

VA Student Trainee Experience Program (VA-STEP)

VA-STEP Managing USERS (Facility Level)

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



Choose **VA**

June 2024

VA



U.S. Department
of Veterans Affairs

Content

Slide 3 = Log In Instructions

Slide 4 = Managing USERS (Background)

Slide 5 = Managing USERS (Roles)

Slide 6 = Managing USERS (Editing Permissions)

Slides 7-13 = User Management (Adding Authorizations)

Slides 14-15 = User Management (Adding Names to USER List)

Slide 16 = Questions POC



Managing USERS (Log In)

VA U.S. Department of Veterans Affairs
Application Management System

PIV/SSO Login

If your agency uses PIV/ICAC and your agency is registered to use SSO with this system select the "PIV/SSO Login" button below.

PIV/SSO Login

Username/Password Login

Please enter your username (government email address (e.g. john.doe@agency.gov)) and password below.

Email *

Password *

Login Forgot Password

Warning

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
- Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#), and you consent to secure testing and monitoring.

Full Terms and Conditions of Use? Privacy Policy?

Version 1.26.2 (20220803-212338)
Based on Intelliwork version 4.71 (20220727-190002)

Log in to AMS

Go To: (<https://va-ams.intelliworx.com/webapp/auth/login.view>)

“SSO Login” on the bottom left

“VA (Internal)” from dropdown menu

Continue

Sign In with VA PIV Card

Select Certificate

Enter PIV Pin



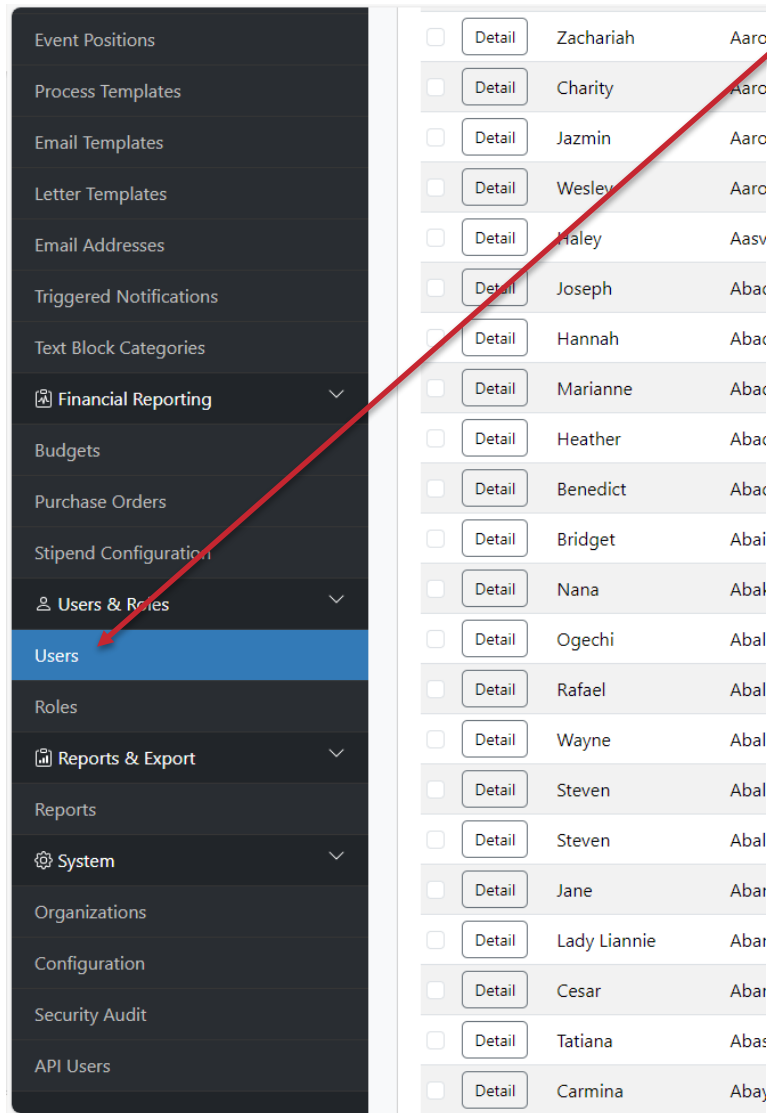
Choose VA

VA



U.S. Department of Veterans Affairs

Managing USERS (Background)



The screenshot shows a dark sidebar menu on the left with the following items: Event Positions, Process Templates, Email Templates, Letter Templates, Email Addresses, Triggered Notifications, Text Block Categories, Financial Reporting (with a dropdown arrow), Budgets, Purchase Orders, Stipend Configuration, Users & Roles (with a dropdown arrow), Users (highlighted in blue), Roles, Reports & Export (with a dropdown arrow), Reports, System (with a dropdown arrow), Organizations, Configuration, Security Audit, and API Users. A red arrow points from the 'Users' menu item to a table of users on the right. The table has columns for checkboxes, 'Detail' buttons, names, and initials. The users listed are: Zachariah (Aarc), Charity (Aarc), Jazmin (Aarc), Wesley (Aarc), Haley (Aasv), Joseph (Abac), Hannah (Abac), Marianne (Abac), Heather (Abac), Benedict (Abac), Bridget (Abai), Nana (Abal), Ogechi (Abal), Rafael (Abal), Wayne (Abal), Steven (Abal), Jane (Abar), Lady Liannie (Abar), Cesar (Abar), Tatiana (Abas), and 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.

➤ ***Facility Coordinator (VA-STEP Med Tech):**
Grants access to all Applications & Recipient records

➤ ***Facility Coordinator (VA-STEP Nursing):**
Grants access to Applications & Recipient records

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

➤ ***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

Update Authorizations

Yvette Aal

Role * (Select)

Organizations *

- Facility Chief Finance Officer
- Facility Coordinator
- Facility Coordinator (VA-STEP Med Tech)
- Facility Coordinator (VA-STEP Nursing)
- Facility Coordinator - HPT
- Facility Medical Center Director
- Facility Representative
- Finance Officer

root → VA → Facilities → 438 - Sioux Falls VA Health Care System
root → VA → Facilities → 442 - Cheyenne VA Medical
root → VA → Facilities → 459 - VA Pacific Islands Health Care System
root → VA → Facilities → 460 - Wilmington VA Medical Center
root → VA → Facilities → 463 - Alaska VA Healthcare System
root → VA → Facilities → 501 - New Mexico VA Health Care System
root → VA → Facilities → 502 - Alexandria VA Health Care System

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



Choose VA

VA



U.S. Department
of Veterans Affairs

Managing USERS (Editing Permissions)

The screenshot displays the VA user management interface. On the left is a navigation menu with options like Budgets, Purchase Orders, Stipend Configuration, Users & Roles, Users, Roles, Reports & Export, and Reports. The 'Users' section is highlighted. The main area shows a list of users with columns for checkboxes, 'Detail' buttons, names, and last names. A red arrow points from the 'Detail' button for 'Ogechi' to the 'Edit Authorizations' tab in the 'User Detail' view below. The 'User Detail' view shows fields for Owner, First Name, Last Name, Email, Status, Date Created, Created By, API Override, and API Sync Date.

Detail	Name	Last Name
<input type="checkbox"/>	Heather	Abal
<input type="checkbox"/>	Benedict	Abal
<input type="checkbox"/>	Bridget	Abal
<input type="checkbox"/>	Nana	Abal
<input type="checkbox"/>	Ogechi	Abal
<input type="checkbox"/>	Rafael	Abal
<input type="checkbox"/>	Wayne	Abal
<input type="checkbox"/>	Steven	Abal

User Detail	
← Return to List	Edit User Details Edit Authorizations Change Password Lock Email History \$ In
Owner	VA
First Name	Yvette
Last Name	Aal
Email	yaal@xusom.com
Status	Active
Date Created	01/24/2023
Created By	Unknown
API Override	No
API Override Date	
API Sync Date	

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

To access current authorizations, click 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 screenshot shows the VA Application Management System interface. The top left features the VA logo and the text 'U.S. Department of Veterans Affairs'. Below this is the 'Application Management System' header. A navigation sidebar on the left includes 'Dashboard', 'Manage', 'Application Packets', 'Applicant Selection', 'Recipients', and 'Users & Roles', with 'Users' selected. The main content area is titled 'Users' and contains a search filter, buttons for 'New', 'Delete Selected', and 'Internal Organization Transfer', and a table of users. The table has columns for 'First Name', 'Last Name', 'Email', 'Status', and 'Owner'. A red arrow points to the 'Detail' button next to the user Evelyn Smith. The table shows 10 records, with the first one being Allard Ashley.

	First Name	Last Name	Email	Status	Owner
<input type="checkbox"/>	Allard	Ashley	ashley.allard@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Lawson	Eden	eden.lawson@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Rolon	Emilissa	emilissa.rolon@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Groves	Erica	erica.groves@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Anna	Gockley	anna.gockley@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Rachel	Lowrie	rachel.lowrie@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Marion	Mathew	marionmathew430@gmail.com	Active	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Hannah	Richards	hannah.richards1@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Gregory	Rupert	gregory.rupert@va.gov	Active	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Evelyn	Smith	esmith62@ycp.edu	Active	VA - Facilities - 595 - Lebanon VA Medical Center

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)

The screenshot displays the 'User Detail' page in the VA Application Management System. The page header includes the VA logo, 'U.S. Department of Veterans Affairs', and the environment 'va-ams-prod-1b'. The left sidebar shows navigation options: Dashboard, Manage (Application Packets, Applicant Selection, Recipients, Users & Roles, Users), and a 'Users' menu item. The main content area shows user details for Gregory Rupert, with a red arrow pointing to the 'Edit Authorizations' button.

Field	Value
Owner	VA -- Facilities -- 595 - Lebanon VA Medical Center
First Name	Gregory
Last Name	Rupert
Email	gregory.rupert@va.gov
Status	Active
Date Created	04/01/2021
API Override	No
API Override Date	
API Sync Date	

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)

The screenshot displays the VA Application Management System interface. The header includes the VA logo and 'U.S. Department of Veterans Affairs'. The page title is 'Application Management System'. A navigation sidebar on the left lists 'Dashboard', 'Manage', 'Application Packets', 'Applicant Selection', 'Recipients', 'Users & Roles', and 'Users'. The main content area is titled 'Authorizations' and shows a table for 'Gregory Rupert'. The table has columns for checkboxes, 'Role', and 'Role Owner'. The roles listed are 'Manage Users', 'Facility Coordinator (VA-STEP Nursing)', and 'Facility Representative'. In the top right of the main content area, there are buttons for '+New' and 'Delete Selected'. A red arrow points from the bottom left towards the '+New' button. At the bottom of the page, there are links for 'Full Terms and Conditions of Use' and 'Privacy Policy', and version information: 'Version 1.28.2 (20221121-184734)' and 'Based on Intelliworx version 4.73 (20221114-063936)'.

	Role	Role Owner
<input type="checkbox"/>	Manage Users	VA
<input type="checkbox"/>	Facility Coordinator (VA-STEP Nursing)	VA
<input type="checkbox"/>	Facility Representative	root

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)

The screenshot shows the 'Update Authorizations' interface for user Gregory Rupert. The 'Role' dropdown menu is open, displaying a list of roles. A red arrow points to the dropdown menu. The roles listed are: (Select), Selection Committee Chair, Selection Committee Member 1, Selection Committee Member 2, Selection Committee Member 3, Superuser, VA-STEP Facility Specialist, root - VA, and Facility Coordinator (VA-STEP Med Tech). The 'Organizations' field is currently empty. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

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)

VA | U.S. Department of Veterans Affairs

Application Management System

va-ams-prod-1b

Change Password | Sign Out

Update Authorizations

Gregory Rupert

Role * Selection Committee Member 1

Organizations *

Available
Displaying 1 result(s).

Selected
No results.

Filter

Filter

>>

Lebanon VA Medical Center

Move selected

Save Cancel

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)

The screenshot shows the 'Update Authorizations' interface for user Gregory Rupert. The 'Role' is set to 'Selection Committee Member 1'. Under 'Organizations', the 'Available' list is empty, and the 'Selected' list contains one entry: 'root -> VA -> Facilities -> 595 - Lebanon VA Medical Center'. A red arrow points from the 'Save' button at the bottom to the selected organization name. The interface includes a sidebar with navigation options like 'Dashboard', 'Manage', 'Application Packets', 'Applicant Selection', 'Recipients', 'Users & Roles', and 'Users'. The top right corner has 'Change Password' and 'Sign Out' links. The bottom right corner shows the version '1.28.2 (20221121-184734)'.

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)

VA | U.S. Department of Veterans Affairs

Application Management System

va-ams-prod-1b

Change Password | Sign Out

Users

Search Filters

New | Delete Selected | Internal Organization Transfer

Owner: (All Authorized) | Include Sub-organizations: Yes

	First Name	Last Name	Email	Status	Owner
<input type="checkbox"/>	Allard	Ashley	ashley.allard@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Lawson	Eden	eden.lawson@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Rolon	Emilissa	emilissa.rolon@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Groves	Erica	erica.groves@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Anna	Gockley	anna.gockley@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Rachel	Lowrie	rachel.lowrie@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Marion	Mathew	marionmathew430@gmail.com	Active	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Hannah	Richards	hannah.richards1@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Gregory	Rupert	gregory.rupert@va.gov	Active	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Evelyn	Smith	esmith62@ycp.edu	Active	VA - Facilities - 595 - Lebanon VA Medical Center

Displaying 1 - 10 of 10 records.

First Previous 1 Next Last

[Full Terms and Conditions of Use](#) | [Privacy Policy](#)

Version 1.28.2 (20221121-184734)

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

User Management (Adding Names to USERS List)

VA | U.S. Department of Veterans Affairs

Application Management System

Change Password | Sign Out

Users

Search Filters

Owner: (All Authorized) | Include Sub-organizations: Yes

	First Name	Last Name	Email	Status	Owner
<input type="checkbox"/>	Allard	Ashley	ashley.allard@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Lawson	Eden	eden.lawson@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Rolon	Emilissa	emilissa.rolon@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Groves	Erica	erica.groves@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Anna	Gockley	anna.gockley@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Rachel	Lowrie	rachel.lowrie@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Marion	Mathew	marionmathew430@gmail.com	Active	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Hannah	Richards	hannah.richards1@va.gov	Initial Load	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Gregory	Rupert	gregory.rupert@va.gov	Active	VA - Facilities - 595 - Lebanon VA Medical Center
<input type="checkbox"/>	Evelyn	Smith	esmith62@ycp.edu	Active	VA - Facilities - 595 - Lebanon VA Medical Center

Displaying 1 - 10 of 10 records.

First Previous 1 Next Last

Full Terms and Conditions of Use | Privacy Policy

Version 1.28.2 (20221121-184734)

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.



Choose VA

VA



U.S. Department of Veterans Affairs 14

User Management (Adding Names to USERS List)

The screenshot shows the 'New User' form in the VA Application Management System. The form has the following fields and controls:

- Owner ***: A dropdown menu with the selected value 'VA -- Facilities -- 595 - Lebanon VA Medical Center' and a close button (X).
- First Name ***: A text input field containing the letter 'I'.
- Last Name ***: An empty text input field.
- Email ***: An empty text input field.
- Buttons**: 'Save' (blue) and 'Cancel' (grey) buttons.

At the bottom of the form, there are links for 'Full Terms and Conditions of Use' and 'Privacy Policy', and a copyright notice for 2022 HRVox LLC. The footer also includes the version number 'Version 1.28.2 (20221121-184734)' and the text 'Based on IntelliJwrx version 4.73 (20221114-063936)'.

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.

Questions

Direct Questions to:

VHAVA-STEPSupport@va.gov



Choose **VA**

VA



U.S. Department
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