

Role Assignment Service – Management of an Application Role

Note: The Role Assignment Service allows you to add, modify, and delete application roles for AMS users. If you do not yet have permission to perform role assignment services in AMS, you will need to complete the AMS Administrator Role Request Form for submission to IAMAMSPMO@hhs.gov for assignment. During an active AMS session (i.e., after logging into AMS), retrieve the form by clicking on the “Help” button on your homepage or directly copying this link into your navigation bar: <https://ams.hhs.gov/amsApp/help/HelpIndex.html>.

Performing role assignment tasks requires authentication with your HSPD-12 access card; if you logged into AMS by other means, you will be required to complete a second step of authentication before you can proceed with related activities.

1. Log into AMS, preferably using your HSPD-12 access card, at <https://ams.hhs.gov>. *For quick and easy access to your applications, add this page to your browser favorites or create a desktop shortcut.*
2. On your AMS homepage, select the “User Management” tab.

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IAM@HHS
IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES

AMS | Access Management System
Simplifying access to the Department's systems

Logged in as: Suzanne Burge
Accessibility Mode Enable Disable

Home Link/Delink Applications My AMS Profile **User Management**

Welcome, Suzanne Burge
Select from the list of links below to access your applications. [Customize your list](#) by linking or delinking available applications.

Restricted Access, HHS Network

- [Electronic Official Personnel Folder \(eOPF\)](#)
- [ITAS for OS, ACF, PSC, HRSA, SAMHSA, AHRO, DMAT, OIG, OPHS, ACL, NDMS, ESS](#)
- [HHS Identity Portal \(Service to retrieve previously issued encryption keys\)](#)

Open Access, Internet

- [AMS User Search](#)
- [HHS Learning Portal](#)
- [WCD Applications](#)

HSPD-12 Access Card Required Internet Explorer Required

3. On the “User Management” page, enter your search criteria and click “Submit”.

Note: You may enter any combination of valid search terms in the available fields, including partial expressions (e.g., first three letters of last name, first letter of first name, partial HHSID).

- Entries are not case sensitive
- Entering more information limits the number of matching records returned by your search (e.g., complete first and last name)
- Entering less information returns broader results (e.g., last name only)
- Entering a complete HHSID will return a single matching record
- Entering a complete AMS username will return a single matching record

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Home Link/Delink Applications My AMS Profile **User Management**

User Management [What does this mean?](#)

Enter any combination of the search criteria below to find a user.

Find User

Last Name

First Name

AMS Username

Email Address

OpDiv

User Type

AMS Status

HHSID/XID

4. To proceed, click “Agree” on the “Data Protection Policy Statement” pop-up notice.

Data Protection Policy Statement

This search allows you to look up the profiles (and associated information) of HHS employees, contractors, affiliates, as well as external AMS users. To proceed, you must accept the responsibility to protect the privacy of profile data by clicking on the “Agree” button.

- I. **Adding an Application Role**

1. Highlight the desired record under the “Search Result” heading and click on the “Add Application Role” button.

User Management [What does this mean?](#)

Enter any combination of the search criteria below to find a user.

Find User

Last Name

First Name

AMS Username

Email Address

OpDiv

User Type

AMS Status

HHSID/XID

Search Result

#	Last Name	First Name	HHSID/XID	Email Address	OpDiv	Roles Assigned	AMS Status	Locked Status	SCMS Status	User Type
1	White	Kelly	9123456841	amsuat23@g...	OS	HHSIDENTITYPORTA...	ENABLED	N	ACTIVE	Employee

- In the "Role Assignment Service" pop-up window, choose the desired application role from the drop-down menu.

Note: The drop-down menu will only include applications you are allowed to manage and which have not yet been added to the user's profile.

Some applications require an account mapping attribute to proceed. Unless the respective field appears and is prepopulated with the user's HHSID, you will need to enter the user's application username or whichever other attribute is used to uniquely identify the user's application account. **It is critical that this information is an accurate match with the user for whom you are setting up the role.**

Role Assignment Service
* indicates required field
Step 1 of 3: Add Application Role to User

* Application Role

- Select an Application Role
- BIIS-USER
- EHRP-ADMIN
- EHRP-USER
- EOPF-USER
- GOVNET-PSC-USER
- HHSEAREPOSITORY-USER
- LMS-USER**
- MACCS-PSC-USER
- PIV-EX
- SEARCHHHSID
- USASTAFFING-CORE

3. If necessary, enter information in the "Account Mapping Attribute" field. Click on the "Next" button to advance to the next screen.

Role Assignment Service
* indicates required field
Step 1 of 3: Add Application Role to User

* Application Role

* Account Mapping Attribute [What does Account Mapping Attribute mean?](#)

4. Review the request and click "Submit" if the information is accurate.

Role Assignment Service

Step 2 of 3: Review your Request

Request Type: Add
 Application Role: LMS-USER
 Application Mapping Attribute: 123456

Please review the Application and Roles for the following user:

First Name	Last Name	Email Address	AMS Username	HHSID/XID	User Type	OpDiv	AMS Statu
Kelly	White	amsuat23@g...	KELLY.WHITE	9123456841	Employee	OS	ENABLED

Back Submit Cancel

5. On the “Role Assignment Service” confirmation pop-up notice, click “Close” to complete the process and return to the “User Management” tab.

Role Assignment Service

Step 3 of 3: Request Submitted

Repeat the user search to refresh the data and confirm the change was implemented.

Close

II. Removing an Application Role

1. Highlight the desired record under the “Search Result” heading and click on the “Remove Application Role” button.

User Management [What does this mean?](#)

Enter any combination of the search criteria below to find a user.

Find User

Last Name

First Name

AMS Username

Email Address

OpDiv

User Type

AMS Status

HHSID/XID

Search Result

#	Last Name	First Name	HHSID/XID	Email Address	OpDiv	Roles Assigned	AMS Status	Locked Status	SCMS Status	User Type
1	White	Kelly	9123456841	amsuat23@g...	OS	HHSIDENTITYPORTA...	ENABLED	N	ACTIVE	Employee

- In the "Role Assignment Service" pop-up window, choose the desired application role from the drop-down menu.

Note: The drop-down menu will only include applications you are allowed to manage and which have been previously added to the user's profile.



- Click on the "Next" button to advance to the next screen.

Role Assignment Service

* indicates required field

Step 1 of 3: Remove Application Role from User

* Application Role

* Account Mapping Attribute [What does Account Mapping Attribute mean?](#)

4. Review the request and click "Submit" if the information is accurate.

Role Assignment Service

Step 2 of 3: Review your Request

Request Type: Remove

Application Role: LMS-USER

Application Mapping Attribute: 123456

Please review the Application and Roles for the following user:

First Name	Last Name	Email Address	AMS Username	HHSID/XID	User Type	OpDiv	AMS Status
Kelly	White	amsuat23@g...	KELLY.WHITE	9123456841	Employee	OS	ENABLED

5. On the "Role Assignment Service" confirmation pop-up notice, click "Close" to complete the process and return to the "User Management" tab.

Role Assignment Service

Step 3 of 3: Request Submitted

Repeat the user search to refresh the data and confirm the change was implemented.

III. Updating an Application Role

1. Highlight the desired record under the “Search Result” heading and click on the “Update Application Role” button.

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User Type

AMS Status

HHSID/XID

Search Result

#	Last Name	First Name	HHSID/XID	Email Address	OpDiv	Roles Assigned	AMS Status	Locked Status	SCMS Status	User Type
1	White	Kelly	9123456841	amsuat23@g...	OS	HHSIDENTITYPORTA...	ENABLED	N	ACTIVE	Employee

2. In the “Role Assignment Service” pop-up window, choose the desired application role from the drop-down menu.

Note: The drop-down menu will only include applications you are allowed to manage and which have not yet been added to the user’s profile.

Some applications require an account mapping attribute to proceed. Unless the respective field appears and is prepopulated with the user’s HHSID, you will need to enter the user’s application username or whichever other attribute is used to uniquely identify the user’s application account. **It is critical that this information is an accurate match with the user for whom you are setting up the role.**

Role Assignment Service
 * indicates required field
 Step 1 of 3: Update Application Role for User

* Application Role
 LMS-USER

3. If necessary, enter information in the "Account Mapping Attribute" field. Click on the "Next" button to advance to the next screen.

Role Assignment Service
 * indicates required field
 Step 1 of 3: Update Application Role for User

* Application Role

* Account Mapping Attribute [What does Account Mapping Attribute mean?](#)

4. Review the request and click "Submit" if the information is accurate.

Role Assignment Service
 Step 2 of 3: Review your Request

Request Type: Update
 Application Role: LMS-USER
 Application Mapping Attribute: 12345678

Please review the Application and Roles for the following user:

First Name	Last Name	Email Address	AMS Username	HHSID/XID	User Type	OpDiv	AMS Statu
Kelly	White	amsuat23@g...	KELLY.WHITE	9123456841	Employee	OS	ENABLED

5. On the “Role Assignment Service” confirmation pop-up notice, click “Close” to complete the process and return to the “User Management” tab.

