Schweizerische Eidgenossenschaft
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Eidgenössisches Departement für
Wirtschaft, Bildung und Forschung WBF
Staatssekretariat für Wirtschaft SECO
Arbeitsmarkt / Arbeitslosenversicherung

IAM ALV

Assigning Users and Permissions Guide

Adding new employees

- Additional persons of a company can be entered in the job room and removed again.

- No further authorization is required for this.

- The registered user (main administrator) of the company or the private employment agency can do this independently via IAM ALV.

Required functionalities in IAM ALV

The following functions are required for **adding** a user to use Job Room:

My IAM functions

1. Pre-registration
2. Add to organisation
3. Assign business roles internally

1. Pre-registration

1.

- The digital identity of the user is recorded.
- The user is requested to complete the registration.

Pre-register user

Please enter the user details. Fields marked with an asterisk (*) are mandatory.

First name *	
Last name *	
Email address *	

The email address must be in the following format: info@example.com

Preferred language for correspondence *	English
Social insurance number	123.4567.8901.23

The social insurance number must be in the following format: 123.4567.8901.23 (13 digits)
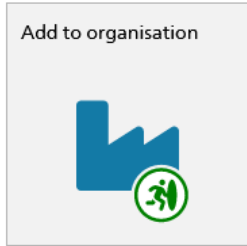
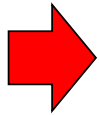**2.** [Create user account]
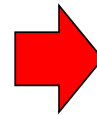
3.

User successfully pre-registered

You have successfully pre-registered the user Test Dolly. An invitation for self-registration was emailed to the user.

[Add to your organisation] [Pre-register next user]

2. Add to organisation

Add to organisation

1. Has the user account been created yet? Please create the user account here.

User search
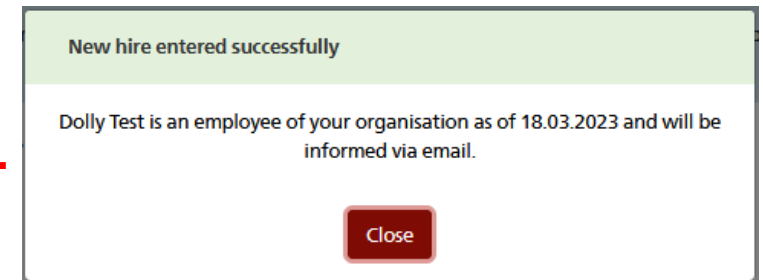
2.

SVN or Email | dote@c.ch | Search

Search result

Last name, first name	Social insurance number	Email address	User account status
Dolly Test		dote@c.ch	Pre-registered

Start/departure details

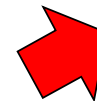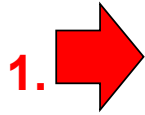|	
Organisation *	Your organisation
Start date *	18.03.2023
Departure date	Select a departure dat
IAM role *	User

Add user

3.

Selection:
- **User** - requires business role
- **Administrator** - requires business role
- **Main administrator** - can add other people to the organisation, automatically has the business role

4.

New hire entered successfully

Dolly Test is an employee of your organisation as of 18.03.2023 and will be informed via email.

Close

3. Assign business roles internally

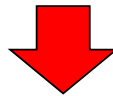Assign business roles internally

Assign business roles internally

> **i** **Internal users**
> Internal users are users who belong to your organisation.

Users in your organisation

1.

2.

Last name or first name | Dolly | Search

Search result

First name	Last name	IAM role	Organisation	Profile status
Dolly	Test	User	EDP Personalberatung GmbH (MigrTest IAM-Jobroom)	Active

Maximum number of rows 10 « ‹ 1 › »

Business role has been changed successfully

The business role assignment has been changed.

Close

Available business roles **3.** Maximum number of rows 10

Business roles
>   **Private employment agency**

or for entrepreneurs :

| >   **Enterpreneur** |

4.

→

←

Assigned business roles

Business roles	Assignment status

5.

Save

6

Required functionalities in IAM ALV

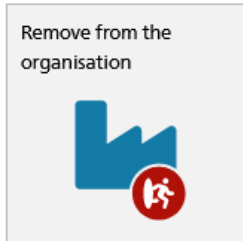The following functions are required for **removing** a user to use Job Room:

My IAM functions

Remove from the organisation

Remove from the organisation

Remove from the organisation

1.

Set employee departure date

User search

2.

| Name | Dolly | Search |

Search result

Name	Organisation	E-Mail	Status
Dolly Test	EDP Personalberatung GmbH (MigrTest IAM-Jobroom)	dote@c.ch	Pre-registered

Maximum number of rows 10 ⌄ « ‹ **1** › »

Departure details

3.

Departure date

Set departure date

Employee departure date entered successfully

The departure date set for Test Dolly is: 22.03.2023.

Close