# Guide to create a new User

1. Deactivate the existing Users who are no longer needed in the system
   a. Login to Account Management System under Applications on the CSA website's home page
   b. Click on Edit/Update Users tab (This tab is only active for Local Approver's i.e. CPMT Chair and CSA Coordinator)
   c. Local Approver's have the Edit/Update User tab. This tab will display list of all Users in the locality. This tab has three important features.
      i. The View (Magnifying Glass icon) is used to view the details of a User.



   ii. The Edit (Pencil icon) is used to Edit the details of a User. It can be used to:
      i. Edit User Information
      ii. Add User roles
      iii. Delete User roles
   iii. The Delete (Trash Can) icon is used to Delete/Deactivate a User in the AMS. When the following message is displayed, the User will have to click on the OK button,. Once a User is deactivated for all roles, the User can reactivated only by starting a new approval flow process.

10.193.21.208 says

You are about to deactivate this user for all registered roles, within this locality. Please note that the User can only be reactivated by starting another approval flow process. Do you want to proceed?

OK    Cancel

      d.  Click OK.

2. Click on Pencil icon to Edit an existing User and add new roles.

      a.  Approval notification is sent to Locality's CSA Coordinator

      b.  Click on My Approvals tab

      c.  Click on the Review (Notes icon)

3. Click on Register User tab to register the new User.

4. On this tab, the User can register a new User from their locality.

      a.  The new User details are keyed in

      b.  Click on the Register button at the bottom of the screen.

c. Approval notification is sent to Locality's CSA Coordinator
d. Click on My Approvals tab
e. Click on the Review (Notes icon)
f. On the popup screen click on the Approve Button

OCS
Office of Children's Services

**Account Management System - OCS Sta**

My Approvals    Register User    Edit

My Approvals

| Locality/Agency | Name |
|---|---|
| Accomack (001) | Amy For |
| Accomack (001) | 1373 |

## User Details ✕

Name: **Amy Ford**          Agency: **County of Accomack**
Locality/Agency: **Accomack (001)**
Phone: **757-787-5737**          Ext:
Fax: **757-787-2468**
Email: **aford@co.accomack.va.us**
Address: **23296 Courthouse Ave Accomac VA 23301**
Approval Request Date: **7/20/2022 1:13:22 AM**
Active Roles: **Fiscal Agent**
Roles Pending Approval: **DSU/RA**
Rejection Reason:

[ --Select Reject Reason-- ⌄ ]

[ **Approve** ]    [ **Reject** ]

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