

## Role Assignment Service – Management of an Application Role

**Note:** The Role Assignment Service allows you to add, modify, and delete application roles for AMS users. If you do not yet have permission to perform role assignment services in AMS, you will need to complete the AMS Administrator Role Request Form for submission to [IAMAMSPMO@hhs.gov](mailto:IAMAMSPMO@hhs.gov) for assignment. During an active AMS session (i.e., after logging into AMS), retrieve the form by clicking on the “Help” button on your homepage or directly copying this link into your navigation bar: <https://ams.hhs.gov/amsApp/help/HelpIndex.html>.

Performing role assignment tasks requires authentication with your HSPD-12 access card; if you logged into AMS by other means, you will be required to complete a second step of authentication before you can proceed with related activities.

1. Log into AMS, preferably using your HSPD-12 access card, 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, select the “User Management” tab.

The screenshot displays the AMS homepage for user Suzanne Burge. At the top, the HHS.gov logo and the slogan "Improving the health, safety and well-being of America" are visible. Below this is the "IAM@HHS" logo and the text "IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES". The main header area includes the "AMS | Access Management System" title and the tagline "Simplifying access to the Department's systems". A navigation bar contains tabs for "Home", "Link/Delink Applications", "My AMS Profile", and "User Management" (which is highlighted with a red box). To the right of the navigation bar, there are options for "Accessibility Mode" (Enable/Disable) and buttons for "Logout" and "Help". The main content area begins with a "Welcome, Suzanne Burge" message and a link to "Customize your list". Below this, there are two sections of application links: "Restricted Access, HHS Network" and "Open Access, Internet". The "Restricted Access" section includes links for "Electronic Official Personnel Folder (eOPF)", "ITAS for OS, ACF, PSC, HRSA, SAMHSA, AHRO, DMAT, OIG, OPHS, ACL, NDMS, ESS", and "HHS Identity Portal (Service to retrieve previously issued encryption keys)". The "Open Access" section includes links for "AMS User Search", "HHS Learning Portal", and "WCD Applications". At the bottom of the page, there are icons and text indicating "HSPD-12 Access Card Required" and "Internet Explorer Required".

3. On the “User Management” page, enter your search criteria and click “Submit”.

**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

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**iAM@HHS** IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES

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

Logged in as: Suzanne Burge Accessibility Mode  Enable  Disable Logout Help

Home Link/Delink Applications My AMS Profile **User Management**

**User Management** [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

4. 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.

#### I. Adding an Application Role

1. Highlight the desired record under the “Search Result” heading and click on the “Add Application Role” button.

**User Management** [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

**Search Result**

#	Last Name	First Name	HHSID/XID	Email Address	OpDiv	Roles Assigned	AMS Status	Locked Status	SCMS Status	User Type
1	White	Kelly	9123456841	amsuat23@g...	OS	HHSIDENTITYPORTA...	ENABLED	N	ACTIVE	Employee

- In the "Role Assignment Service" pop-up window, choose the desired application role from the drop-down menu.

**Note:** The drop-down menu will only include applications you are allowed to manage and which have not yet been added to the user's profile.

Some applications require an account mapping attribute to proceed. Unless the respective field appears and is prepopulated with the user's HHSID, you will need to enter the user's application username or whichever other attribute is used to uniquely identify the user's application account. **It is critical that this information is an accurate match with the user for whom you are setting up the role.**

**Role Assignment Service**  
\* indicates required field  
Step 1 of 3: Add Application Role to User

\* Application Role

- Select an Application Role
- Select an Application Role
- BIIS-USER
- EHRP-ADMIN
- EHRP-USER
- EOPF-USER
- GOVNET-PSC-USER
- HHSEAREPOSITORY-USER
- LMS-USER**
- MACCS-PSC-USER
- PIV-EX
- SEARCHHHSID
- USASTAFFING-CORE

3. If necessary, enter information in the “Account Mapping Attribute” field. Click on the “Next” button to advance to the next screen.

**Role Assignment Service**  
\* indicates required field  
Step 1 of 3: Add Application Role to User

\* Application Role

\* Account Mapping Attribute  [What does Account Mapping Attribute mean?](#)

4. Review the request and click “Submit” if the information is accurate.

**Role Assignment Service**

Step 2 of 3: Review your Request

Request Type: Add  
 Application Role: LMS-USER  
 Application Mapping Attribute: 123456

Please review the Application and Roles for the following user:

First Name	Last Name	Email Address	AMS Username	HHSID/XID	User Type	OpDiv	AMS Statu
Kelly	White	amsuat23@g...	KELLY.WHITE	9123456841	Employee	OS	ENABLED

Back Submit Cancel

- On the “Role Assignment Service” confirmation pop-up notice, click “Close” to complete the process and return to the “User Management” tab.

**Role Assignment Service**

Step 3 of 3: Request Submitted

Repeat the user search to refresh the data and confirm the change was implemented.

Close

## II. Removing an Application Role

- Highlight the desired record under the “Search Result” heading and click on the “Remove Application Role” button.

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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

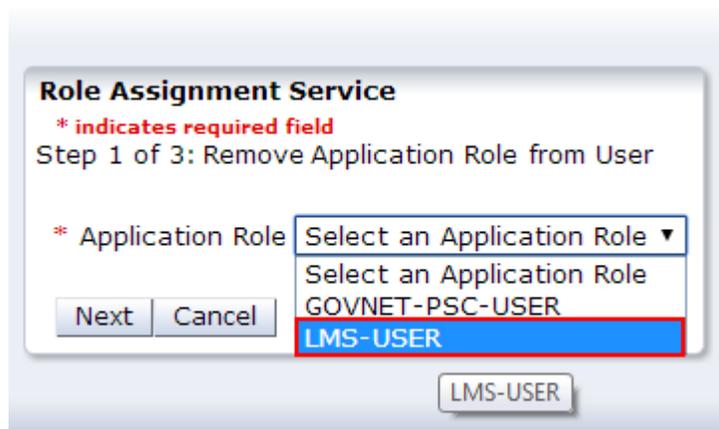
HHSID/XID

**Search Result**

#	Last Name	First Name	HHSID/XID	Email Address	OpDiv	Roles Assigned	AMS Status	Locked Status	SCMS Status	User Type
1	White	Kelly	9123456841	amsuat23@g...	OS	HHSIDENTITYPORTA...	ENABLED	N	ACTIVE	Employee

- In the “Role Assignment Service” pop-up window, choose the desired application role from the drop-down menu.

**Note:** The drop-down menu will only include applications you are allowed to manage and which have been previously added to the user’s profile.



- Click on the “Next” button to advance to the next screen.

### Role Assignment Service

\* indicates required field

Step 1 of 3: Remove Application Role from User

\* Application Role

\* Account Mapping Attribute  [What does Account Mapping Attribute mean?](#)

- Review the request and click "Submit" if the information is accurate.

### Role Assignment Service

Step 2 of 3: Review your Request

Request Type: Remove

Application Role: LMS-USER

Application Mapping Attribute: 123456

Please review the Application and Roles for the following user:

First Name	Last Name	Email Address	AMS Username	HHSID/XID	User Type	OpDiv	AMS Status
Kelly	White	amsuat23@g...	KELLY.WHITE	9123456841	Employee	OS	ENABLED

- On the "Role Assignment Service" confirmation pop-up notice, click "Close" to complete the process and return to the "User Management" tab.

### Role Assignment Service

Step 3 of 3: Request Submitted

Repeat the user search to refresh the data and confirm the change was implemented.

### III. Updating an Application Role

1. Highlight the desired record under the “Search Result” heading and click on the “Update Application Role” button.

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AMS Username

Email Address

OpDiv

User Type

AMS Status

HHSID/XID

**Search Result**

#	Last Name	First Name	HHSID/XID	Email Address	OpDiv	Roles Assigned	AMS Status	Locked Status	SCMS Status	User Type
1	White	Kelly	9123456841	amsuat23@g...	OS	HHSIDENTITYPORTA...	ENABLED	N	ACTIVE	Employee

2. In the “Role Assignment Service” pop-up window, choose the desired application role from the drop-down menu.

**Note:** The drop-down menu will only include applications you are allowed to manage and which have not yet been added to the user’s profile.

Some applications require an account mapping attribute to proceed. Unless the respective field appears and is prepopulated with the user’s HHSID, you will need to enter the user’s application username or whichever other attribute is used to uniquely identify the user’s application account. **It is critical that this information is an accurate match with the user for whom you are setting up the role.**

**Role Assignment Service**  
 \* indicates required field  
 Step 1 of 3: Update Application Role for User

\* Application Role    
 LMS-USER

3. If necessary, enter information in the "Account Mapping Attribute" field. Click on the "Next" button to advance to the next screen.

**Role Assignment Service**  
 \* indicates required field  
 Step 1 of 3: Update Application Role for User

\* Application Role

\* Account Mapping Attribute  [What does Account Mapping Attribute mean?](#)

4. Review the request and click "Submit" if the information is accurate.

**Role Assignment Service**  
 Step 2 of 3: Review your Request

Request Type: Update  
 Application Role: LMS-USER  
 Application Mapping Attribute: 12345678  
 Please review the Application and Roles for the following user:

First Name	Last Name	Email Address	AMS Username	HHSID/XID	User Type	OpDiv	AMS Statu
Kelly	White	amsuat23@g...	KELLY.WHITE	9123456841	Employee	OS	ENABLED

5. On the “Role Assignment Service” confirmation pop-up notice, click “Close” to complete the process and return to the “User Management” tab.

