

How to Search for an AMS User

1. Log into AMS at <https://ams.hhs.gov>. For quick and easy access to your applications, add this page to your browser favorites or create a desktop shortcut.
2. On your AMS homepage, click on the “AMS User Search” link.

The screenshot shows the AMS homepage for Suzanne Burge. The top navigation bar includes the HHS.gov logo, the slogan "Improving the health, safety and well-being of America", and the IAM@HHS logo. The main header features the "AMS | Access Management System" title and the tagline "Simplifying access to the Department's systems". The user is logged in as Suzanne Burge, and there are links for "Accessibility Mode" (Enable/Disable), "Logout", and "Help". The main content area has a "Welcome, Suzanne Burge" message and a list of application links. The "AMS User Search" link is highlighted with a red box.

3. On the “AMS User Search” page, enter your search criteria and click “Search.”

Note: You may enter any combination of valid search terms in the available fields, including partial expressions (e.g., first three letters of last name, first letter of first name, partial HHSID).

- Entries are not case sensitive
- Entering more information limits the number of matching records returned by your search (e.g., complete first and last name)
- Entering less information returns broader results (e.g., last name only)
- Entering a complete HHSID will return a single matching record
- Entering a complete AMS username will return a single matching record

AMS User Search [What does this mean?](#)

Enter any combination of the search criteria below to find a user.

Find User

Last Name

First Name

AMS Username

Email Address

OpDiv

User Type

AMS Status

HHSID/XID

- To proceed, click "Agree" on the "Data Protection Policy Statement" pop-up notice.

Data Protection Policy Statement

This search is intended for authorized administrators who need to look up and review an AMS user's profile data, including the user's HHSID and application access. Note that the results will include information on HHS employees, contractors, and affiliates, as collected by their respective badging offices and on-boarding systems.

By clicking Agree button, you are accepting the responsibility to protect the privacy of user data presented in the search results. If you agree and would like to proceed with the search, click Agree button.

- All matching records will be returned under the "Search Result" heading. To view large numbers of records, use the scroll bar to advance.

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Enter any combination of the search criteria below to find a user.

Find User

Last Name

First Name

AMS Username

Email Address

OpDiv

User Type

AMS Status

HHSID/XID

Search Result

#	Last Name	First Name	Email Address	OpDiv	User Type	HHSID/XID	AMS Status	SCMS Status	Roles Assigned	HSPD-Card S
1	SMITH	ANNI	ANNI.SMITH...	AHRQ	Employee	2000145339	ENABLED	ACTIVE	HHSENTERPRISEPOR...	
2	Smith	Leah	leah.smith@h...				ENABLED	ACTIVE	EHRP-USER SEARCH...	
3	SMITH	JANE	ASD@LD.COM	CDC	Employee	2000124276	ENABLED	ACTIVE	EHRP-USER HHSIDEN...	
4	SMITH	JOE	amsuat23@g...	AHRQ	Employee	2000059325	ENABLED	ACTIVE	EOPF-USER EOPF-U...	