the IDMS system. If you have entered an alternate e-mail address, click next. If you do not wish to enter an alternate e-mail, select the I do not have an alternate email address button.
 - Step 7 Of 9 - Challenge Secret\Response: The Phone Password is used to confirm your identity over the phone should you need to contact your institutions IT Helpdesk (or other offices on campus) for assistance with sensitive data (such as re-activating your account for a password reset). The Phone Password can be anything you wish, however, ensure the Phone Password is something that only you would know and have memorized “exactly”. IT staff will not accept Phone Password’s that are “similar” to that typed in the Phone Password field.
 - Click Next to continue.
 - Step 8 Of 9 - Change Password: You can either select one of the four random generated passwords from the radio buttons, or enter your own password. If you enter your own password, you must follow the directions at the top of the Change Password section. Click Next to continue.
 - Step 9 Of 9 - Activation Confirmation: You should receive a notification that your IDMS Account has been successfully activated, but you will need to login to your IDMS Account and setup your emergency alert/missing contact information for your activation to be complete. Click the Continue button.
- 9. There are other features that you can setup in your Personal Profile page from the links listed on the left side of the page. Should you need to configure O-Key settings in the future, visit your institutions IDMS Account Services home page and log in with the E-Mail\Log in address and password that you selected during activation.

After activating the IDMS account there are some other things that can be done to complete setting the account up.