Configurator: Working with User Accounts

DATE: 06/23/2010

Before you can set up a user account for ICBS-R, the user must complete the mandatory Security and Privacy course for the current fiscal year AND read and sign the "Rules of Behavior" agreement. Obtain both the security/privacy course completion certificate and signed Rules of Behavior before creating the user account!

To access the Configurator

1 Start your Internet browser, and then log on to **ICBS-R**.

2 On the **Configuration** menu, click **Launch Configurator**.

To set up a user account

A On the **Application** menu, click to select **Platform**.

B On the **Platform** menu, click to expand the **Security** menu, and then double-click **Users**.

C On the **User Search** screen, click

D On the **User Details** screen on the **Primary Info** tab, complete the following information

- User ID, *LDAP User ID in lower case*
- Password, *LDAP User ID in lower case*
- User Name
- Theme
- Locale.

In production, User ID and Password must be lower case, no matter what is specified for the LDAP!

E Click the **Menu Group** drop-down arrow, and then click to select **NWCG Menu All**.

F Complete the **Contact Address** and **Billing Address** information.

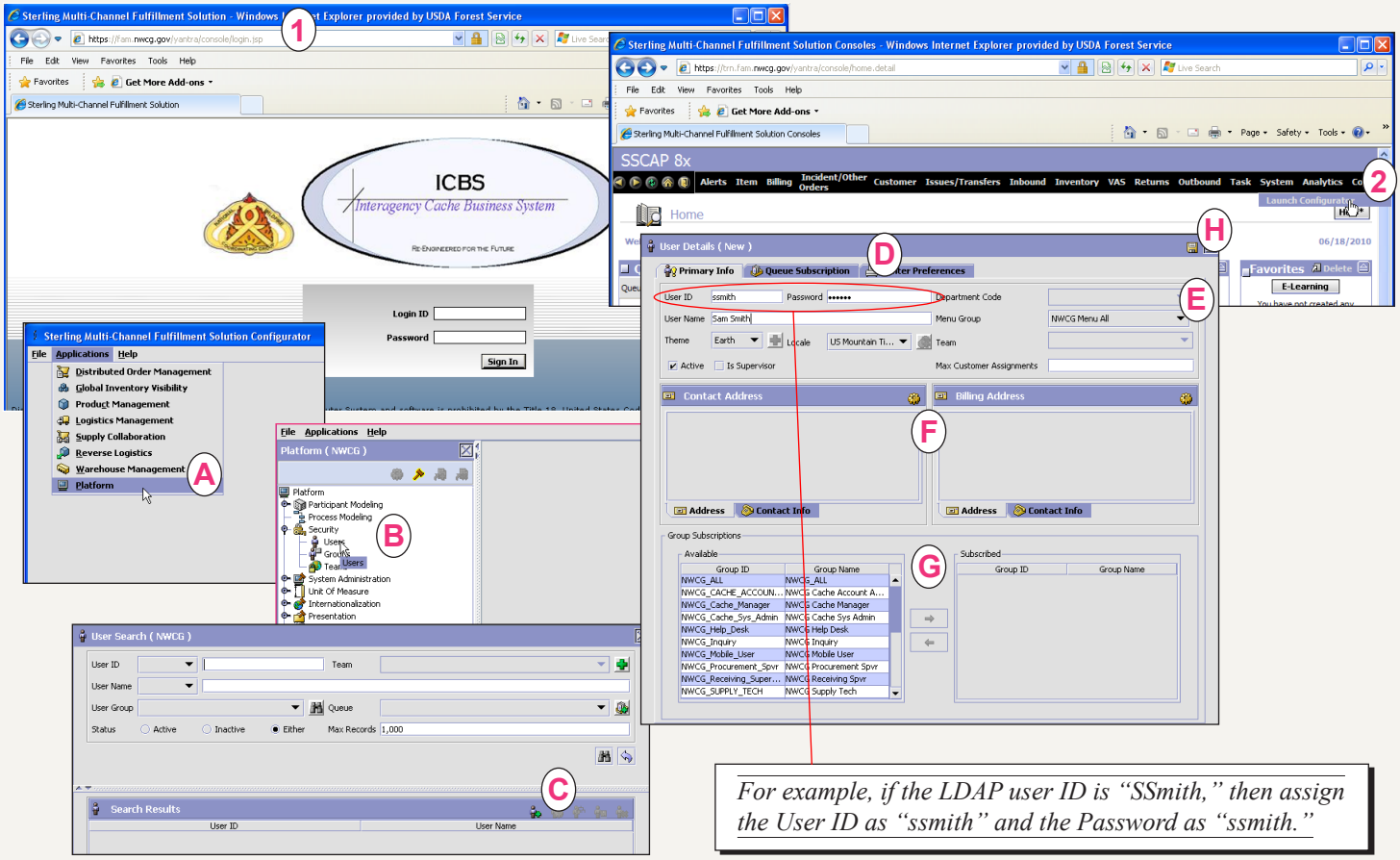
For additional information about completing contact information see the next task, "To add address and contact information to a user account."

G Under **Group Subscriptions**, click to select the **Group ID(s)** that correspond to the access the user requires to perform their job, and then click

H When finished completing the new user information, click

For a list of Group IDs and the associated menu access see the Quick Reference Guide, "Group IDs and Menu Access."

New users must also have a NESS LDAP account for access to the ICBS-R application. For more information contact the ICBS Helpdesk at helpdesk@dms.nwcg.gov.



For example, if the LDAP user ID is "SSmith," then assign the User ID as "ssmith" and the Password as "ssmith."

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To add address and contact information to a user account

1 On the **User Search** screen, search for and then double-click to select the **User ID** of your choice.

2 On the **User Details** screen under **Contact Address**, click

3 On the **Contact Address Details** dialog box on the **Address** tab, complete the information as appropriate for the user, and then click the **Contact Info** tab.

4 Complete the **Contact Info** tab as appropriate for the user, and then click OK

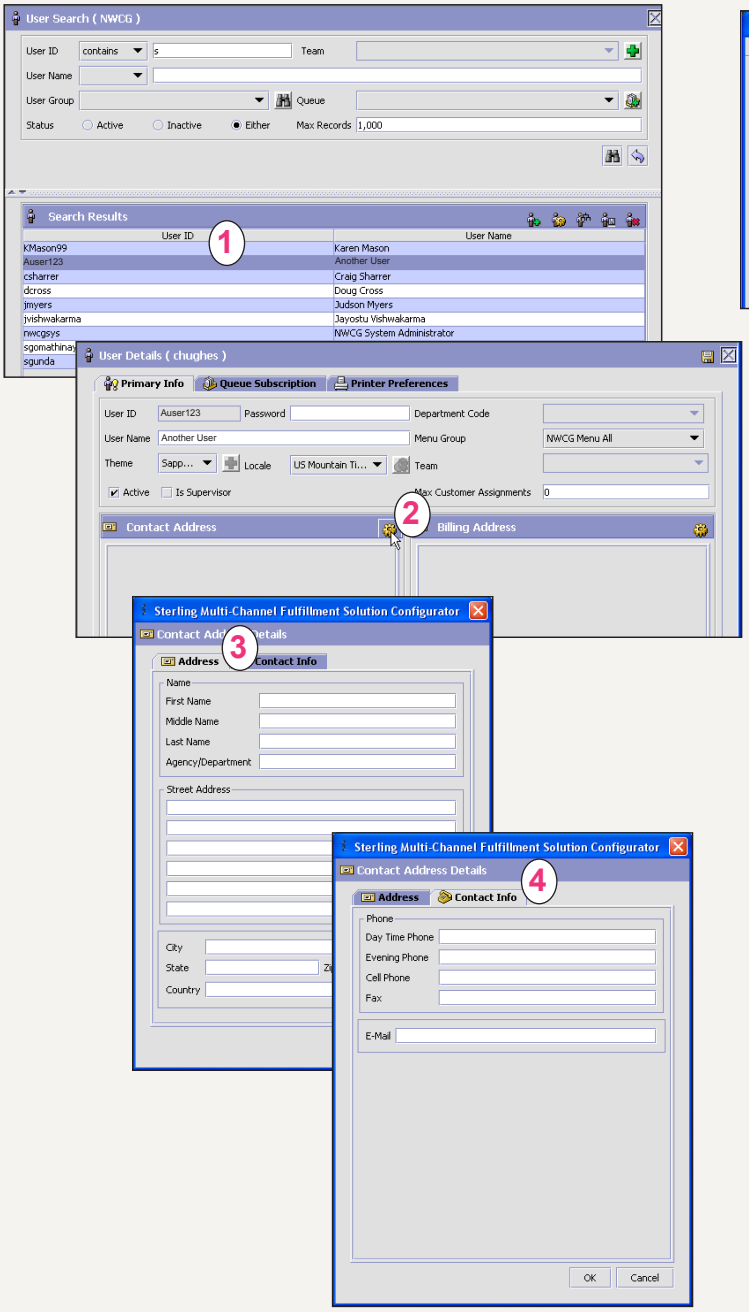
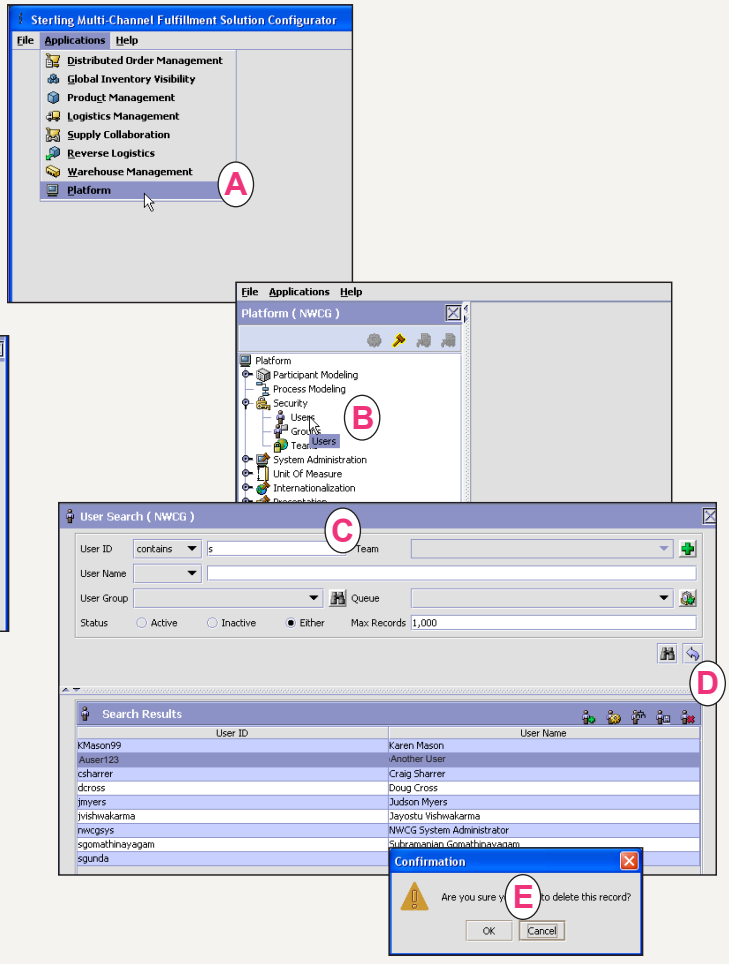
Complete the Billing Address information as needed.

To delete a user account

A On the **Application** menu, click to select **Platform**.

B On the **Platform** menu, click to expand the **Security** menu, and then double-click **Users**.

C On the **User Search** screen, search for the **User ID** you want to delete.

D Under **Search Results**, click to select the **User ID** you want to delete, and then click

E On the **Confirmation** dialog box, click OK