



TMS
2.0

VA

Admin Job Aid

Remove Administrator Account

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(Revision date: February 02, 2021)

Purpose

The purpose of this job aid is to guide administrators through the step-by-step process of removing administrator accounts in the TMS.

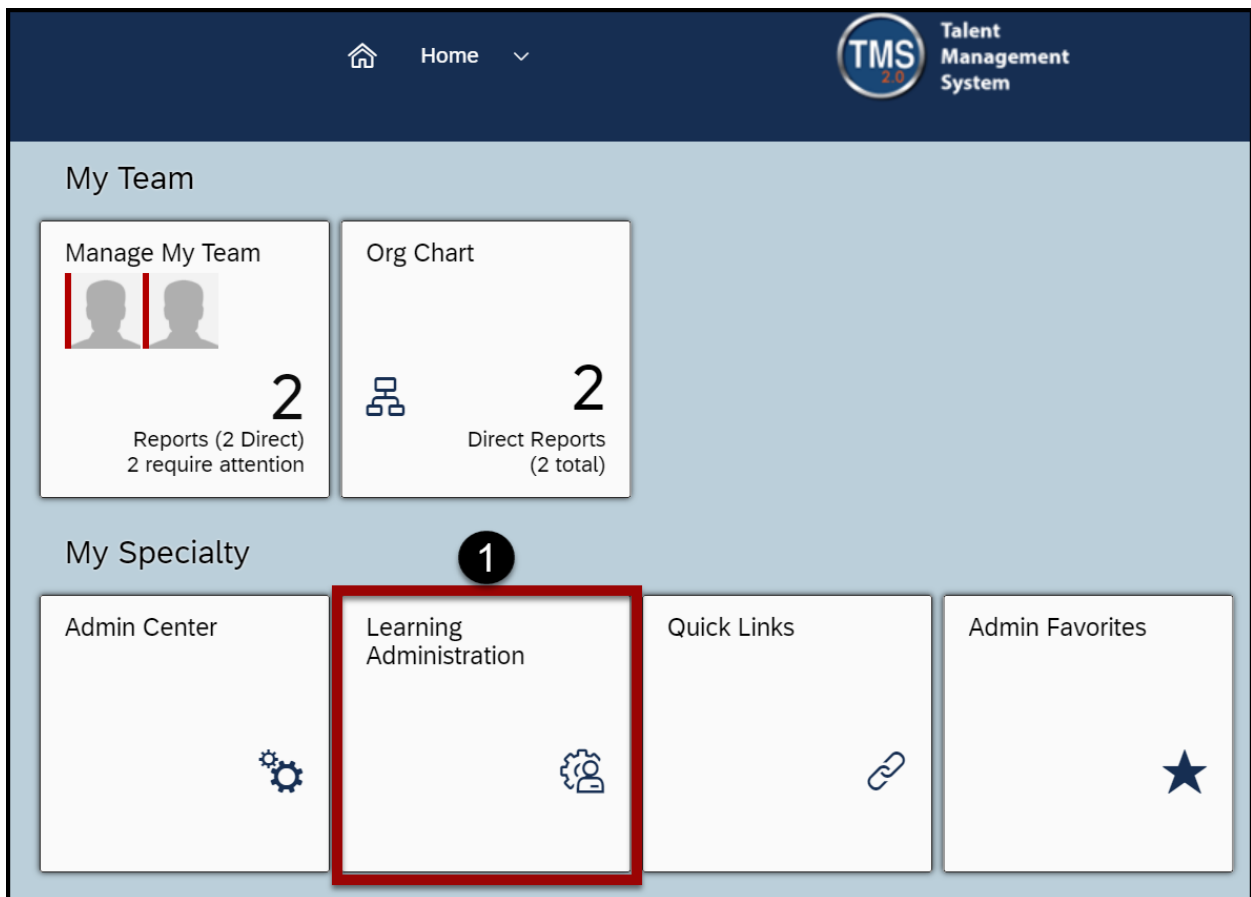
In this job aid, you will learn how to:

- Task A. Remove Administrator Account



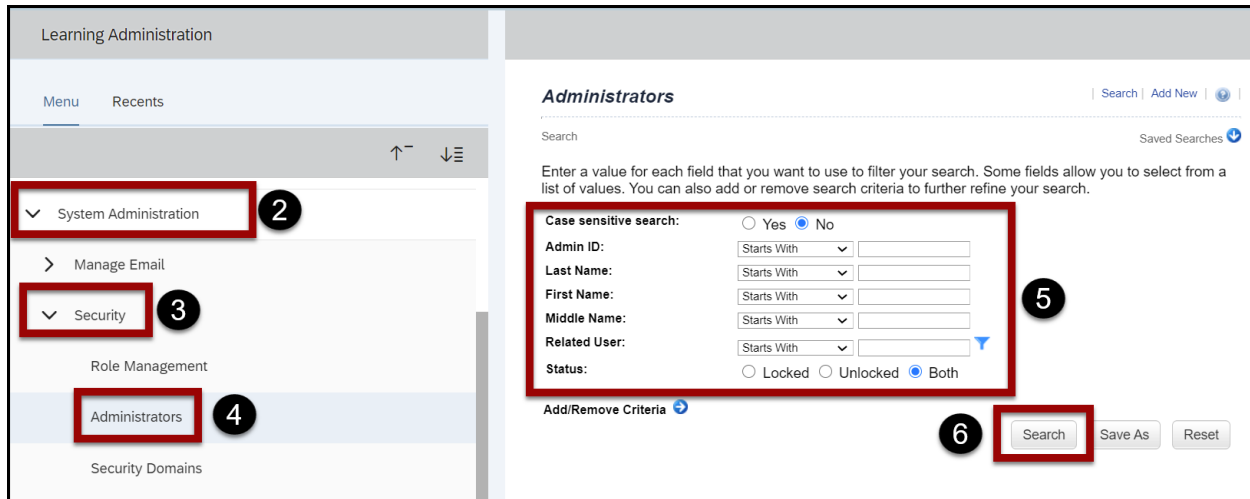
Task A. Remove Administrator Account

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





The screenshot shows the TMS 2.0 landing page. At the top, there is a navigation bar with a home icon and the text "Home" with a dropdown arrow. The TMS 2.0 logo and "Talent Management System" are in the top right. Below the navigation bar, the page is divided into sections. The "My Team" section contains two cards: "Manage My Team" (with 2 reports, 2 require attention) and "Org Chart" (with 2 direct reports). The "My Specialty" section contains four cards: "Admin Center", "Learning Administration" (highlighted with a red box and a circled '1'), "Quick Links", and "Admin Favorites".

2. Select the **System Administration** menu option.
3. Select the **Security** tab.
4. Select **Administrators**.
5. Enter **search criteria** to locate the Admin in the TMS.
6. Select **Search**.













The screenshot shows the 'Learning Administration' interface. On the left, a navigation menu has 'System Administration' (2), 'Security' (3), and 'Administrators' (4) highlighted with red boxes. The main area is titled 'Administrators' and contains search criteria fields: 'Case sensitive search' (radio buttons for Yes/No), 'Admin ID', 'Last Name', 'First Name', 'Middle Name', 'Related User', and 'Status' (radio buttons for Locked/Unlocked/Both). A red box (5) encloses these fields. Below the fields is an 'Add/Remove Criteria' link and a 'Search' button (6) highlighted with a red box. Other buttons include 'Save As' and 'Reset'.

7. Select the **edit** (pencil and paper) icon next to the Admin for whom you wish to remove an admin account.

Field Chooser  Download Search Results 

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (399 total records) Page 1 of 40 Go

Admin ID		Name ▲	Security Domain ID
DMLMSUPERVISOR.A0275		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0274		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0273		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0272		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0271		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0270		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0269		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0268		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0267		DMLMSUPERVISOR,	TRAIN
DMLMSUPERVISOR.A0266		DMLMSUPERVISOR,	TRAIN

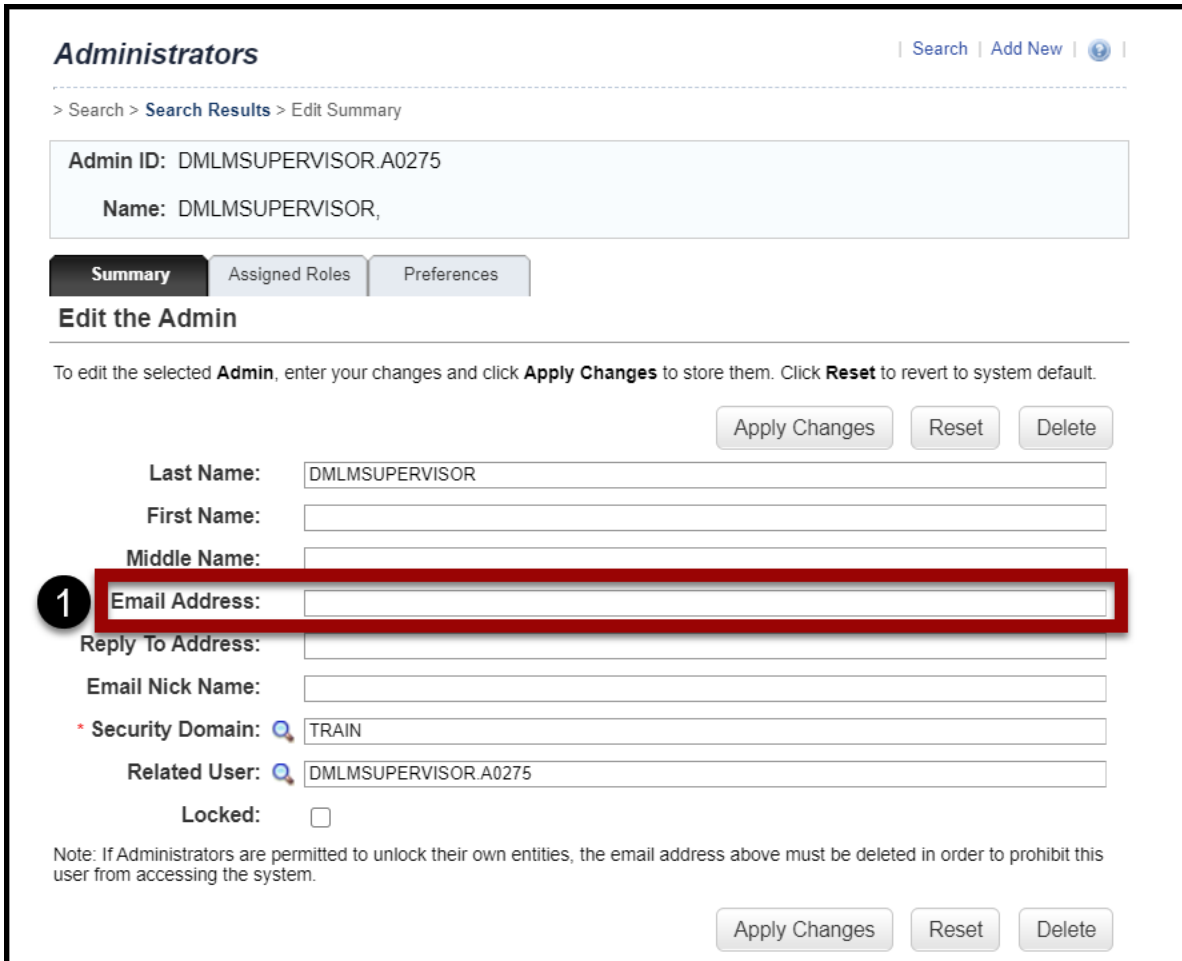
Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (399 total records) Page 1 of 40 Go

There are four steps to remove a user's Admin Accounts successfully.

- Remove the email address
- Remove the related user
- Lock the account
- Remove all roles assigned to the admin

Remove the Email Address

1. With the **Summary** tab activated, remove the **email address** from the Email Address field by deleting the information.



Administrators | Search | Add New | ?

> Search > Search Results > Edit Summary

Admin ID: DMLMSUPERVISOR.A0275
Name: DMLMSUPERVISOR,

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.

Apply Changes | Reset | Delete

Last Name: DMLMSUPERVISOR
First Name:
Middle Name:
1 Email Address:
Reply To Address:
Email Nick Name:
* Security Domain: TRAIN
Related User: DMLMSUPERVISOR.A0275
Locked:


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

Apply Changes | Reset | Delete

Remove the Related User

1. With the **Summary** tab activated, remove the **related user** from the Related User field by deleting the information.

Administrators

| Search | Add New | 

> Search > Search Results > Edit Summary

Admin ID: DMLMSUPERVISOR.A0275
Name: DMLMSUPERVISOR,

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.

Apply Changes | Reset | Delete

Last Name:


First Name:


Middle Name:

Email Address:

Reply To Address:

Email Nick Name:

* Security Domain:  TRAIN

1 Related User: 

Locked:


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

Apply Changes | Reset | Delete

Lock the Account

1. With the **Summary** tab activated, ensure the **Locked** checkbox is selected.

Administrators

| Search | Add New | 

> Search > Search Results > Edit Summary

Admin ID: DMLMSUPERVISOR.A0275
Name: DMLMSUPERVISOR,

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.

Last Name:


First Name:


Middle Name:

Email Address:

Reply To Address:

Email Nick Name:

* Security Domain: 


Related User: 

1 Locked:

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

Remove Role(s)

1. Select the **Assigned Roles** tab.
2. To remove all roles, choose **Select All**. If you want to remove individual roles, select the **checkbox** next to the role you wish to remove. **Note:** If you are only removing a few roles, disregard the steps performed on the Summary tab.
3. Select **Apply Changes**. You have successfully removed an Admin Account.

Administrators | Search | Add New | 

> Search > Search Results > Edit Assigned Roles

Admin ID: DMLMSUPERVISOR.A0275

Name: DMLMSUPERVISOR,

Summary **Assigned Roles** Preferences

Edit the Admin 1

Add Roles to the Admin

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: Add

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. 3

Apply Changes Reset

Select All Deselect All

Role ID	Description	Remove
TRAIN-AHN	TRAIN - Ad Hoc Notification Manager	2 <input type="checkbox"/> 2
TRAIN-AM	TRAIN Domain - Assignment Manager	<input type="checkbox"/>
TRAIN-APM	TRAIN Domain - Assignment Profile Manager	<input type="checkbox"/>
TRAIN-CIM	TRAIN-Competency Item Manager	<input type="checkbox"/>
TRAIN-CTLGM	LMS Training Domain - Catalog Manager	<input type="checkbox"/>