

IR Processing
ONE TIME VENDOR PAYMENTS
Secondary User Id Required

1. Liaison will send an email to corect.security@ct.gov requesting that an IR id be created. The liaison will provide the name and employee number.
2. The security team will create an id for the user with an IR prefix (ex: if the current userid is SmithR, it will be IRSmithR)
3. If, however, the current id for the user is a numeric id (ex: 001234) then an alpha userid will need to be created based on the user's last name and first initial(s).
4. The generic signon roles will not need to be added because the automated process will insert the roles when the job runs overnight. (Note: make sure the employee id has been populated in the user profile)
5. The security team will email the userid to the liaison.
6. The liaison will now be able to select the IR id in order to create an online CO-1092 request.