

# User Accounts - assigning user roles

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This chapter explains how to create a User Account for a person, designate one or more User Roles for that person based on the type of access they need to perform his/her job at their current duty station, and designate an initial password.

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*Before you can create a User Account, you must first verify that the person exists in the ROSS database. For more information, see “Person - defining information about people,” in this ROSS User’s Guide.*

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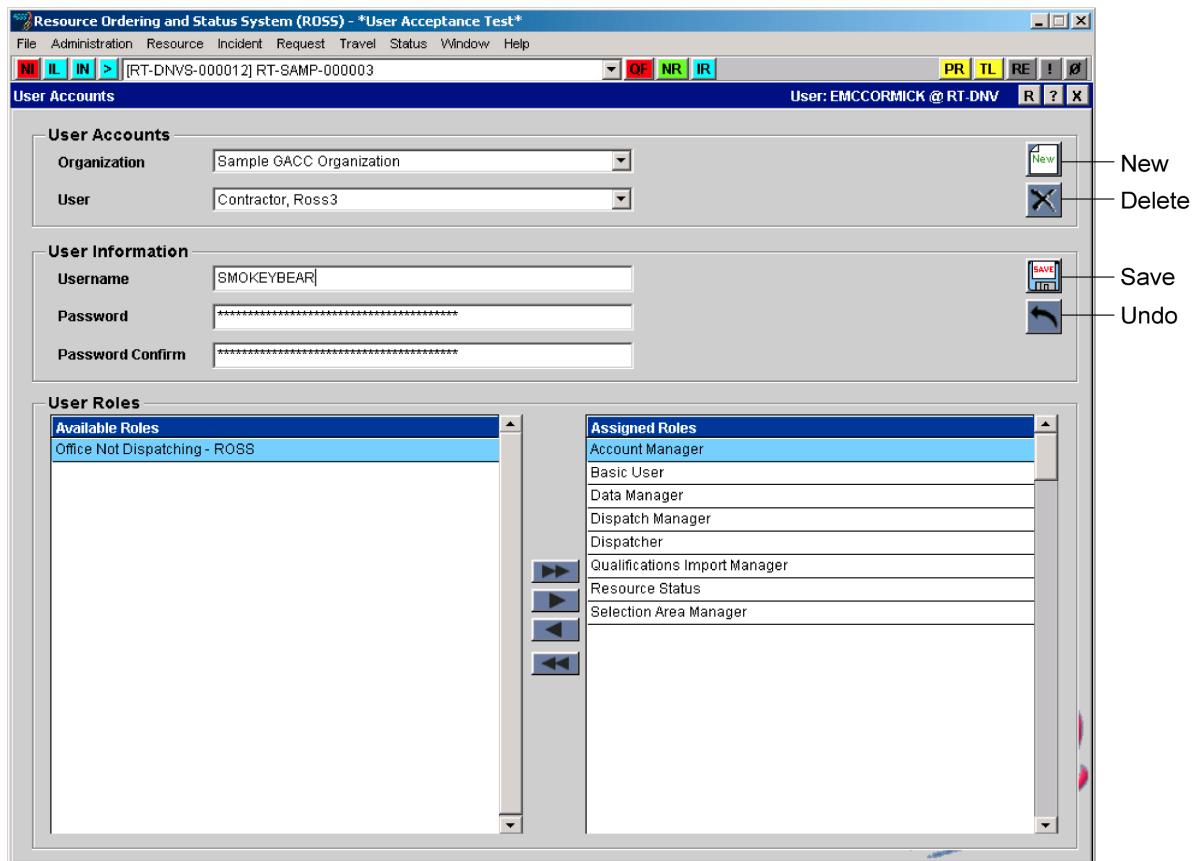
The following diagram shows a simplified example of how a person’s User Role may change based on their duty station.

Username	User Role in Pueblo	User Role in RMACC	User Role in EGB	User Role in NICC
jdoe	Dispatch Manager	Dispatcher	GACC User	NIC User
djones	Dispatcher	Dispatch Manager	Dispatcher	NICC User
msmith	Dispatcher	Dispatcher	GACC User	NIC User

## To access the User Accounts screen

- On the **Administration** menu, click **User Accounts**.

## User Accounts screen



### To search for a user in the ROSS database

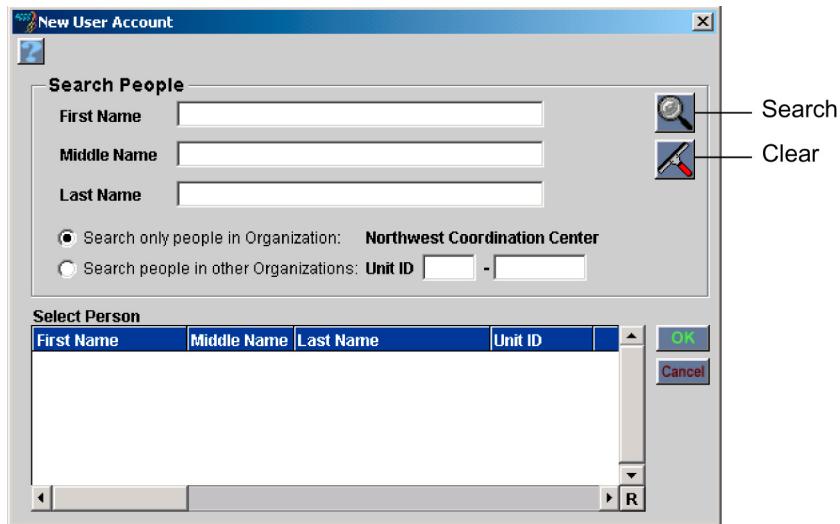
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You can use the New User dialog box to search for a person defined in the ROSS database but has not yet been assigned a User Account and User Roles. To prevent duplicate entries, be sure to search for an existing user before creating one!

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- 1 On the **User Account** screen, click **New**.
- 2 On the **New User** dialog box, type information into as many text boxes as possible to narrow your search.  
*To search for a person within the current Organization, select the **Search only people in...** check box.*
- 3 Click **Search**.
- 4 On the **Select Person** table, click to select the user of your choice.

The following diagram shows the New User dialog box.



### To create a User Account

- 1 On the **User Account** screen, click **New**.
- 2 Search for and then click to select the **User** of your choice.
- 3 Under **User Information**, type the **Username**, **Password**, and **Password Confirm**, and then click **Save**.

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*The Password is case-sensitive. Be sure to follow current security guidelines when creating and/or editing a Password.*

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- 4 Under **User Roles**, click to select the appropriate **Available Roles**, and then click the **Assign** arrow to move your selection to the **Assigned Roles**.
- 5 When finished, click **Close**.

### To edit User Account information

- 1 On the **User Account** screen, click the **Organization** drop-down arrow, and then select the appropriate **Organization** for the user of your choice.
- 2 Click the **User** drop-down arrow, and then select the **User** of your choice.
- 3 Under **User Information**, modify the information as appropriate, and then click **Save**.

### To assign and un-assign User Roles to an existing User Account

- 1 On the **User Account** screen, click the **Organization** drop-down arrow, and then select the appropriate **Organization** for the user of your choice.
- 2 Click the **User** drop-down arrow, and then select the **User** of your choice.

- 3 To assign additional **User Roles**, click to select the appropriate **Available Roles**, and then click the **Assign** arrow to add your selection to the **Assigned Roles**.



*To assign more than one **User Role** at a time, press **CTRL**, click to select each **User Role** under **Available Roles**, and then click the double **Assign** arrow.*

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- 4 To un-assign existing **User Roles**, click to select the appropriate **Assigned Roles**, and then click the **Un-assign** arrow to move your selection to the **Available Roles**.



*To un-assign more than one **User Role** at a time, press **CTRL**, click to select each **User Role** under **Assigned Roles**, and then click the double **Un-assign** arrow.*

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- 5 When finished, click **Close**.

#### To delete a User Account

- 1 On the **User Account** screen, click the **Organization** drop-down arrow, and then select the appropriate **Organization** for the user of your choice.
- 2 Click the **User** drop-down arrow, select the **User** of your choice, and then click **Delete**.
- 3 On the **Confirm Membership Delete** dialog box, click **Yes** to delete or click **No** to cancel.