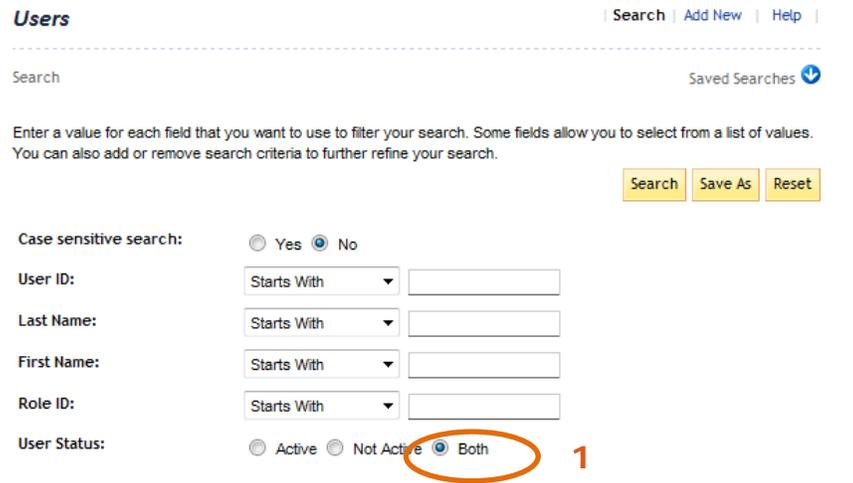
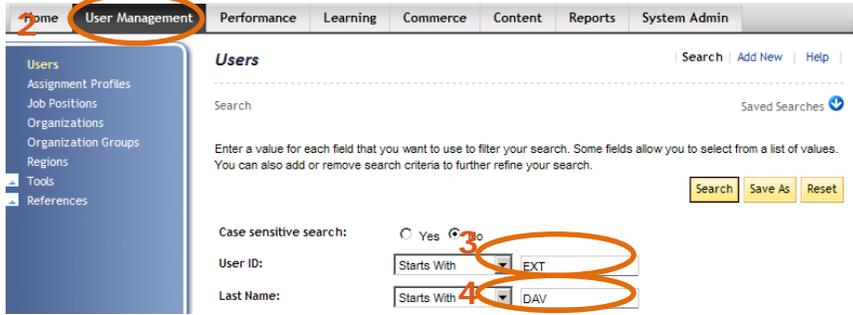


<h2 style="color: #C85130;">Before You Start:</h2>		<p>IMPORTANT:</p> <p>Those taking ATF training who are not ATF Employees or contractors are required to fill out either ATF E-Form 6400.1 - Training Registration Request for Non-ATF Students or ATF Form 6330.1 - Application for National Firearms Examiner Academy. These forms can be used to obtain the required data for adding an External Account.</p>
<h1 style="color: #C85130;">1.</h1>	<p>External accounts are put into inactive status in order to free up licenses. Before creating an External User Account, search User records for Both active and inactive records to ensure that there is <u>not</u> already an existing account for the user.</p> <p>Warning: Duplicate accounts can only be corrected by LMS staff.</p>	 <p>Users Search Add New Help</p> <p>Search Saved Searches</p> <p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p>Search Save As Reset</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: Starts With <input type="text"/></p> <p>Last Name: Starts With <input type="text"/></p> <p>First Name: Starts With <input type="text"/></p> <p>Role ID: Starts With <input type="text"/></p> <p>User Status: <input type="radio"/> Active <input type="radio"/> Not Active <input checked="" type="radio"/> Both 1</p>
<h1 style="color: #C85130;">2.</h1> <h1 style="color: #C85130;">3.</h1> <h1 style="color: #C85130;">4.</h1>	<p>Select the User Management Tab from the main menu.</p> <p>Enter "EXT" in the User ID field.</p> <p>Enter the first three letters of the user's last name.</p>	 <p>Home User Management Performance Learning Commerce Content Reports System Admin</p> <p>Users Search Add New Help</p> <p>Search Saved Searches</p> <p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p>Search Save As Reset</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No 3</p> <p>User ID: Starts With <input type="text" value="EXT"/> 3</p> <p>Last Name: Starts With <input type="text" value="DAV"/> 4</p>

<p>5</p>	<p>Select the Both radio button and click Search.</p>	<p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p style="text-align: right;">Search Save As Reset</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: Starts With <input type="text" value="EXT"/></p> <p>Last Name: Starts With <input type="text" value="DAV"/></p> <p>First Name: Starts With <input type="text"/></p> <p>Role ID: Starts With <input type="text"/></p> <p>User Status: <input type="radio"/> Active <input type="radio"/> Not Active <input checked="" type="radio"/> Both 5</p>																														
<p>6.</p>	<p>If the search result includes one or more users, use the View icon to look at the record.</p>	<p style="text-align: right;">Select All / Deselect All</p> <p>Records per Page <input type="text" value="50"/> Page: 1 2 3 «Previous Next» (137 total records) Page <input type="text" value="1"/> of 3. Go</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>User Name</th> <th>Email Address</th> <th>Organization ID</th> <th>Notify</th> </tr> </thead> <tbody> <tr> <td>EXT17662</td> <td>6  Dave, Hanczuk</td> <td></td> <td>999999</td> <td><input type="checkbox"/></td> </tr> <tr> <td>EXT17424</td> <td> Dave, Madden</td> <td></td> <td>999999</td> <td><input type="checkbox"/></td> </tr> <tr> <td>EXT17737</td> <td> Dave, Moeller</td> <td></td> <td>999999</td> <td><input type="checkbox"/></td> </tr> <tr> <td>EXT17614</td> <td> Dave , Digregorio</td> <td></td> <td>999999</td> <td><input type="checkbox"/></td> </tr> <tr> <td>EXT725</td> <td> Davenport, Randy</td> <td></td> <td>999999</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	User ID	User Name	Email Address	Organization ID	Notify	EXT17662	6  Dave, Hanczuk		999999	<input type="checkbox"/>	EXT17424	 Dave, Madden		999999	<input type="checkbox"/>	EXT17737	 Dave, Moeller		999999	<input type="checkbox"/>	EXT17614	 Dave , Digregorio		999999	<input type="checkbox"/>	EXT725	 Davenport, Randy		999999	<input type="checkbox"/>
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<p>7.</p>	<p>You are now in the User record. Click the Custom Fields tab.</p>	<p>User ID: EXT17662 Name: Dave, Hanczuk</p> <table border="1"> <tr> <td>Surveys</td> <td>Skills Inventory</td> <td>Compensation</td> <td colspan="3" style="text-align: right;">Standard Options</td> </tr> <tr> <td>Organization Dashboard</td> <td>Organization Initiatives</td> <td>Succession Planning</td> <td>Alternate Job Positions</td> <td>Performance Review</td> <td>External Requests (SF-182)</td> </tr> <tr> <td>Commerce</td> <td>Account Code</td> <td>Catalog Preview</td> <td>Preferences</td> <td>Approval Role</td> <td>Approvals</td> </tr> <tr> <td>Cpty Profiles</td> <td>Competencies</td> <td>Registration</td> <td>Requests</td> <td>Online Status</td> <td>Assessments</td> </tr> <tr> <td>Summary</td> <td>Phone Numbers</td> <td>Custom Fields</td> <td>Learning Plan</td> <td>Learning History</td> <td>Curricula</td> </tr> </table> <p>Edit the Custom Fields for the User</p>	Surveys	Skills Inventory	Compensation	Standard Options			Organization Dashboard	Organization Initiatives	Succession Planning	Alternate Job Positions	Performance Review	External Requests (SF-182)	Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals	Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments	Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula
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<p>8.</p>	<p>Compare the information in the Custom Fields with the information on the form (Social Security Number, etc.)</p> <p>IMPORTANT:</p> <p>If the information matches, the user already exists and does not need to be created. However, you should update any new information.</p>	
<p>9.</p>	<p>If the user does not exist:</p> <p>Click the User Management tab on the main menu.</p>	
<p>10.</p>	<p>Click Add New.</p>	
<p>11.</p>	<p>Leave the User ID field blank as this will be auto-populated by the LMS. Make sure the Auto-Generate box is checked.</p>	
<p>12.</p>	<p>Enter the Last Name, First Name, MI.</p>	

<p>13.</p>	<p>Scroll down and enter the rest of the information. For all External accounts, the Domain is SLI and the Organization is 999999.</p> <p>Job Title, Job Position, Emp Status, Region, Hired, Terminated, Supervisor, Coach and Resume Fields are not required. All other fields are mandatory.</p> <p>Click Add.</p>	<p>13</p> <p>Add New User Information</p> <p>* = Required Fields</p> <p>— Security —</p> <p>* User ID: <input type="text"/> <input checked="" type="checkbox"/> Auto Generate</p> <p>Active: <input checked="" type="checkbox"/></p> <p>* Domain: <input type="text" value="SLI"/></p> <p>* Role: <input type="text" value="DEFAULT USER (System Default User Role)"/></p> <p>— Personal —</p> <p>Last: <input type="text" value="Davis"/></p> <p>First: <input type="text" value="Brandon"/></p> <p>MI: <input type="text" value="D"/></p> <p>Gender: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p>— Organization —</p> <p>Organization: <input type="text" value="999999"/></p> <p>Add Reset</p>																														
<p>14.</p>	<p>Select the Custom Fields tab.</p>	<p>User ID: EXT26946 Name: Davis, Brandon D</p> <table border="1"> <tr> <td>Surveys</td> <td>Skills Inventory</td> <td>Compensation</td> <td colspan="3">Standard Options</td> </tr> <tr> <td>Organization Dashboard</td> <td>Organization Initiatives</td> <td>Succession Planning</td> <td>Alternate Job Positions</td> <td>Performance Review</td> <td>External Requests (SF-182)</td> </tr> <tr> <td>Commerce</td> <td>Account Code</td> <td>Catalog Preview</td> <td>Preferences</td> <td>Approval Role</td> <td>Approvals</td> </tr> <tr> <td>Cpty Profiles</td> <td>Competencies</td> <td>Registration</td> <td>Requests</td> <td>Online Status</td> <td>Assessments</td> </tr> <tr> <td>Summary</td> <td>Phone Numbers</td> <td>Custom Fields</td> <td>Learning Plan</td> <td>Learning History</td> <td>Curricula</td> </tr> </table> <p>14</p> <p>Edit the Custom Fields for the User</p>	Surveys	Skills Inventory	Compensation	Standard Options			Organization Dashboard	Organization Initiatives	Succession Planning	Alternate Job Positions	Performance Review	External Requests (SF-182)	Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals	Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments	Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula
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Creating External Accounts

15.

Enter corresponding information into fields: 5, 9, 10, 72, 75 and 76.

These fields are mandatory.

Flip field 73 to **Yes** if the user is from the fire department.

Click **Apply Changes**.

Edit the Custom Fields for the User

Column Number	Label	Value
2	Branch of Government	
3	Federal Department	
4	Agency/Bureau	
5	Directorate/External	TFO

Apply Changes reset

4	Agency/Bureau	
5	Directorate/External Department	TFO
15	Division	
7	Branch	
8	Building	11
9	Last Four SSN	
10	Employee Type	LOCAL (Local Government)
11	Employee Number	
12	SkillSoft Books 24x7 Access	
13	Competency Access	
22	Pay Plan	
23	Job Series	
24	Pay Grade	
25	Step	
26	Education Level	
27	Clearance Level	
28	Master Position Number	
29	Appointment Type	
55	2nd Level Supervisor	
57	Training Coordinator	
61	Contractor Name	
72	Non-DOJ Supervisor Name	
73	Fire Department	Y (YES)
75	Non-DOJ Supervisor Phone	868-979-8989
76	Non-DOJ Supervisor E-Mail	bdavis@umdr.gov

16.

Click the **Phone Numbers** tab.

Surveys	Skills Inventory	Compensation	Standard Options		
Organization Dashboard	Organization Initiatives	Succession Planning	Alternate Job Positions	Performance Review	External Requests (SF-182)
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Edit the User

<p>17.</p>	<p>Enter the user's Phone Number and a Description (ie – cell/office, etc). Click Add.</p>	<p>Edit the User</p> <p>Add a Phone Number to the User</p> <table border="1"> <thead> <tr> <th>Phone Number</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="818-895-7845"/></td> <td><input type="text" value="Office Phone"/></td> </tr> </tbody> </table> <p>Edit the Phone Numbers for the User</p> <p>There are no phone numbers for this User.</p> <p>17 </p>	Phone Number	Description	<input type="text" value="818-895-7845"/>	<input type="text" value="Office Phone"/>
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