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.

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


I. Adding an Application Role

1. Highlight the desired record under the “Search Result” heading and click on the “Add Application Role” button.
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.**
3. If necessary, enter information in the “Account Mapping Attribute” field. Click on the “Next” button to advance to the next screen.

4. Review the request and click “Submit” if the information is accurate.
5. On the “Role Assignment Service” confirmation pop-up notice, click “Close” to complete the process and return to the “User Management” tab.

II. Removing an Application Role

1. Highlight the desired record under the “Search Result” heading and click on the “Remove Application Role” button.
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 been previously added to the user’s profile.

3. Click on the “Next” button to advance to the next screen.
4. Review the request and click “Submit” if the information is accurate.

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

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

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

4. Review the request and click “Submit” if the information is accurate.
5. On the “Role Assignment Service” confirmation pop-up notice, click “Close” to complete the process and return to the “User Management” tab.

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Step 3 of 3: Request Submitted

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

Close