

MY PASSPORT | End-User Job Aid

Manager Dashboard Overview

Manager Dashboard is a feature in MyPassport that allows all users with direct reports to **view profile/access information, reset OneID passwords, unlock accounts associated with OneID, and set/edit Two-Step Verification** for their direct reports.

Full Screen
 Manager Dashboard
 Dashboard / Manager Dashboard

View and Setup Proxies

All 3 Employees 2 Contractors 1

Search by display name

Number of records per page: 10

Name	OneID	Last Password Change Date	Actions
Test Agnes	TAGNES4I	January 09, 2020 08:34 AM	
Test Chandra	TCHAND7N	February 11, 2019 04:55 PM	
Test Mike	TMIKEZQ	January 23, 2019 03:04 PM	

You have not assigned proxy to any other user

Annotations:

- Search for users by display name
- Reset user's OneID password
- Set/edit Two-Step Verification for user
- Unlock user's locked account (when solid red)
- View user's access (accounts)
- View user's profile information
- Last date of OneID password change
- OneID for each direct report
- List of manager's direct reports
- Tabs to filter list by user type

Password Reset/Account Unlock Flow



For More Information

For more detailed instructions on how to utilize Manager Dashboard or other features in MyPassport, and how to contact Information Security for requests, issues, or questions, visit the MyPassport & OneID Help Page at <https://mypassport.walgreens.com/help>.