



You can manage users for your entities in SAM



What is an Entity?

In SAM, your office/agency/department is now referred to as an "Entity."

- All the data about your entity currently in the legacy systems (CCR/ FedReg, ORCA, and EPLS) will be migrated to SAM.



Becoming an Administrator in SAM

Administrators can create/update records (such as IGT registrations or exclusions) and can manage other users.

- You can migrate your current administrator role from a legacy system. First, create a SAM Account by clicking the "Create an Account" link on the SAM homepage. Then, migrate your legacy roles into SAM. When you create a new account, the system will ask you if you want to migrate any legacy roles. Click that link and follow the prompts.
- If you didn't previously have an administrator role, you can request one using the "Request Roles with New Entity" functionality in SAM, or another administrator can assign you the administrator role.



Administration of Functional Areas

Administrator roles give you authority over individual functional areas.

- In SAM Phase 1, there are different administrators for Entity Management (includes CCR and ORCA functionality) and Exclusions (includes EPLS functionality).
- Administrators for additional functional areas will be made available in future phases.
- You can have administrator roles in multiple functional areas.



Managing Your Users

From your "My SAM" page, you can access your administrator functionality by clicking "Manage Entity Users" on the left navigation panel

- Manage your current users by clicking "Users List." You can:
 - ✓ View a user's profile information
 - ✓ Give a user additional roles
 - ✓ Remove a user's roles
 - ✓ Unlock a locked user's account
- Invite users to connect to your entity by clicking "Invite User."
- View/delete invitations that you've sent by clicking "Pending Sent Invitations."
- Approve/reject requests for roles from users by clicking "Pending Roles Requests."



Tiered Administrators

As an administrator, you can manage users at lower level entities within your organization's hierarchy.

- SAM maintains a hierarchy for U.S. Federal Government entities.
- You can manage users at your entity and any entities below yours in the hierarchy.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov

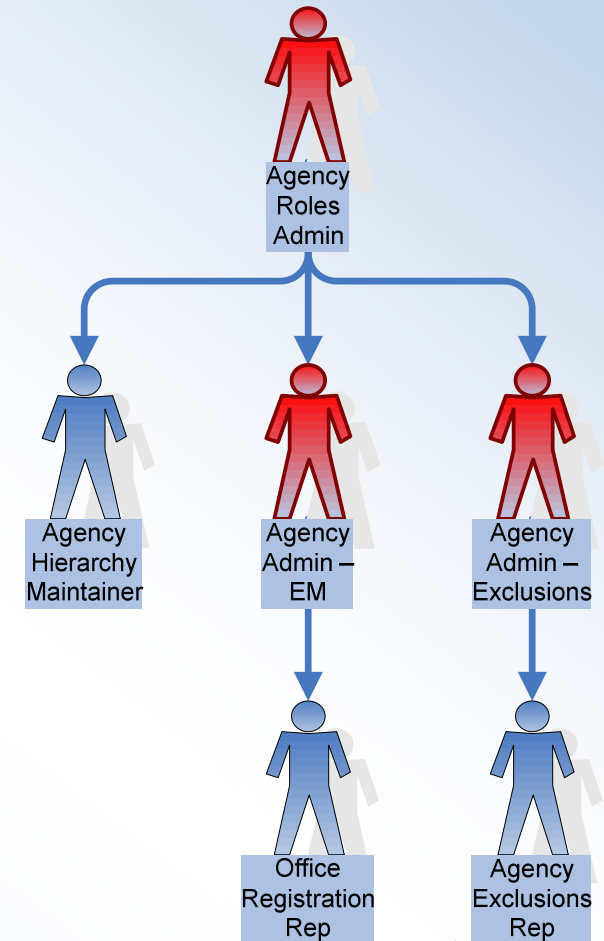


The roles you can manage depend on your administrator type

Phase 1 Federal Roles

As an administrator, you have authority over a certain set of roles.

- Phase 1 federal administrators are displayed in red in the diagram.
- Administrators can manage roles listed underneath them in the diagram.
 - ✓ You can also manage administrators with the same role as you.
- There are 6 different federal roles in Phase 1.
 - ✓ Agency Roles Administrator
 - Manages all federal roles
 - ✓ Agency Administrator – Entity Management
 - Creates and manages an entity management registration (such as an IGT registration)
 - Manages users in the Entity Management functional area
 - Formerly “Agency Registration Official” in FedReg or “Administrator” in CCR
 - ✓ Agency Administration – Exclusions
 - Creates and manages an agency’s exclusions
 - Manages users in the Exclusions functional area
 - ✓ Agency Hierarchy Maintainer
 - Maintains the information (such as address) for offices in a department or agency’s hierarchy. Can also create and move offices in the hierarchy.
 - ✓ Office Registration Representative
 - Creates and edits an entity management registration (such as an IGT registration)
 - Formerly “Registrant” in FedReg or “Maintenance User” in CCR
 - ✓ Agency Exclusions Representative
 - Creates and edits exclusions
 - Formerly “Debar User” in EPLS



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