



# Configurator: Working with User Accounts

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

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](mailto:helpdesk@dms.nwcg.gov).

The image shows a series of screenshots from the ICBS Configurator application. 
   
1. The first screenshot shows the login page with the ICBS logo and a 'Sign In' button.
   
2. The second screenshot shows the 'Sterling Multi-Channel Fulfillment Solution Configurator' menu with 'Platform' selected.
   
3. The third screenshot shows the 'Platform (NWCG)' tree view with 'Security' expanded and 'Users' selected.
   
4. The fourth screenshot shows the 'User Search (NWCG)' screen with search criteria.
   
5. The fifth screenshot shows the 'User Details (New)' screen on the 'Primary Info' tab, with fields for User ID, Password, User Name, and Menu Group.
   
6. The sixth screenshot shows the 'Contact Address' and 'Billing Address' sections.
   
7. The seventh screenshot shows the 'Group Subscriptions' section with a list of available groups and a 'Subscribed' list.
   
8. The eighth screenshot shows the 'User Details' screen with the 'User ID' field highlighted and a red circle around it, indicating the assignment of the LDAP user ID.

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

## 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 .

*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 .

