

How to Guide: Adding users within the NIGC Tribal Management Services (TMS) Portal

Once you log on to the TMS portal this screen will appear. Click on "My Agency."

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Complete the information for the new user. At this time, the Tribe will choose "2nd Factor Authentication Type (for CHRI and Manage Users)" as a SMS Text.

On the bottom, you will be able to issue User Roles/Access Rights for the individual. To understand what each role is, please click on the question mark (?) beside each role to provide additional information of what the access rights are for your user.

If a user will have access rights to CHRI, they must have completed Security Awareness training and appear on the Authorized Personnel list (APL). Any updates to an APL, shall be forwarded to the ISO iso@nigc.gov.

Once all information is complete and all access rights have been determined, click "add."

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On the user management page, you may change a password, edit or delete a user. Click on the user 2



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name and click which action you wish to take.

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