FASAMS Job Aid

User Management

1. Log into the system.

FASAMS Security Server

Log In

Username or email

FASAMS.Training

Password

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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 🔍 ⟳

Name	Submitter	User	Date	Status	Successful	Errors	Warnings

3. Note the User tile on the Administration tab.

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

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.

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.
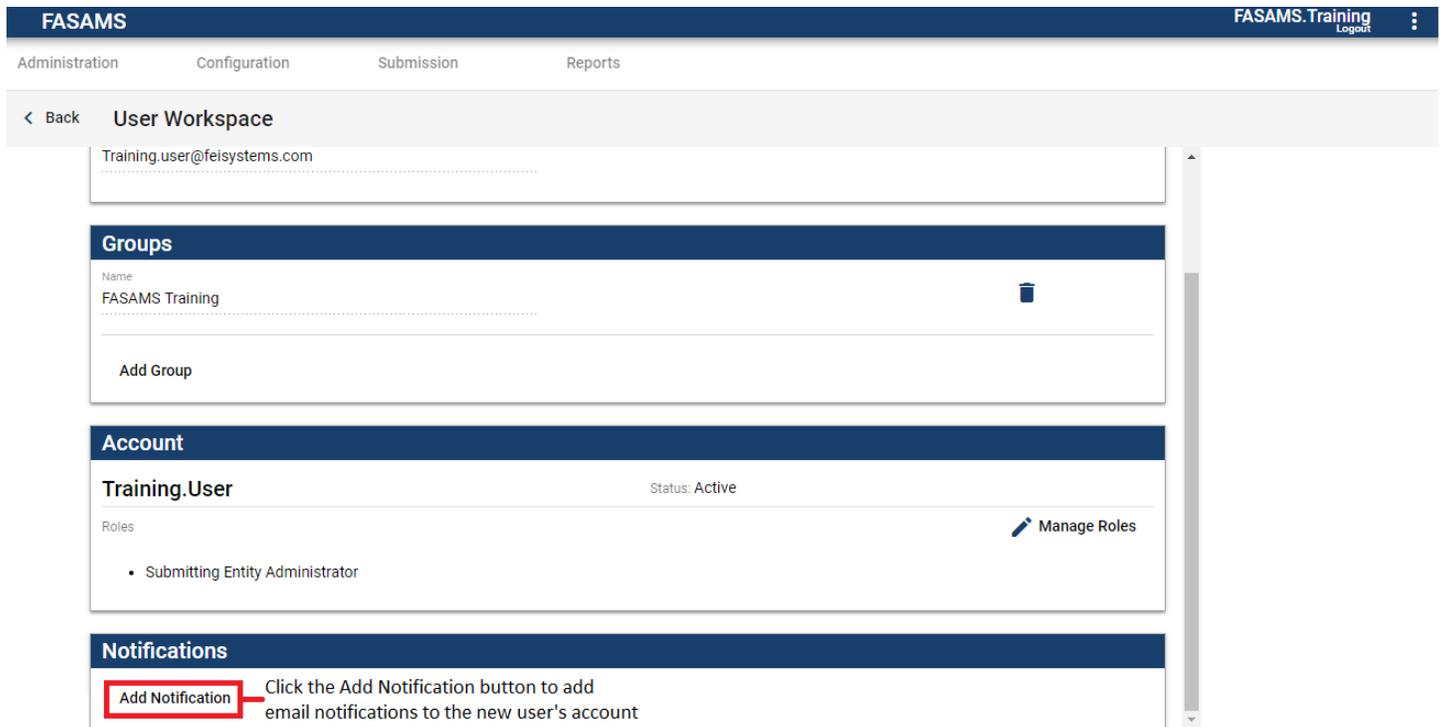
7. Click on the '+' symbol in the Manage Roles tile to select the appropriate access level for the new user.
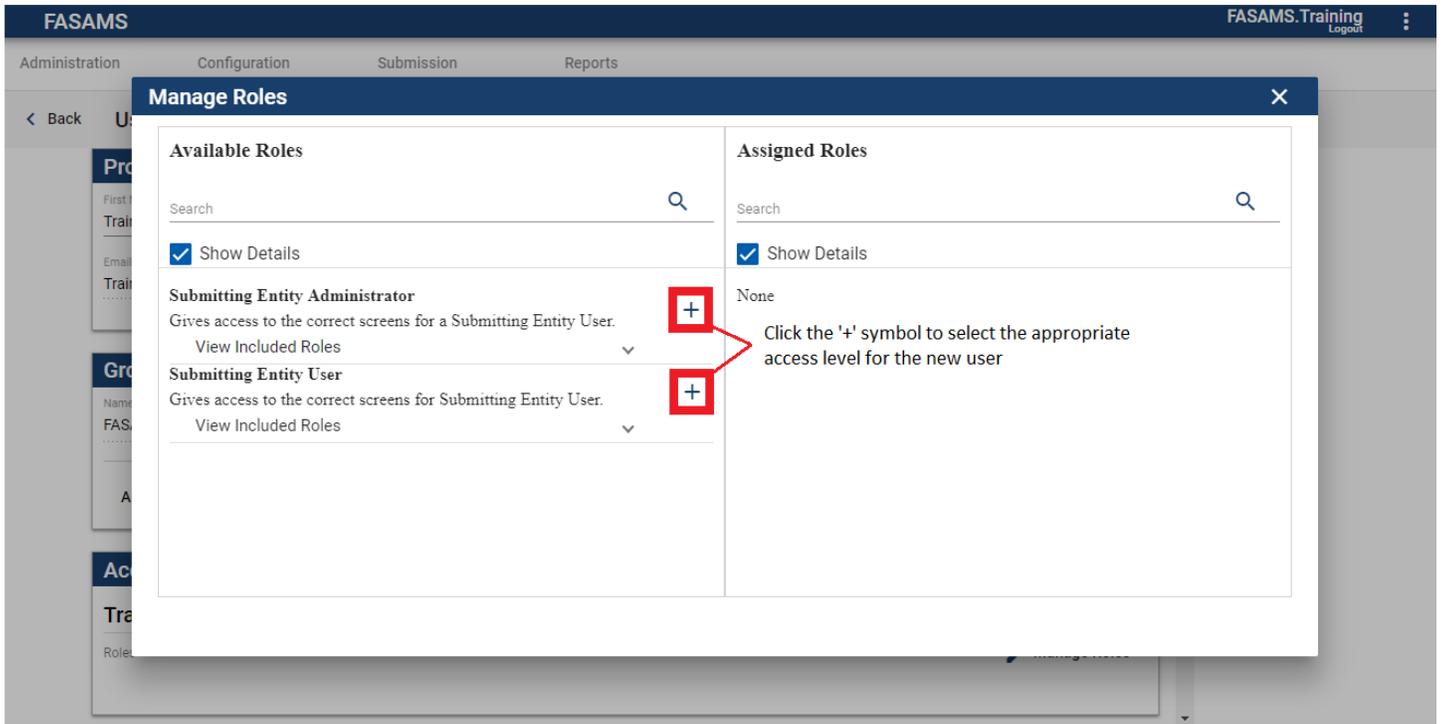
8. The new role will now show up on the right side of the Manage Roles tile. Click the 'X' to close the tile.
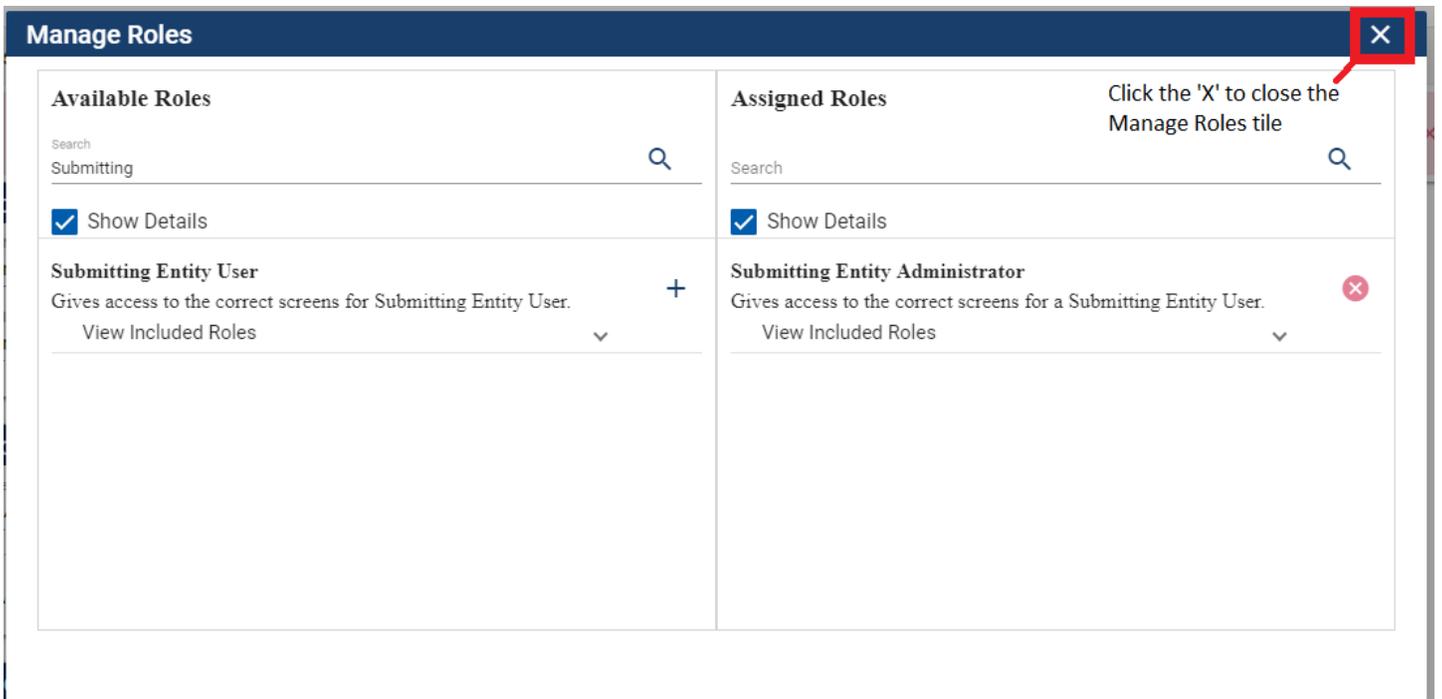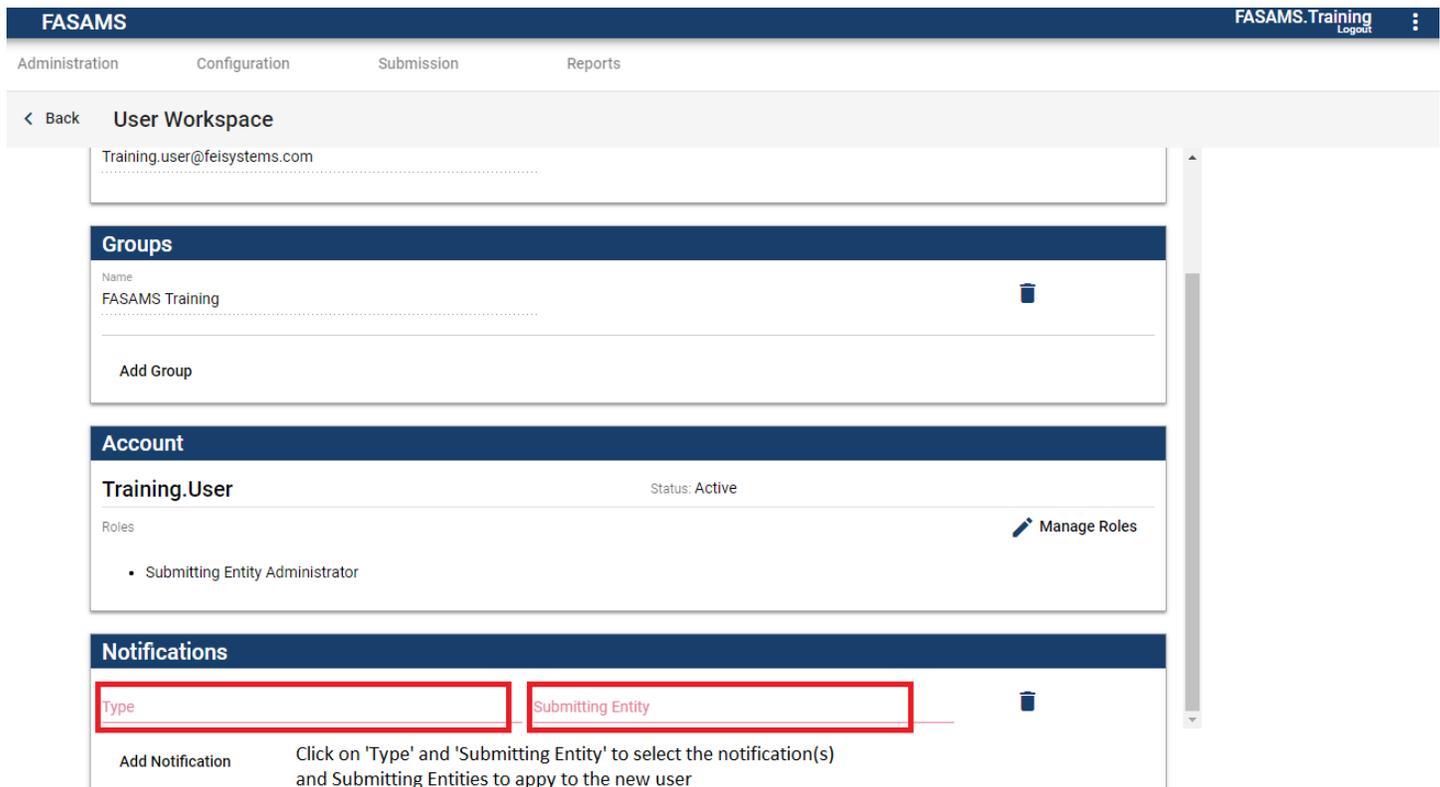
9. Once back on the User Workspace screen, click the Add Notification button to add email notifications to the new user's account.

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.

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.

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.

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.