



Insights on Demand (IOD) is the Data Mining tool for the Department of Defense (DoD) as part of the SmartPay 3 (SP3) Program.

User data, roles, and permissions in Access Online are automatically carried over into IOD. Therefore, making IOD work for you requires validating your data setup in Access Online *before* using IOD.

Access Online Validation

You will need to review the items below to ensure you are properly set up to use IOD. Further guidance is provided at right.

	Item	Action Required
1	User ID Status	Ensure in active status
2	Email Address	Ensure populated and correct
3	Reporting Levels	Ensure populated and correct
4	Functional Entitlement Group (FEG)	Ensure accurate

[Access Online URL: https://www.access.usbank.com](https://www.access.usbank.com)

Validation Checklist (numbers correspond at left)

1. User ID Status – If you are able to log into Access Online, your user ID is active. If your user ID is not active, work with your A/OPC to reactivate. (If you have not logged into Access Online within 60 days, your User ID in Access Online will expire and your ability to access IOD will be suspended until reactivated.)
2. Email Address – The email address used by IOD is the one listed in *My Personal Information* in Access Online. Click “My Personal Information” and “Contact Information” to verify and update if necessary. This is also the email address in *User Profiles*. The allowable email extensions are: .mil, .gov, and a military .edu (e.g., DoDEA.edu). If you must use a different email extension, work through your chain of command to contact U.S. Bank.
3. Reporting Levels – Verify the reporting levels tied to your user ID under *My Personal Information*. For DoN, the levels should go down to Level 6. For Army, USAF, or Defense Agency A/BOs, your levels should go down to Level 5. If these are not populated or are not correct, the A/OPC must update the levels through *User Profiles*. For A/OPCs, the reporting hierarchy can stop at any level but MUST be present.
4. Functional Entitlement Group – Only A/BO and A/OPC Functional Entitlement Groups (FEGs) are carried over into IOD. Make sure you have an A/BO or A/OPC FEG in Access Online. Verify this in *My Personal Information – Manage Account Access*. If incorrect, work with your A/OPC to have it updated.

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System User List Report

You can also confirm a user is set up properly by running a *System User List Report*. To run the report:

1. Log into Access Online.
2. Click on Reporting > Administration > System User List.
3. Select the following criteria:
 - a. Report Type = Detail
 - b. Additional Detail = Hierarchy Assignments, Contact Information, Profile History
4. Choose the report output “Excel.”
5. Group report by “Reporting Hierarchy Position.” Note: Either populate the approximate fields (the empty boxes) or click “Search for Position or Add Multiple” in order to run the report at the desired level of detail.
6. Run the report.

Optional: Set up “Report Scheduler” if you would like to have this report run again in the future. (This is particularly helpful to confirm user ID information has been updated.)

 **Important Note:** If after review you have updated anything in Access Online, it can take up to 2 days for those changes to reflect in IOD. Please allow some time for the change to take effect before checking IOD.



GPC Program Participants



Access Online / IOD

Once you have verified the data in Access Online, take the following steps to login to IOD.

IOD Single Sign-On (SSO)

- ✓ Log into Access Online (Access Online and IOD work with Internet Explorer 11 or later, Google Chrome, and Firefox. If its available to you, Google Chrome is the preferred browser.)
- ✓ From the Home Page, choose the left navigation link “Insights On Demand.”
- ✓ You’ll be presented with a message informing you that you are leaving Access Online. Select “Continue.”
- ✓ A new browser tab or page will open for IOD where you will see four links for IOD Workbenches. Click on the Workbench for your component.
- ✓ Using the checkboxes, you will agree to the text on the Login and Consent Notice banners.
- ✓ After clicking through the banners you will see a toolbar on the left. Click on “Profiles” to get started and then choose from the menu.
- ✓ Both windows will remain active so users can efficiently toggle between IOD and Access Online.

Contacting Support

Access Online: accessonlinesupport@usbank.com | 1-800-254-9885

IOD: iodgov@oversightsystems.com | 1-855-213-8240