

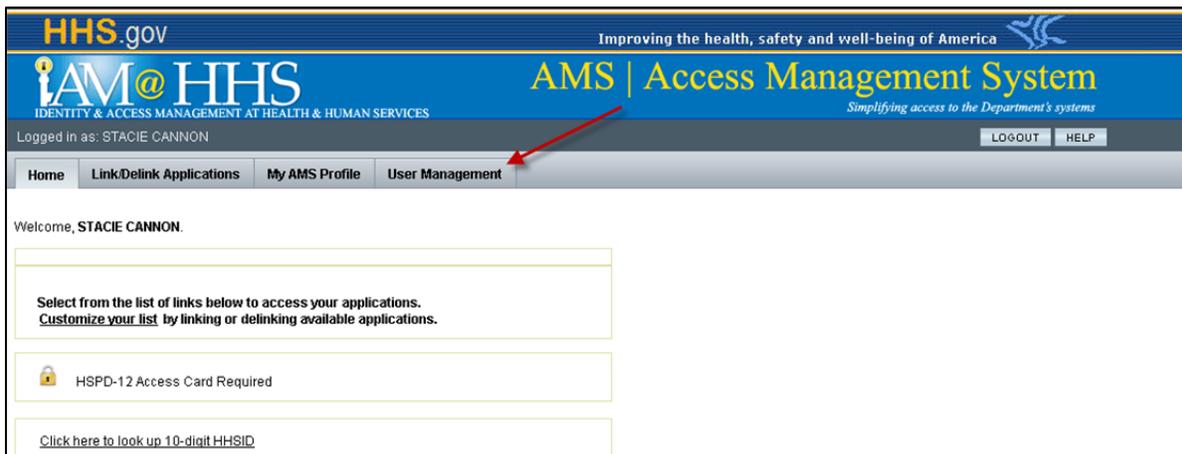
How to Delink an Active Directory (AD)/NIH account from an AMS profile

Purpose: This job aid provides steps for delinking an Active Directory (AD)/NIH account from an AMS profile. Active Directory Accounts should be delinked when the user has transferred to another OPDIV and require linking their new network credentials to log into AMS.

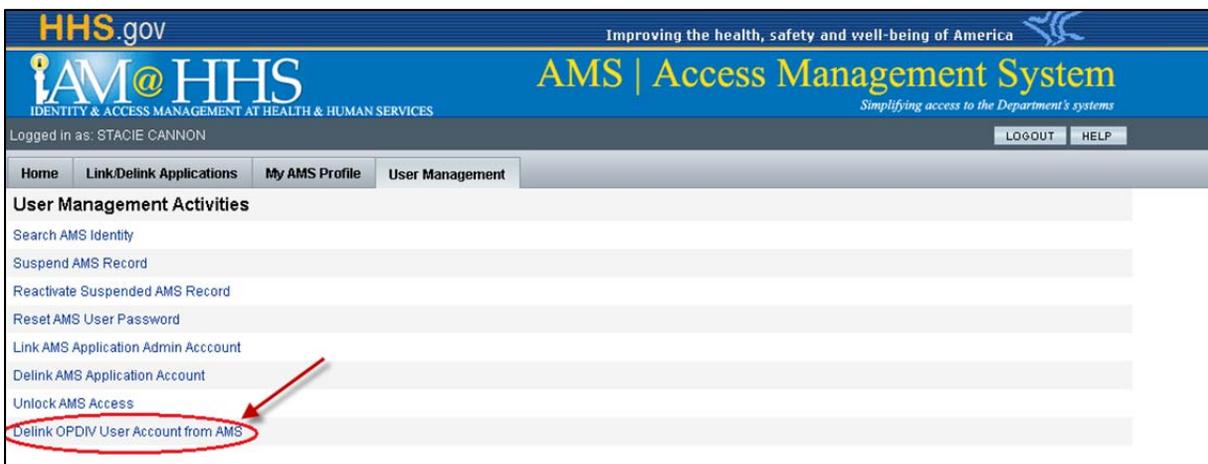
Note: The delink functionality described in this job aid is only made available to only AMS Tier 1, Tier 2 and Tier 3 administrators i.e. AMS Helpdesk and Super Administrators.

Note: The helpdesk personnel should delink an OPDIV user account only if the user required to log into AMS using the new network credentials that the user received from the OPDIV that the user transferred to.

1. Login to AMS (Access Management System). Click the <User Management> tab. Note: You will require to login using your PIV card to access the User Management tab.



2. Click the "Delink OPDIV User Account from AMS Profile" link.



- Fill in appropriate user information and click <Continue>.

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AMS | Access Management System Simplifying access to the Department's systems

Logged in as: STACIE CANNON LOGOUT HELP

Home Link/Delink Applications My AMS Profile User Management

Delink OPDIV User Account from AMS Profile

Enter any combination of the search criteria below to find a user.
Enter at least 2 characters in one field and use * for remaining characters.

HHSID

Account Id

First Name lvy

Last Name Huang

Email Address

Continue Cancel

- Choose the appropriate user and click <Continue>. Notice under the Account Link Status column the link status for NIH/ AD is displayed.

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Home Link/Delink Applications My AMS Profile User Management Reports

Delink OPDIV User Account from AMS Profile

Please select a user from the list below.

IAM Account Name	First Name	Last Name	Email Address	HHSID	AMS Status	SCMS Status	Account Link Status	Linked Applications	Application User ID
<input checked="" type="radio"/> lvy.h.huang	lvy	Huang	amsuat23@gmail.com	2000652599	Enabled	Active	NIH Federation Enabled	AMSUserReportViewer GovNETUserPSC MACCSUserPSC Search HHSID Search HHSID-RoleAssigner SecurityManagerUser SecurityManagerUser-RoleAssigner WCDUser WCDUser-RoleAssigner	

Continue Back Cancel

- Verify that the delink of the OPDIV User Account from the AMS Profile was successful. Click <Done>.

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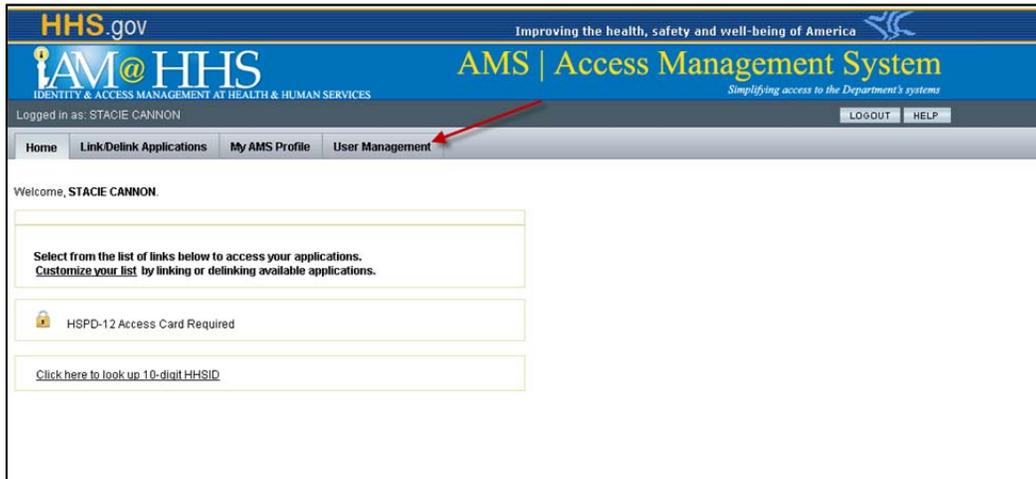
Home Link/Delink Applications My AMS Profile User Management Reports

Delink OPDIV User Account from AMS Status

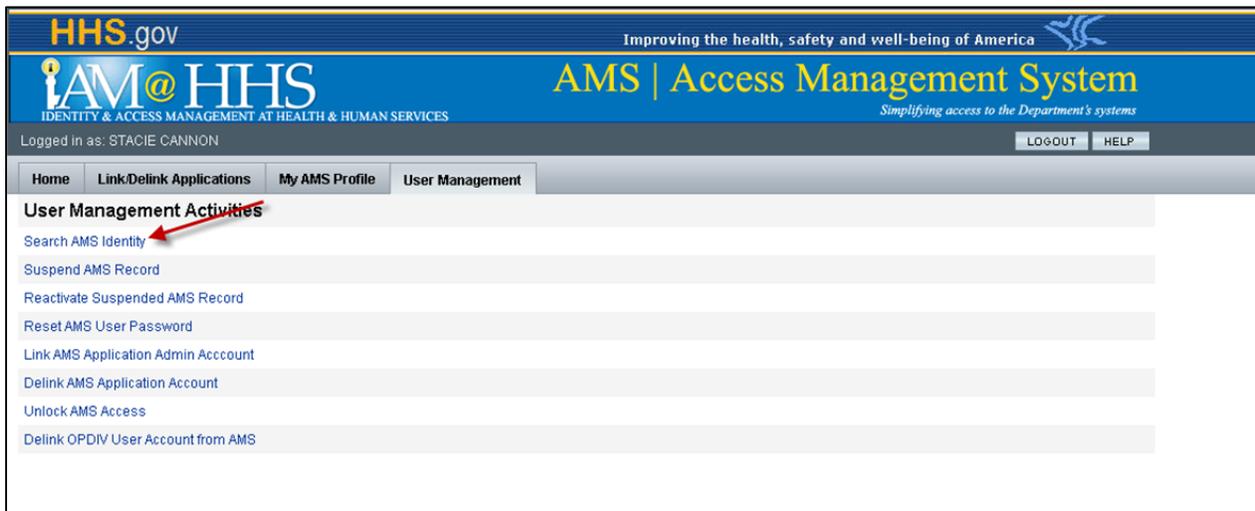
The delinking of user's OPDIV account was successful.

Done

- To verify that the AD account was delinked from the AMS profile, search for the user's identity by clicking back on the **User Management** tab.



- Click on the "Search AMS Identity" link.



- Input search criteria and click <Continue>.

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Logged in as: STACIE CANNON LOGOUT HELP

Home Link/Delink Applications My AMS Profile User Management

Search AMS Identity

Enter any combination of the search criteria below to find a user.
 Enter at least 2 characters in one field and use * for remaining characters.

HHSID
 Account Id
 First Name lvy
 Last Name Huang
 Email Address

Continue Cancel

- Verify that the account is no longer AD linked.

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Logged in as: STACIE CANNON LOGOUT HELP

Home Link/Delink Applications My AMS Profile User Management

Search AMS Identity

IAM Account Name	First Name	Last Name	Email Address	HHSID	AMS Status	SCMS Status	PIV Card Status	Account Link Status	Linked Applications	Application User ID
<input checked="" type="radio"/> lvy.huang	lvy	Huang	amsuat23@gmail.com	2000652599	Enabled	Active			AMSUserReportViewer GovNETUserPSC MACCSUserPSC Search HHSID Search HHSID-RoleAssigner SecurityManagerUser SecurityManagerUser-RoleAssigner WCDUser WCDUser-RoleAssigner	

Continue Back Cancel