



ACCESS MANAGEMENT

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Purpose: To demonstrate the performance of various activities relating to Access Management in NBIS.

ACCESS MANAGEMENT

How to Grant Access from the Subject's Profile

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- 2. Enter the subject's SSN or first or last name in the search field, then select the **search** icon.
- 3. Select the **SSN** hyperlink.

National Background Inve	estigation Services						Search Subject by SSN 🔍 🔞	۵ 🛛		
Ø Dashboard	Subject Mar	nagement						Â		
🏳 Task Management	-	-								
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	1533.62	Miller	Gauge	United States	Vetting Risk Operations/1006B					
	1535672	Bond	James	United States, United Kingdom	Vetting Risk Operations/1006B					
	1000	Mouse	Minnie	United States	Vetting Risk Operations/1006B					
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	1000	Bob	Bob	United States	Vetting Risk Operations/1006B					
	1.11.11.1	Kramer	Cosmo	United States, Lithuania	Vetting Risk Operations/1006B					
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	1433443	Jones	Mike	United States	Vetting Risk Operations/1006B					
	15356-2	Test	Misses	United States	Vetting Risk Operations/1006B					

Two Options:

1. From the Subject Profile tab, scroll down to the **Access** card to view and select the **+Grant Access** hyperlink.

6	National Background Inve	estigation Services					Search Subject by SSN 🔍 🚑	96
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ø	Visit Management	Access	2				Select Organization 🗸	
	Subject Management	Access				+ Grant Access	Title	ł
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		Access Type Secret	Organization Department of Security Managers 1	Access Grant Date 11/24/2021	Category Military	I		
						See more	Upload Attachments	

2. Second option; select the **Filter By** drop-down arrow, then select **Access**.

National Background Inve	stigation Services					Search Subject by SSN 🔍 💭 🛛
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	Case ID 21341GREE1433167	Phase Adjudication	Case Type Tier 5	Start Date 12/07/2021		

How to Grant Access:

1. The Access card will display. Select **Grant Access**.

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			managers i			See more	Enter Notes	
		Access Type Secret	Organization Department of Security Managers 1	Access Grant Date 11/24/2021	Category Military	1		Add
						See more	Upload Attachments	5

2. Complete the required asterisk fields, then select **Submit**.

National Background Inv	estigation Services				Search Subject by SSN 🔍 🕢 🗘
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ကို Org Management	Affiliated Organization	Category Military	Access Name *		
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til) Reports					
(i) Error Management					
	Cancel				Submit

3. The green success banner will display at the top of the screen confirming access was granted.

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How to Remove Access from the Subject's Profile Page

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- 2. Enter the subject's SSN or first or last name in the search field, then select the **search** icon.
- 3. Select the **SSN** hyperlink.

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4. Select the **ellipsis** in the Access card, then select **Remove Access**. **Note:** Selecting **Remove Access** leads to a *permanent* removal of access.

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6. Select **Continue** to confirm removal.

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7. The green success banner will display at the top of the screen confirming access was removed.

Note: The subject's Top-Secret access has been removed and no longer displays on the Access card.

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How to Suspend a Subject's Access

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- 2. Enter the subject's SSN or first or last name in the search field, then select the **search** icon.
- 3. Select the **SSN** hyperlink.

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Task Management												
📅 Visit Management	My Subject	List					Actions					
Subject Management	Subjects in your o	organization are listed below.	To include all subjects in yo	ur hierarchy, select the checkbox. Select	the Advanced Search link to specify fields to sear	ch for.	Actions					
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	States.	Anesh	Ramila	United States	Vetting Risk Operations/1006B							
	States.	Miller	Gauge	United States	Vetting Risk Operations/1006B							
	Start and	Bond	James	United States, United Kingdom	Vetting Risk Operations/1006B							
	States.	Mouse	Minnie	United States	Vetting Risk Operations/1006B							
	States.	Jaberson	Jasmine	United States	Vetting Risk Operations/1006B							
	Start and	Bob	Bob	United States	Vetting Risk Operations/1006B							
	Start and	Kramer	Cosmo	United States, Lithuania	Vetting Risk Operations/1006B							
	States.	Wayne	Bruce	United States	Vetting Risk Operations/1006B							
	Start and	Seinfield	Kramer	United States	Vetting Risk Operations/1006B							
	Start and	Jones	Mike	United States	Vetting Risk Operations/1006B							
	Sec. 24	Test	Misses	United States	Vetting Risk Operations/1006B							

 Scroll down, select the ellipsis, then select Suspend Access. Note: This will temporarily freeze the account's access and will not lead to a permanent removal.



6	National Background Inve	stigation Services				Search Subject by SSN 🔍 🗿 🔎 应
	Dashboard	🖉 Greene, Rachel	Program Tags:			Actions
	Task Management	Citizenship: United States	Place of Birth: new york, New York	Date of Birth: 06/16/1999	Aliases: N/A	Contact Info: View
	Visit Management					1
-	Subject Management	Suspend Access To suspend access, complete the fields below and select the Sub	mit button.			
	Org Management	Affiliated Organization Department of Security Managers 1	Access Level Top Secret			
D	Order Form Library	Suspend Reason *				
	System Settings	Select Reason				
al	Reports	Justification * Enter Justification				
	Error Management					
		Cancel				Submit

6. The green success banner will display at the top of the screen confirming access was suspended.

Note: Suspending a subject's access affects <u>all</u> active access types on the Access card.



How to Reinstate a Subject's Access



- 2. Enter the subject's SSN or first or last name in the search field, then select the **search** icon.
- 3. Select the **SSN** hyperlink.

Rational Background Investig	ation Services						Search Subject by SSN 🔍 💿 🗘 📴			
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	Marca .	Mina	Sina	United States	Vetting Risk Operations/1006B					
	States .	Anesh	Ramila	United States	Vetting Risk Operations/1006B					
	Starting.	Miller	Gauge	United States	Vetting Risk Operations/1006B					
	States -	Bond	James	United States, United Kingdom	Vetting Risk Operations/1006B					
	States.	Mouse	Minnie	United States	Vetting Risk Operations/1006B		-			
	States.	Jaberson	Jasmine	United States	Vetting Risk Operations/1006B					
	Station .	Bob	Bob	United States	Vetting Risk Operations/1006B					
	States.	Kramer	Cosmo	United States, Lithuania	Vetting Risk Operations/1006B					
	States.	Wayne	Bruce	United States	Vetting Risk Operations/1006B					
	States.	Seinfield	Kramer	United States	Vetting Risk Operations/1006B					
	Sand and	Jones	Mike	United States	Vetting Risk Operations/1006B					
	Star and	Test	Misses	United States	Vetting Risk Operations/1006B					

4. Scroll down, select the **ellipses**, then select **Reinstate Access**.

Rational Background Investi	gation Services						Search Subject by SSN 🔍 🖉 📴
Ø Dashboard	🖉 Greene, Rachel 🏂	Sector	Program Tag	$\fbox{Actions} \lor$			
Task Management	Citizenship: United States	Plac	e of Birth: new york, New Yo	ork Date of Birth: 06/16/19	199	Aliases: N/A	Contact Info: View
📅 Visit Management	Owning/Servicing Organization	Category		Main Organization :			^
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d] Reports				See more			
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Task Management	Citizenship: United States	Place of Birth: new york, New York	Date of Birth: 06/16/1999	Aliases: <u>N/A</u>	Contact Info: <u>View</u>
Visit Management	Reinstate Access				
Subject Management	To reinstate access, complete the fields below and select the Sub	mit button.			
ふ Org Management	Affiliated Organization Department of Security Managers 1	Access Level Secret			
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6. The green success banner will display at the top of the screen confirming access was reinstated.

Note: Reinstating an access affects only the individual access type selected by the user.

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How to Approve Pending Access

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- 2. Enter the subject's SSN or first or last name in the search field and then select the **search** icon.
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4. Select the **ellipses** icon, then select **Pend Access**.

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