VA Student Trainee Experience Program (VA-STEP)

VA-STEP Managing USERS (Facility Level)

Office of Workforce Management and Consulting (Scholarships and Clinical Education)

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Managing USERS (Log In)

Login to AMS
   Go To: (https://va-
   ams.intelliworxit.com/webapp/auth/l
   ogin.view)
   "**SSO Login**" on the bottom left
   "**VA (Internal)**" from dropdown menu
Continue
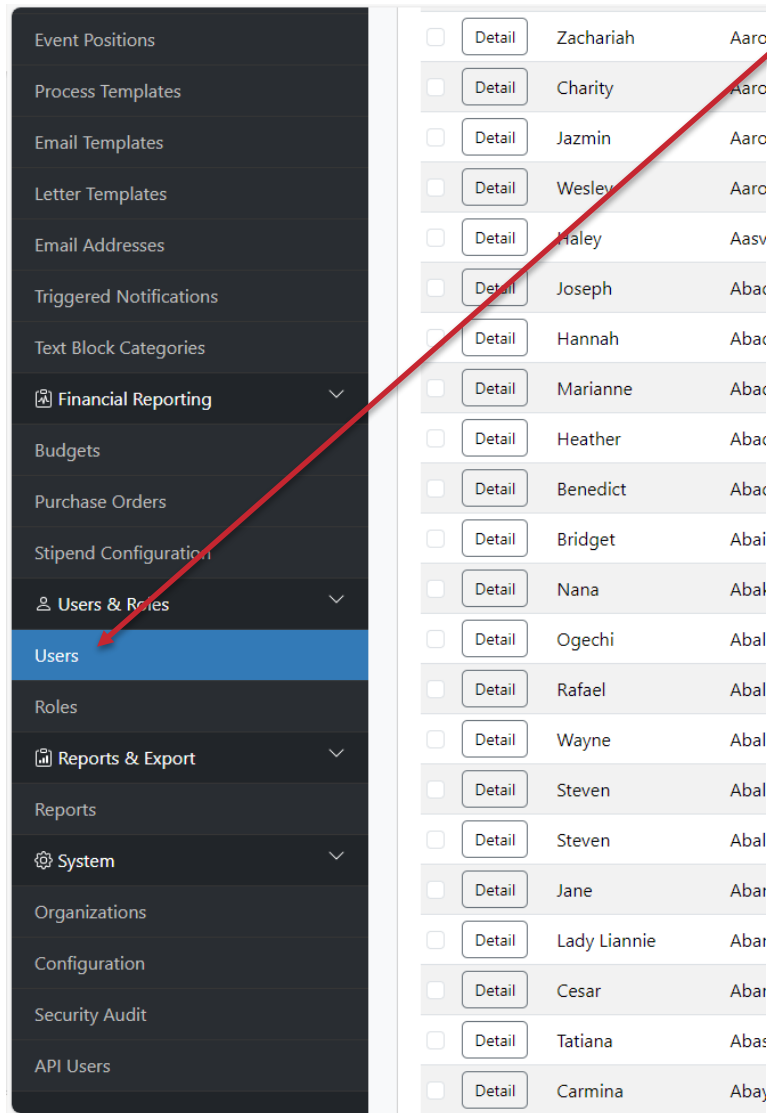Sign In with VA PIV Card
Select Certificate
Enter PIV Pin

Managing USERS (Background)

Event Positions	Detail Zachariah	Aaro
Process Templates	Detail Charity	Aaro
Email Templates	Detail Jazmin	Aaro
Letter Templates	Detail Wesley	Aaro
Email Addresses	Detail Haley	Aasv
Triggered Notifications	Detail Joseph	Abac
Text Block Categories	Detail Hannah	Abac
📊 Financial Reporting	Detail Marianne	Abac
Budgets	Detail Heather	Abac
Purchase Orders	Detail Benedict	Abac
Stipend Configuration	Detail Bridget	Abai
👤 Users & Roles	Detail Nana	Abal
Users	Detail Ogechi	Abal
Roles	Detail Rafael	Abal
📊 Reports & Export	Detail Wayne	Abal
Reports	Detail Steven	Abal
⚙ System	Detail Steven	Abal
Organizations	Detail Jane	Abar
Configuration	Detail Lady Liannie	Abar
Security Audit	Detail Cesar	Abar
API Users	Detail Tatiana	Abas
	Detail Carmina	Abay

You can access your User list by clicking here.

The list that appears shows all personnel that have access as some level to the system. Here are some accesses that you may see:

➢ Facility Coordinators/Assistant Coordinators
➢ Selection Committee Members
➢ Selection Committee Chairman
➢ Applicants
  ➢ Unsubmitted
  ➢ Submitted
➢ STEP Program Participants

Usually, if the Status on your USER list is Active, they are your facility members and if the Status is Initial Load, these are your applicant accounts.

Don't delete accounts for the applicants.

Managing USERS (Roles)

Before moving forward with assigning Roles, it is essential that you understand what access that assigning a Role gives the person.

Note: Roles marked with an "*" require a Clinical Instructor Profile be submitted and uploaded into AMS for the person being assigned the role.

➢ *<mark>*</mark>Facility Coordinator (VA-STEP Med Tech):** Grants access to all Applications & Recipient records

➢ **<mark>*</mark>Facility Coordinator (VA-STEP Nursing):** Grants access to Applications & Recipient records

➢ **Facility Representative:** Allows user to access breach/waiver document

➢ **<mark>*</mark>Manage Users:** Allows assignee the permission to grant access to your facility program

➢ **Selection Committee Chairman:** Approve Selections under the Applicant Selection screen

➢ **Section Committee Member 1/2/3:** Allows access to applications for scoring purposes

➢ **VA-STEP Facility Specialist:** Grants access to all Applications, Recipient records, and the Applicant Selection screen

Managing USERS (Editing Permissions)

Editing permissions for existing facility members that are already in your list.

To access current authorizations, clink on the **"Details"** button next to the USERS name.

Next, you would click on the **"Edit Authorizations"** tab on the top of the screen.

This will show you a screen with all the current access authorizations for the person selected.

From here you can delete and add "+New" authorizations.

User Management (Adding Authorization)

The list that pops up is a list of all account's setup under your facility (even student accounts).

From the List, select the Detail button next to the name you want to add an authorization. If the person is not in the list, you will have to add them with the instructions provided on slide 13-14 below.

User Management (Adding Authorization)

This screen lists your details. From here you want to select the Edit Authorization option on the top right of the screen.

User Management (Adding Authorization)

This screen lists your current authorizations. From here you want to select the +New option on the top right of the screen. This will take you to the screen to add additional authorizations.

User Management (Adding Authorization)

This screen allows you to set up new authorizations. From the Role dropdown, select the Role you would like to add.

User Management (Adding Authorization)

From the Organizations section, select your facility and the use the ">" function to move if from Available to the Selected side of the screen.

User Management (Adding Authorization)

This screen shows you what it looks like when the facility name is in the right location.   Once it is in the right location, select Save.

User Management (Adding Authorization)

Repeat the steps in Slides 6-11 till all Roles have been assigned.

User Management (Adding Names to USERS List)

If the name you are wanting to add is not in your User list, then you will have to add them.

Start by selecting the +New option on the top right of your screen from your Users screen.

User Management (Adding Names to USERS List)

Owner: Should be your facility.

Enter First Name, Last Name, and Email for the new User.

Then click Save.

The Name will not be in the Users list.

Direct Questions to:
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