

# FASAMS Job Aid

## User Management

1. Log into the system.

### FASAMS Security Server

### Log In

Username or email

FASAMS.Training

Password

.....

Forgot [username](#) or [password?](#)

Log In

The site is for use by authorized users only. You are accessing a DCF information system. This information system is for DCF-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful DCF purpose, DCF may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful DCF purpose. Any unauthorized access is prohibited and is subject to internal disciplinary actions and/or criminal and civil penalties.

2. Click on the Administration tab

FASAMS

FASAMS.Training  
Logout

Administration

Configuration

Submission

Reports

Click on the Administration tab

Upload

Jobs

Search

Q

↺

Name	Submitter	User	Date	Status	Successful	Errors	Warnings
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3. Note the User tile on the Administration tab.

The screenshot shows the FASAMS Administration interface. The top navigation bar includes 'FASAMS', 'FASAMS.Training', and 'Logout'. Below this, the 'Administration' tab is selected, with sub-tabs for 'Configuration', 'Submission', and 'Reports'. The main content area is divided into four sections: 'Submitting Entities', 'Users', 'Groups', and 'Roles'. The 'Users' section is highlighted with a red border. It contains a table with columns: 'User Name', 'Name', 'Email', and 'Status'. A single user is listed: 'FASAMS.Training' with name 'Training, FASAMS', email 'fasams.training@gmail.com', and status 'Active'. A black arrow points from the text 'User tile' to the 'Users' section header. The 'Submitting Entities' section shows 'FASAMS Training' with a list of allowed data sets. 'Groups' and 'Roles' sections are also visible at the bottom.

User Name	Name	Email	Status
FASAMS.Training	Training, FASAMS	fasams.training@gmail.com	Active

4. Click the '+' symbol to add a new user

This screenshot is similar to the previous one, showing the FASAMS Administration interface. The 'Users' section is still highlighted with a red border. A red arrow points from the text 'Click the '+' symbol to add a new user' to the '+' button located at the top right of the 'Users' section header. The table in the 'Users' section remains the same, showing one active user.

User Name	Name	Email	Status
FASAMS.Training	Training, FASAMS	fasams.training@gmail.com	Active

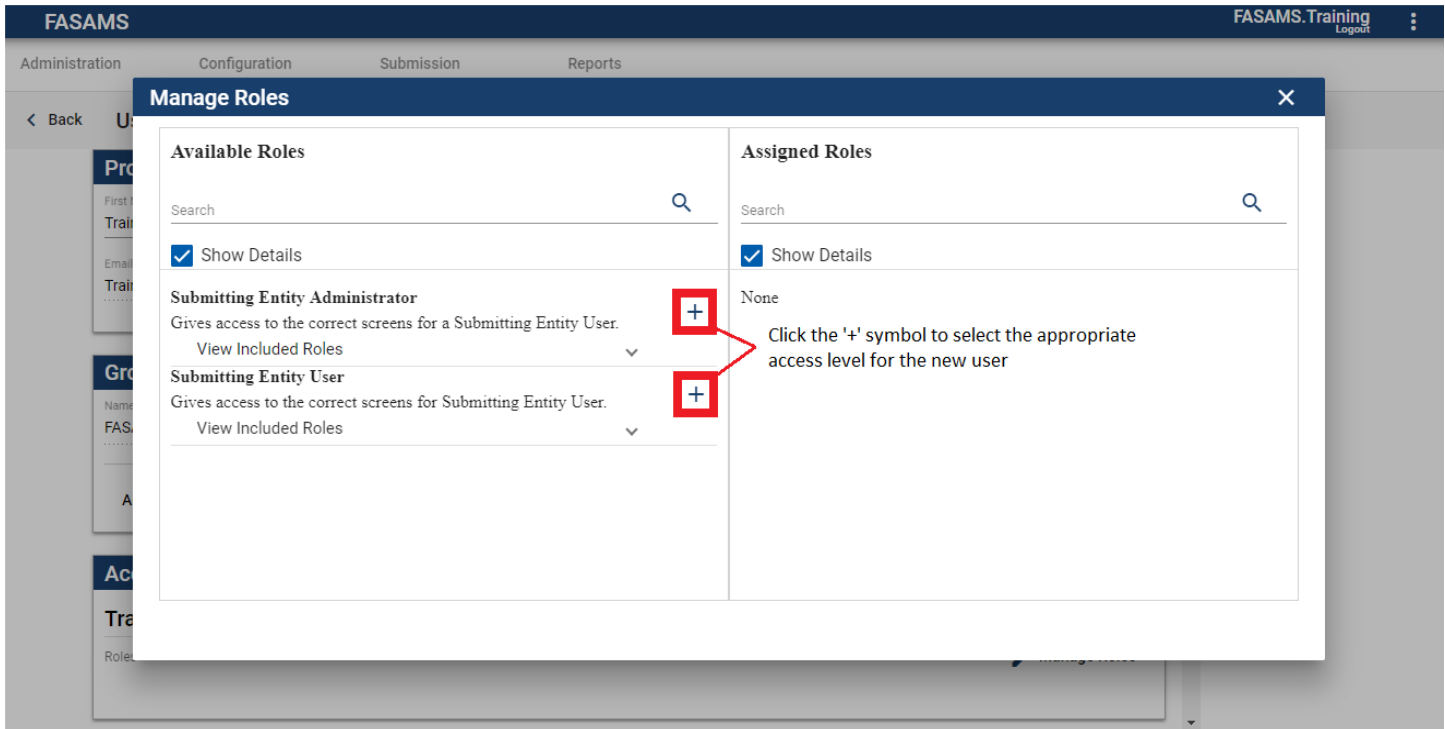
5. Fill in the fields on the Add User tile including First Name, Last Name, Email, and User Name (Ex. FirstName.LastName) For Initial Group, click on the drop down menu and select the Submitting Entity the new user will be associated with. Click the Add button once all fields are complete.

The screenshot shows the FASAMS application interface with a modal window titled "Add User". The modal contains the following fields: First Name (Training), Last Name (User), Email (Training.user@feisystems.com), User Name (Training.User), and Initial Group (FASAMS Training). A dropdown menu for the Initial Group is open, showing "FASAMS Training" as the selected option. Below the fields, there is a text prompt: "Click the Add button once all fields are complete". At the bottom right of the modal, there are two buttons: "Add" and "Cancel". The "Add" button is highlighted with a red box and a red arrow pointing to it from the text prompt.

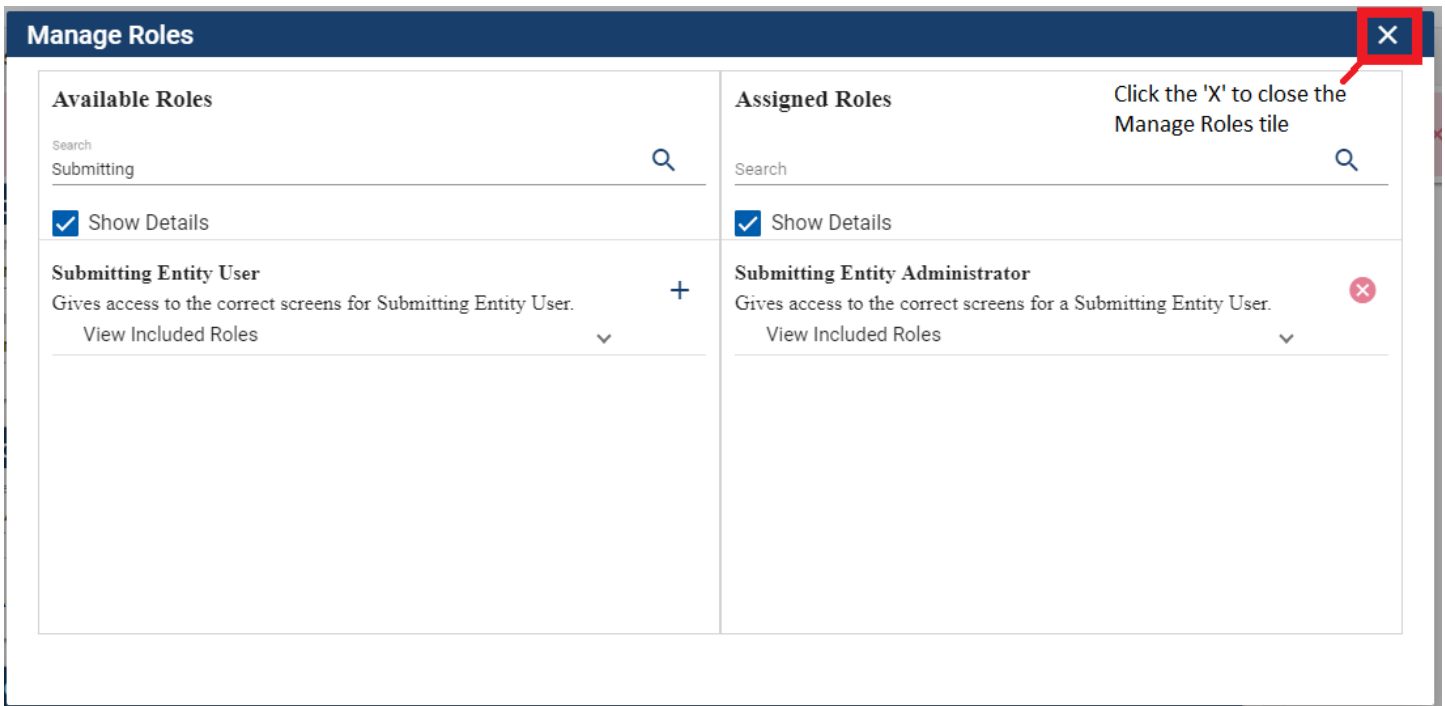
6. A new User Workspace screen will open after the Add button is clicked. Click the Manage Roles button on the Account tile to grant the appropriate access to the new user.

The screenshot shows the FASAMS application interface with the "User Workspace" screen. The screen has a header with "FASAMS" and "FASAMS.Training Logout". Below the header, there are tabs for "Administration", "Configuration", "Submission", and "Reports". The main content area is divided into three sections: "Profile", "Groups", and "Account". The "Profile" section shows the user's details: First Name (Training), Last Name (User), and Email (Training.user@feisystems.com). The "Groups" section shows the user is associated with the "FASAMS Training" group. The "Account" section shows the user's name "Training.User" and status "Active". Below the "Account" section, there is a text prompt: "Click the Manage Roles button to grant the appropriate access to the new user". To the right of this prompt, there is a button labeled "Manage Roles" with a pencil icon. The "Manage Roles" button is highlighted with a red box and a red arrow pointing to it from the text prompt.

7. Click on the '+' symbol in the Manage Roles tile to select the appropriate access level for the new user.



8. The new role will now show up on the right side of the Manage Roles tile. Click the 'X' to close the tile.



9. Once back on the User Workspace screen, click the Add Notification button to add email notifications to the new user's account.

The screenshot shows the FASAMS User Workspace interface. At the top, there is a navigation bar with 'FASAMS' on the left and 'FASAMS.Training Logout' on the right. Below this is a sub-navigation bar with 'Administration', 'Configuration', 'Submission', and 'Reports'. The main content area is titled 'User Workspace' and includes a back button. Below the title, the email 'Training.user@feisystems.com' is displayed. The interface is divided into three main sections: 'Groups', 'Account', and 'Notifications'. The 'Groups' section shows a single group named 'FASAMS Training' with a trash icon and an 'Add Group' button. The 'Account' section shows the user 'Training.User' with a status of 'Active', a 'Manage Roles' button, and a list of roles including 'Submitting Entity Administrator'. The 'Notifications' section at the bottom has an 'Add Notification' button highlighted with a red box. A red line points from this button to a text instruction: 'Click the Add Notification button to add email notifications to the new user's account'.

10. Click on Type and Submitting Entity to select the notification(s) and Submitting Entities to apply to the new user.  
Note, most user will only have access to one submitting entity.

This screenshot shows the same FASAMS User Workspace interface as the previous one, but with the 'Notifications' section expanded. The 'Add Notification' button is no longer visible. Instead, there are two input fields: 'Type' and 'Submitting Entity', both of which are highlighted with red boxes. A red line points from these fields to a text instruction: 'Click on 'Type' and 'Submitting Entity' to select the notification(s) and Submitting Entities to apply to the new user'. The rest of the interface, including the navigation bars and other sections, remains the same.

11. After the new user's profile has been setup with appropriate Account roles and notifications, click the back button to return to the Administration tab.

The screenshot shows the FASAMS User Workspace. At the top, there's a navigation bar with 'Administration', 'Configuration', 'Submission', and 'Reports'. Below this, a 'Back' button is highlighted with a red box. The main content area is divided into three sections: 'Profile', 'Groups', and 'Account'. The 'Profile' section shows fields for 'First Name' (Training), 'Last Name' (User), and 'Email' (Training.user@feisystems.com). The 'Groups' section shows a list of groups with 'FASAMS Training' selected. The 'Account' section shows the user 'Training.User' with status 'Active' and a 'Manage Roles' button. Below the account section, there's a list of roles: 'Submitting Entity Administrator'.

12. The new user will now be listed on the Users tile on the Administration tab. Click on the User Name to update the user profile. The vertical ellipsis can be clicked on to initiate a Reset Password email or to Lock Account. For more information consult the new FASAMS Chapter 2 on Pamphlet 155-2.

The screenshot shows the FASAMS Administration tab. It features two main tables: 'Submitting Entities' and 'Users'. The 'Submitting Entities' table has columns for 'Name' and 'Allowed Data Sets'. The 'Users' table has columns for 'User Name', 'Name', 'Email', and 'Status'. In the 'Users' table, the row for 'Training.User' is highlighted with a red box. A red box also highlights the vertical ellipsis menu for this user, which contains 'Reset Password' and 'Lock Account' options. A red arrow points from the 'Training.User' row to the 'Reset Password' option. Below the 'Users' table, there's a text box that says 'Update the user profile by click on the User Name'. At the bottom, there are two more tables: 'Groups' and 'Roles'.

Initiate a Reset Password email or Lock Account by clicking on the vertical ellipsis dropdown and selecting the appropriate menu item

13. Adding a new user will initiate an email to the new user to Confirm Account Creation. The new user must open the email and follow the necessary steps with 12 hours to fully setup the account. Please see Account Setup job aid.