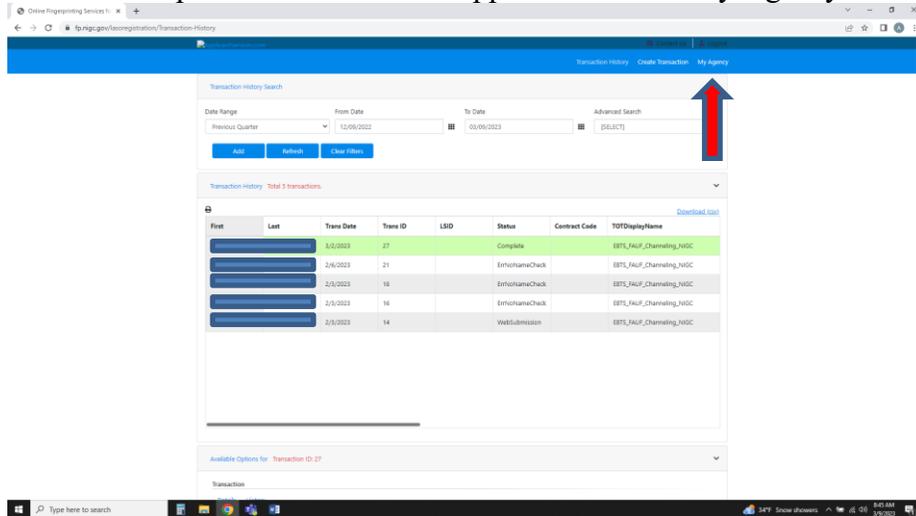


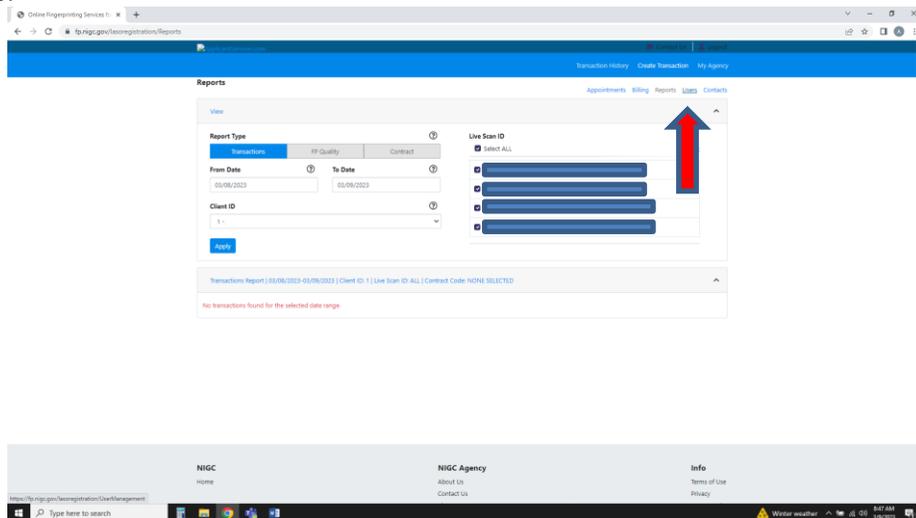


How to Guide: Adding users within the NIGC Tribal Management Services (TMS) Portal

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



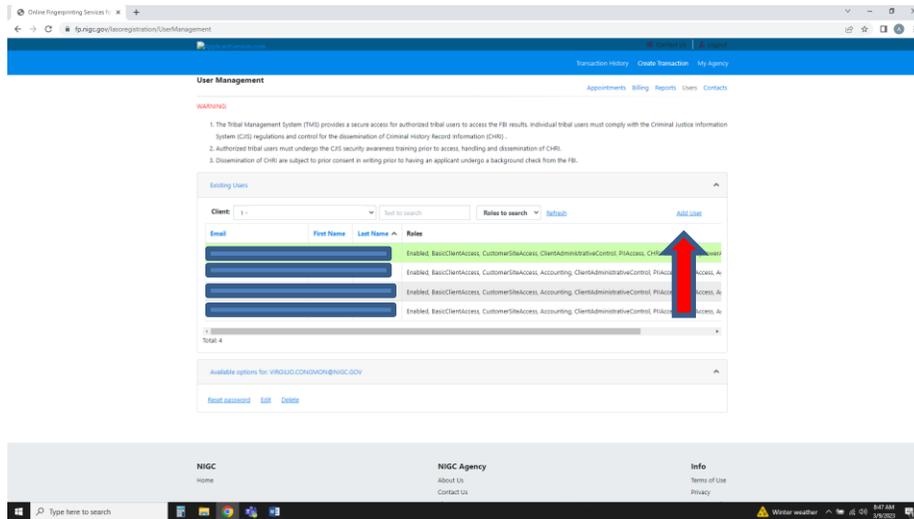
Click on “Users.”



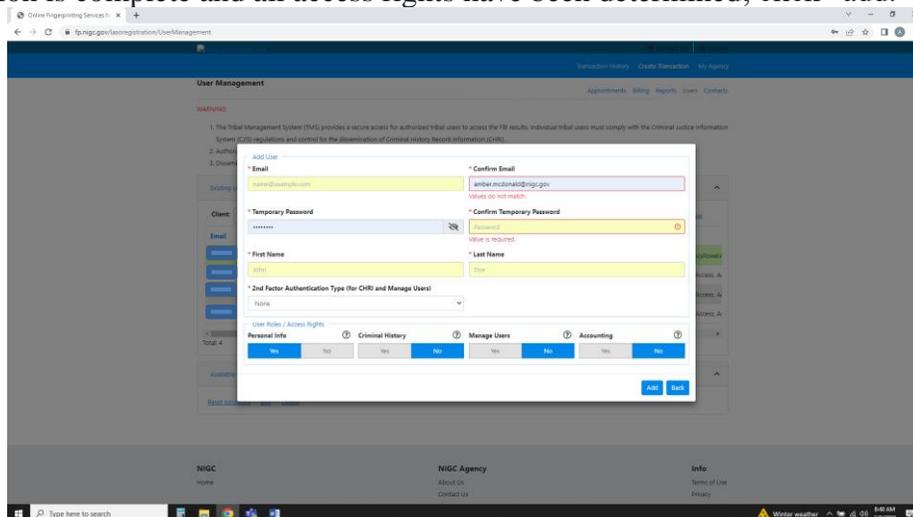
Click on “Add User.”



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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.”



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



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name and click which action you wish to take.

A screenshot of the NIGC User Management portal. The page title is "User Management" and it includes a navigation bar with "Contact Us" and "Logout". Below the header, there are instructions for users. The main content area shows a table of existing users with columns for "First Name", "Last Name", and "Roles". A red arrow points to the "Edit" button in the "Available options for AMBER.MCDONALD@NIGC.GOV" section.

Client	First Name	Last Name	Roles
1			Enabled, BasicClientAccess, CustomerStkAccess, ClientAdministrativeControl, PIAAccess, CHRAccess, AgencyPower
			Enabled, BasicClientAccess, CustomerStkAccess, Accounting, ClientAdministrativeControl, PIAAccess, CHRAccess, &
			Enabled, BasicClientAccess, CustomerStkAccess, Accounting, ClientAdministrativeControl, PIAAccess, CHRAccess, &
			Enabled, BasicClientAccess, CustomerStkAccess, Accounting, ClientAdministrativeControl, PIAAccess, CHRAccess, &