



TMS
2.0

VA

Admin Job Aid

Add a New Administrator

Admin Job Aid: Add a New Administrator

(Revision date: September 21, 2020)

Purpose

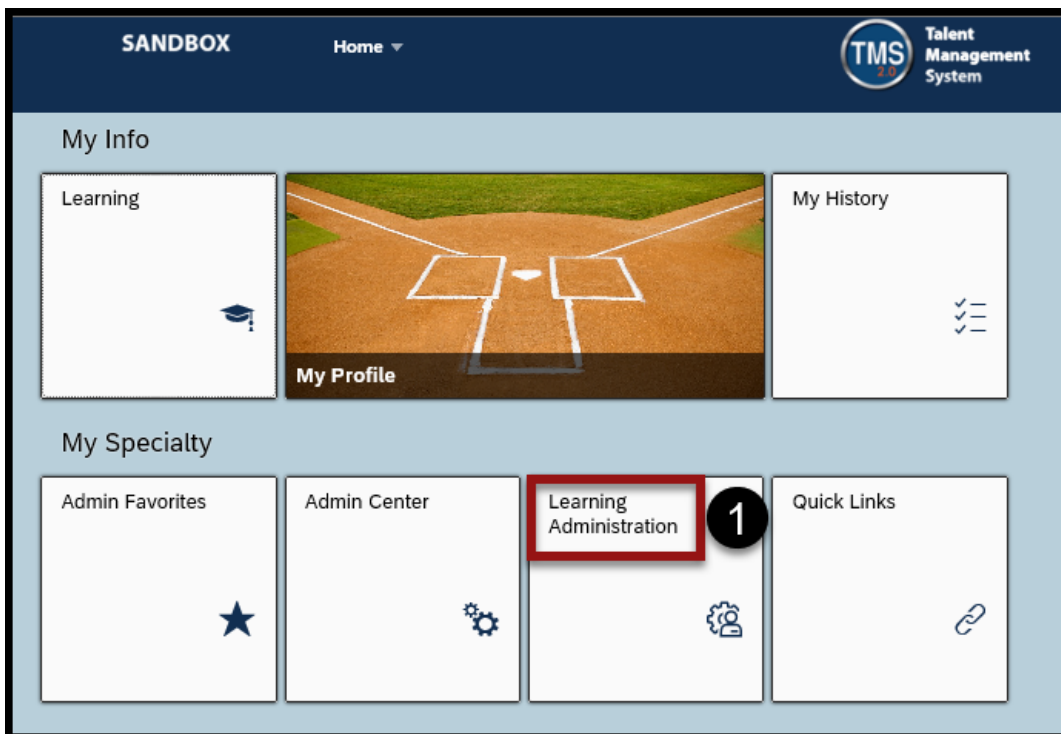
The purpose of this job aid is to guide administrators through the step-by-step process of adding a new administrator in TMS 2.0.

In this job aid, you will learn how to:

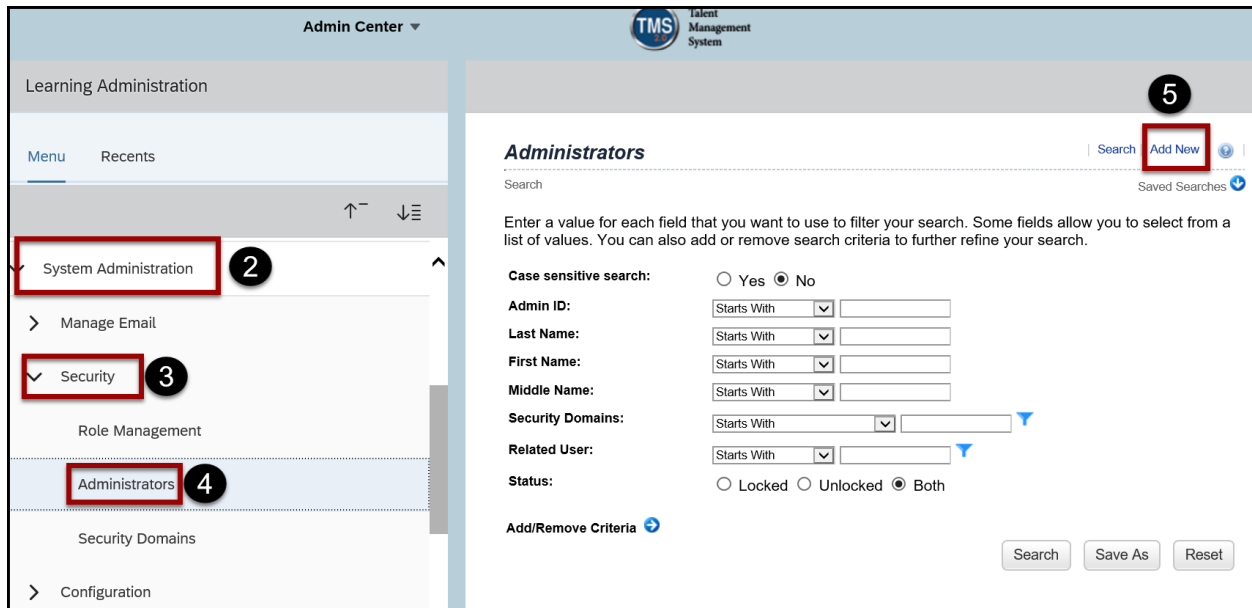
- Task A. Add a New Administrator

 **Task A. Add a New Administrator**

1. After logging into TMS 2.0, select the **Learning Administration** link from the TMS Landing page.



2. Select the **System Administration** tab.
3. Select the **Security** tab.
4. Select **Administrators**.
5. Choose **Add New** on the Administrators page.



The screenshot displays the TMS Admin Center interface. On the left sidebar, the navigation menu is expanded to show 'System Administration' (marked with a circled '2'), 'Security' (marked with a circled '3'), and 'Administrators' (marked with a circled '4'). The main content area shows the 'Administrators' page with a search bar and an 'Add New' button (marked with a circled '5'). Below the search bar, there are several search criteria fields: 'Case sensitive search' (radio buttons for Yes and No), 'Admin ID', 'Last Name', 'First Name', 'Middle Name', 'Security Domains', 'Related User', and 'Status' (radio buttons for Locked, Unlocked, and Both). At the bottom of the search section, there are 'Search', 'Save As', and 'Reset' buttons.

6. Create the **Admin ID**. You can optionally choose to add the Last Name, First Name, and Middle Name.
7. Enter the **Security Domain** to which the admin will have access.
8. Enter the **Related User**. This is the username that will be related to the new admin. If a username is entered in this field, the user will be able to log into the user interface of TMS 2.0 and be able to access the Admin interface.
9. Enter the user's **Email Address, Reply to Address** (email address used when a user replies to a notification), and **Email Nick Name** (the name that will appear in email notifications).
10. Enter a **password** and **verify** it. Use the password criteria at the top of the window:
 - a. Must be 12 to 20 characters in length
 - b. English lowercase and uppercase letters
 - c. Arabic numerals
 - d. Non-alphanumeric special characters
 - e. No repeated characters more than 2 times in a row
 - f. Cannot contain the username or user's first and/or last name
 - g. Cannot be the same as one of the previous 24 passwords
11. Select **Add**.



Add New

- Required Fields

In order to comply with Federal Risk and Authorization Management Program (FedRAMP) requirements, TMS has to adjust our password requirements as of May 30, 2015. Passwords must now be a minimum of 12 characters in length, changed every 60 days, and not the same as any of your last 24 passwords. Please create your new password with these requirements in mind, along with the others listed below:

- The length of the password must be between 12 and 20 characters.
- The password must contain the following types of characters:
 1. English lowercase letters.
 2. English uppercase letters.
 3. Arabic numerals(0,1,2,...9).
 4. Non alphanumeric special characters (!@#\$%^&* _+=)'\|{}~:;?.,/)
- Characters cannot be repeated more than 2 times in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be the same as any of the previous 24 passwords.

The change password process may take up to 30 seconds to process. Please do not click on the Apply Changes button more than once.

7 * Admin ID: **6**

Last Name:

First Name:

Middle Name:

* Security Domain: **8**

Related User:

9 Email Address:

Reply To Address:

Email Nick Name:

* New Password: **10**

* Verify Password:

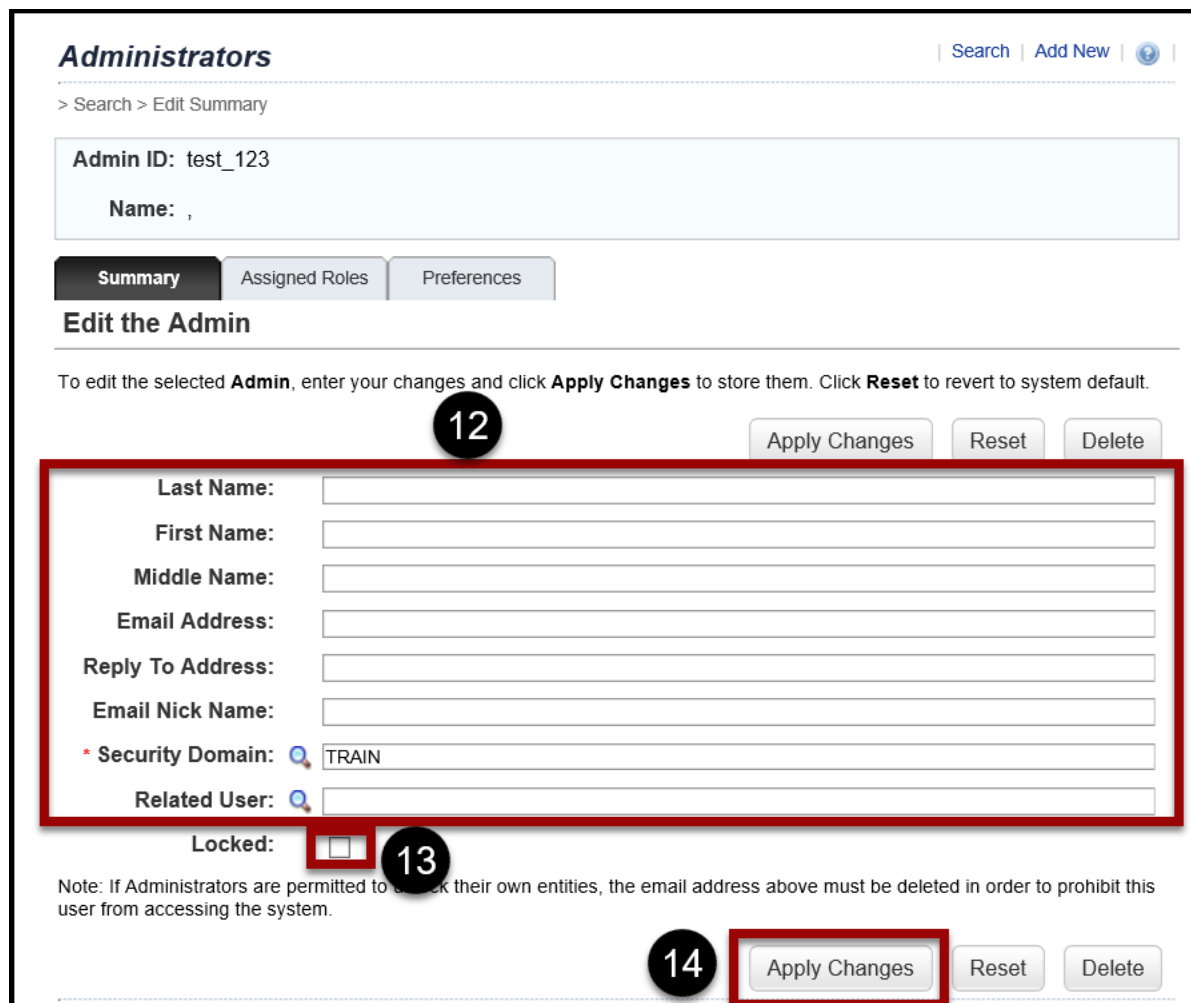
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12. Edit the summary information, as necessary.

13. If you need to deactivate an Admin Record, select the **Locked** checkbox.

Note: If you are locking a record, you will also need to remove the email address fields and Related User field. If you are not deactivating the record, leave this checkbox unchecked.

14. If you make any changes, select **Apply Changes**.



Administrators | Search | Add New | 

> Search > Edit Summary

Admin ID: test_123

Name: ,

Summary | Assigned Roles | Preferences

Edit the Admin

To edit the selected **Admin**, enter your changes and click **Apply Changes** to store them. Click **Reset** to revert to system default.

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Apply Changes | Reset | Delete

Last Name:


First Name:


Middle Name:

Email Address:

Reply To Address:

Email Nick Name:

* Security Domain:  TRAIN

Related User: 

Locked: 13

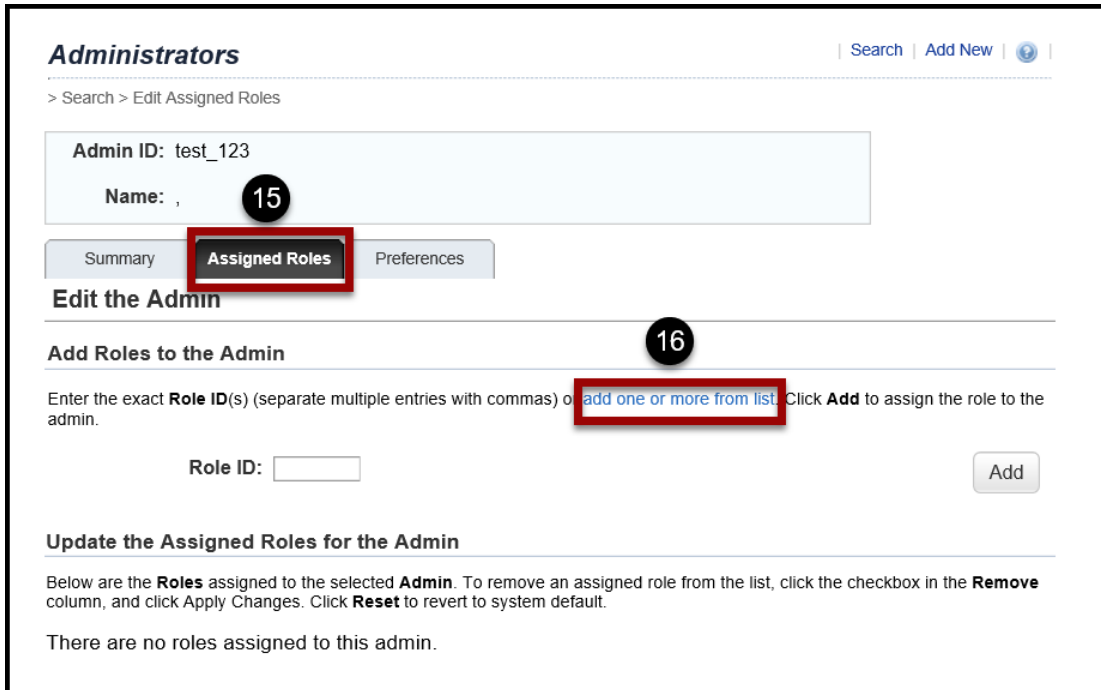
Note: If Administrators are permitted to check their own entities, the email address above must be deleted in order to prohibit this user from accessing the system.

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Apply Changes | Reset | Delete

15. Select the **Assigned Roles** tab.

16. Select the **add one or more from list** link to search for roles you need to assign to the admin.



Administrators | Search | Add New | ?

> Search > Edit Assigned Roles

Admin ID: test_123

Name: , **15**

Summary **Assigned Roles** Preferences

Edit the Admin

Add Roles to the Admin **16**

Enter the exact **Role ID(s)** (separate multiple entries with commas) or **add one or more from list**. Click **Add** to assign the role to the admin.

Role ID:

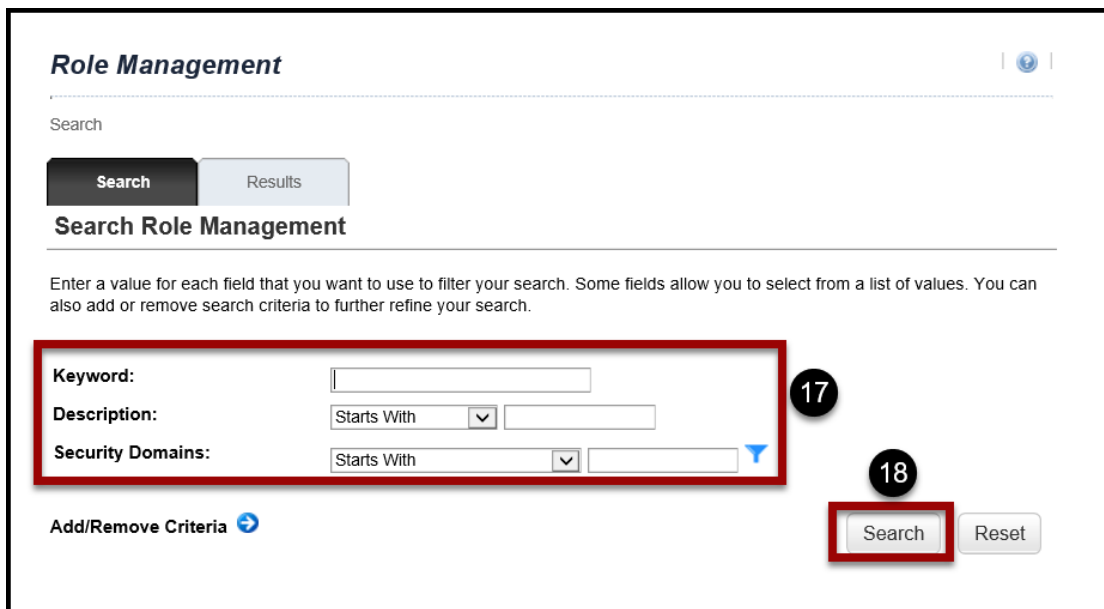
Update the Assigned Roles for the Admin

Below are the **Roles** assigned to the selected **Admin**. To remove an assigned role from the list, click the checkbox in the **Remove** column, and click **Apply Changes**. Click **Reset** to revert to system default.

There are no roles assigned to this admin.

17. Enter search criteria in the **Keyword** field.

18. Select **Search**.



Role Management | ?

Search

Search Role Management

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Keyword: **17**

Description: Starts With

Security Domains: Starts With

Add/Remove Criteria

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- 19. Select the **Add** checkbox for each role you need to add.
- 20. Select **Add**.

Add Roles to Admin

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Add

| Role ID | Description | Add |
|-----------|---|--------------------------|
| 10A-AM | 10A-Assignment Manager | <input type="checkbox"/> |
| 10A-APM | 10A - Assignment Profile Manager | <input type="checkbox"/> |
| 10A-DM | 10A-Domain Manager | <input type="checkbox"/> |
| 10A-HD | 10A - Help Desk Manager | <input type="checkbox"/> |
| 10A-IM | 10A-Item Manager | <input type="checkbox"/> |
| 10A-LHIM | VHA Deputy Under Secretary for Health (10A) Learning History Import Manager | <input type="checkbox"/> |
| 10A-LM | 10A-Learning Manager | <input type="checkbox"/> |
| 10A-MSE | 10A-Managed Self Enrollment | <input type="checkbox"/> |
| 10A-MSEHD | VHA Deputy Under Secretary for Health (10A) - Managed Self Enrollment HD | <input type="checkbox"/> |
| 10A-PM | 10A-Performance Manager | <input type="checkbox"/> |

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Add

21. Select the **Preferences** tab.
22. Ensure the **Active Locale ID** is English. The **Currency ID** auto-populates with USD (US Dollar). Then, ensure the **Time Zone ID** corresponds correctly with the new admin.
23. Select the **Always display Classes in this Time Zone** checkbox.
24. Change any of the **Update the Locale Format Options**.
25. Select **Apply Changes**. The new admin record is now created and customized.

Administrators | Search | Add New | ?

> Search > Search Results > Edit Preferences

Admin ID: DMLMADMIN.A0001

Name: DMLMADMIN, A0001

Summary
Assigned Roles
Preferences

Select a Locale and Time Zone

* = Required Fields

* Active Locale ID: 23

* Currency ID: 22

* Time Zone ID: Always display Classes in this Time Zone

Update the Locale Format Options

* Date Pattern ID: 24

* Time Pattern ID:

* Integer Pattern ID:

* Decimal Pattern ID:

* Currency Pattern ID:

* Percentage Pattern ID: