



ACCESS MANAGEMENT

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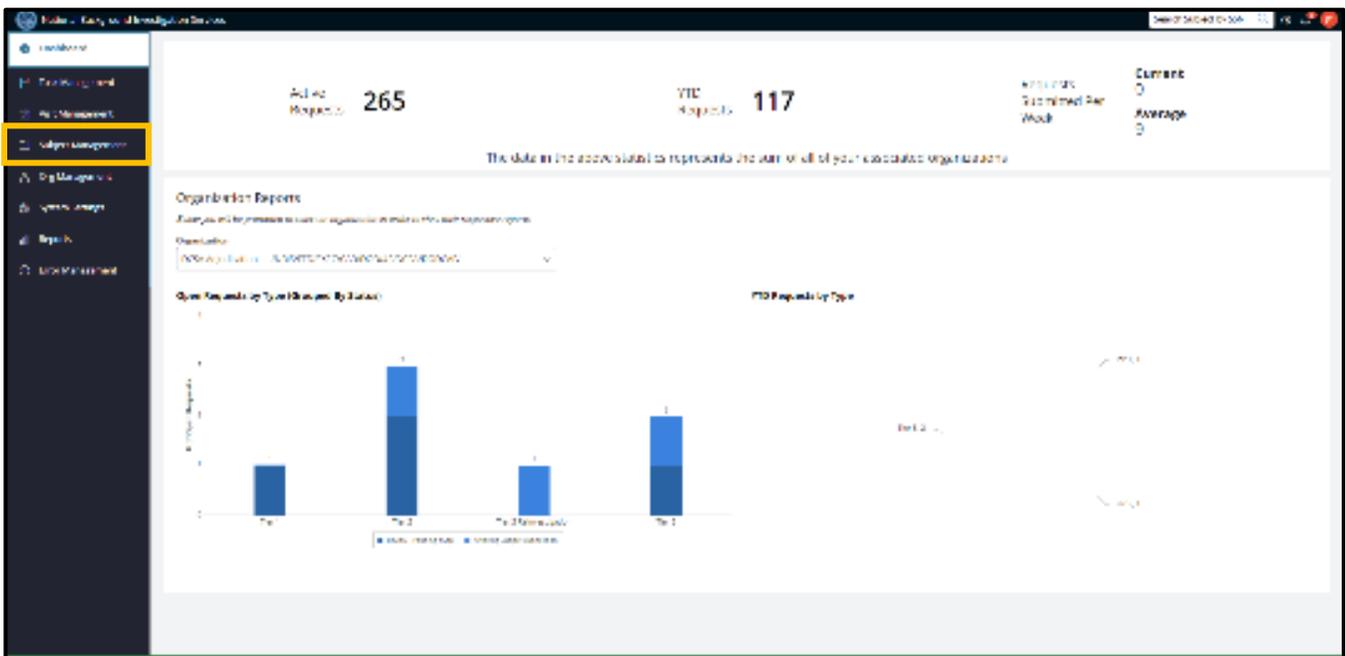
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Purpose: To demonstrate the performance of various activities relating to Access Management in NBIS.

ACCESS MANAGEMENT

How to Grant Access from the Subject's Profile

1. Select **Subject Management** from the Left Navigation Menu.



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.

Subject Management

My Subject List

Search on All Fields Include Subjects in My Hierarchy

Advanced Search

Total Results: 21

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
	Doee	John	United States	Vetting Risk Operations/1006B	---	---
	Mina	Sina	United States	Vetting Risk Operations/1006B	---	---
	Anesh	Ramila	United States	Vetting Risk Operations/1006B	---	---
	Miller	Gauge	United States	Vetting Risk Operations/1006B	---	---
	Bond	James	United States, United Kingdom	Vetting Risk Operations/1006B	---	---
	Mouse	Minnie	United States	Vetting Risk Operations/1006B	---	---
	Jaberson	Jasmine	United States	Vetting Risk Operations/1006B	---	---
	Bob	Bob	United States	Vetting Risk Operations/1006B	---	---
	Kramer	Cosmo	United States, Lithuania	Vetting Risk Operations/1006B	---	---
	Wayne	Bruce	United States	Vetting Risk Operations/1006B	---	---
	Seinfeld	Kramer	United States	Vetting Risk Operations/1006B	---	---
	Jones	Mike	United States	Vetting Risk Operations/1006B	---	---
	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.

Greene, Rachel

Citizenship: United States Place of Birth: new york, New York Date of Birth: 06/16/1999 Aliases: N/A Contact Info: [View](#)

Access [+ Grant Access](#)

Access Type	Organization	Access Grant Date	Category
Top Secret	Department of Security Managers 1	11/24/2021	Military
Secret	Department of Security Managers 1	11/24/2021	Military

Upload Attachments

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

The screenshot shows the 'Subject Profile' page for Rachel Greene. The 'Filter By' dropdown menu is open, showing options: 'See All...', 'Open Cases', 'Current Determinations', 'Access' (highlighted), 'Polygraph', and 'Polygraph'. The main content area displays a table of case records:

Case ID	Phase	Case Type	Start Date
22017GREFE1115249	Authorization	Tier 3	12/23/2021
21363GREFE1344095	Initiation	---	01/17/2022
21363GREFE1344095	Adjudication	Tier 5	12/29/2021
21341GREFE1433167	Adjudication	Tier 5	12/07/2021

How to Grant Access:

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

The screenshot shows the 'Access' card for Rachel Greene. The 'Access' dropdown menu is open, showing the 'Access' option. The main content area displays a table of access records:

Access Type	Organization	Access Grant Date	Category
Top Secret	Department of Security Managers 1	11/24/2021	Military
Secret	Department of Security Managers 1	11/24/2021	Military

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

The screenshot shows the 'Grant Access' form for subject Rachel Greene. The form includes the following fields and values:

- Citizenship:** United States
- Place of Birth:** new york, New York
- Date of Birth:** 06/16/1999
- Aliases:** N/A
- Contact Info:** [View](#)
- Access Name*:** Top Secret (dropdown menu)
- NDA Signature Date*:** 1/27/2022 (calendar icon)
- Affiliated Organization:** Department of Security Managers 1
- Category:** Military

Buttons for 'Cancel' and 'Submit' are visible at the bottom of the form.

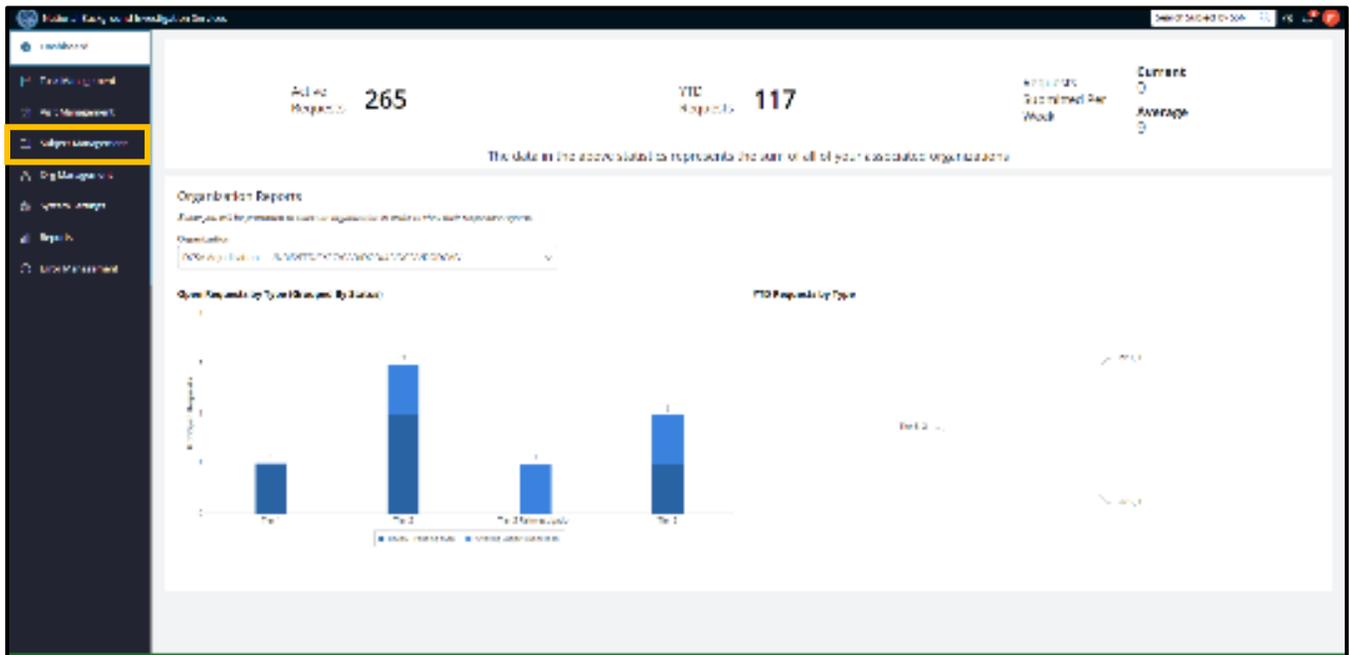
3. The green success banner will display at the top of the screen confirming access was granted.

The screenshot shows the profile page for Rachel Greene after the grant access process. A green success banner is displayed at the top of the main content area, indicating that access was granted. The profile page includes the following sections:

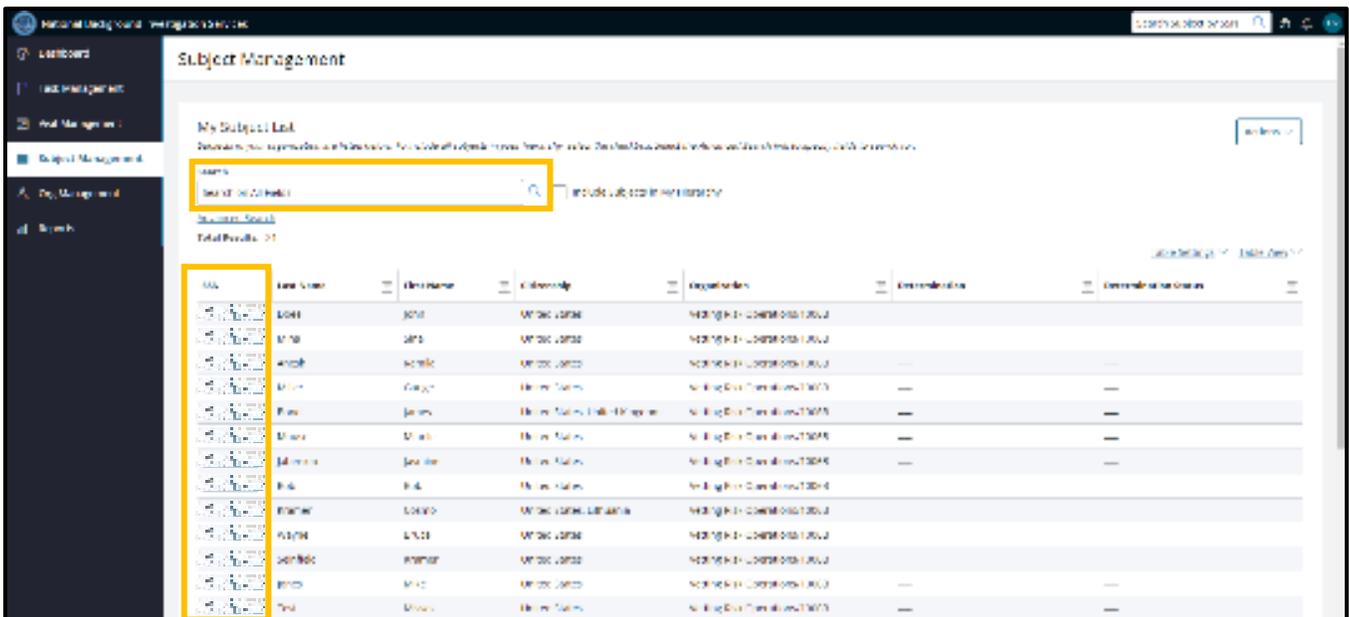
- Profile:** Active, Last Modified: 01/27/2022
- Filter By:** See All (dropdown)
- Details:** 1/27/2022
- Documents:** 1/27/2022
- Tags:** Inval, Exclusion/Revoked Status, Denial/No
- Links:** + See All Links
- Additional Information:** Coverage/Traveling Organization: Department of Security Managers 1, Category: Personal Profile, Main Organization: Department of Security Managers 1
- Additional Information:** + See All Links
- Additional Information:** + See All Links

How to Remove Access from the Subject's Profile Page

1. Select **Subject Management** from the Left Navigation Menu.



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.



4. Select the **ellipsis** in the Access card, then select **Remove Access**.

Note: Selecting **Remove Access** leads to a *permanent* removal of access.

The screenshot shows the 'National Background Investigation Services' interface for subject 'Greene, Rachel'. The 'Access' section contains a table with the following data:

Access Type	Organization	Access Grant Date	Category
Top Secret	Department of Security Managers 1	11/24/2021	Military
Secret	Department of Security	11/24/2021	Military

A dropdown menu is open for the 'Top Secret' access card, with the 'Remove Access' option highlighted in a yellow box. Other options include 'Grant Access', 'Suspend Access', and 'Revoke Access'. The 'Add Notes' section on the right is also visible.

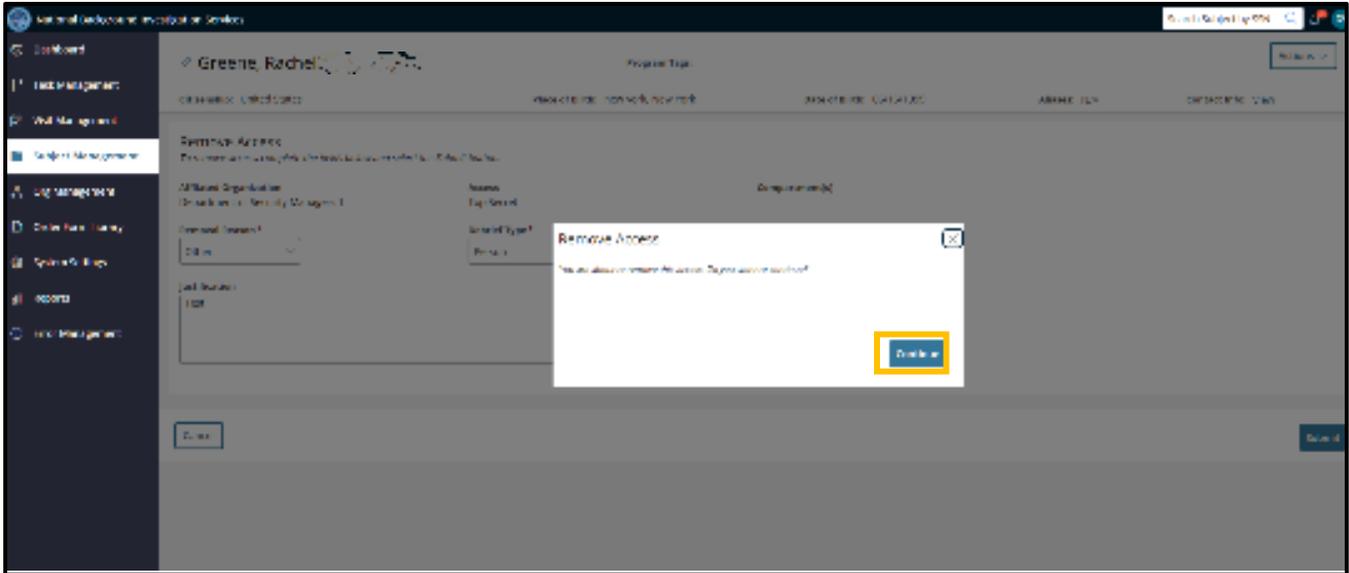
5. Complete the required asterisk fields, then select the **Submit** button.

The screenshot shows the 'Remove Access' form for the subject 'Greene, Rachel'. The form includes the following fields:

- Remove Reason***: A dropdown menu with 'Select Reason' selected.
- Reason Type***: A dropdown menu with 'Select Reason Type' selected.
- Justification**: A text input field with the placeholder 'Enter justification...'. The 'Submit' button is highlighted in a yellow box.

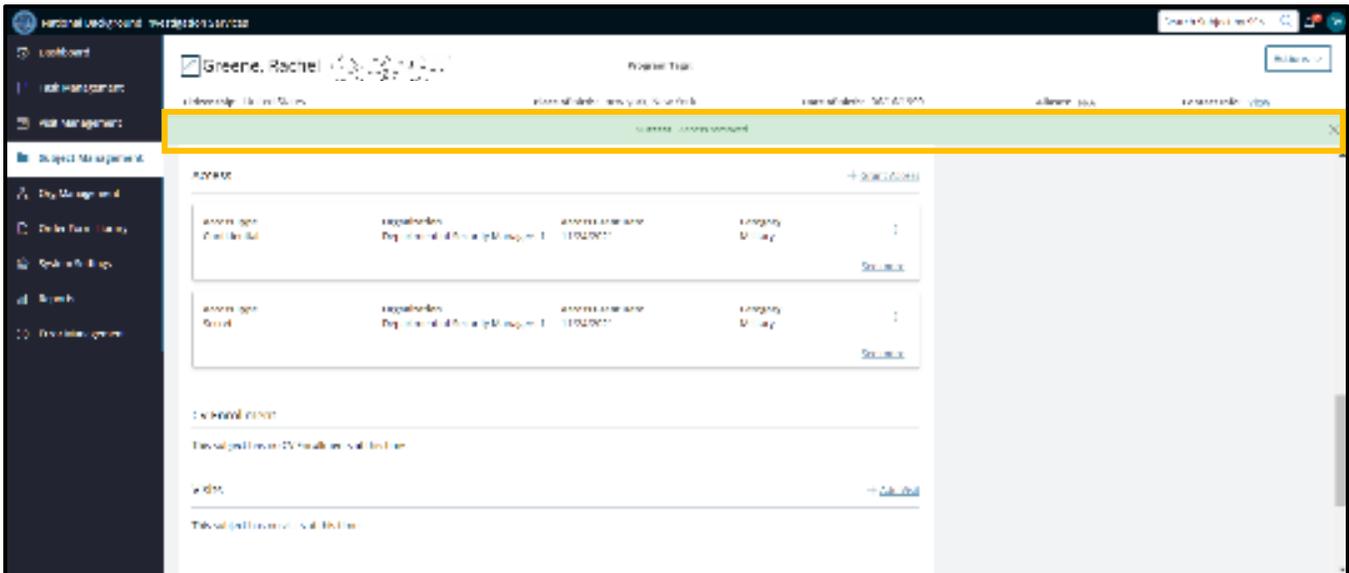
The 'Cancel' button is located at the bottom left of the form.

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



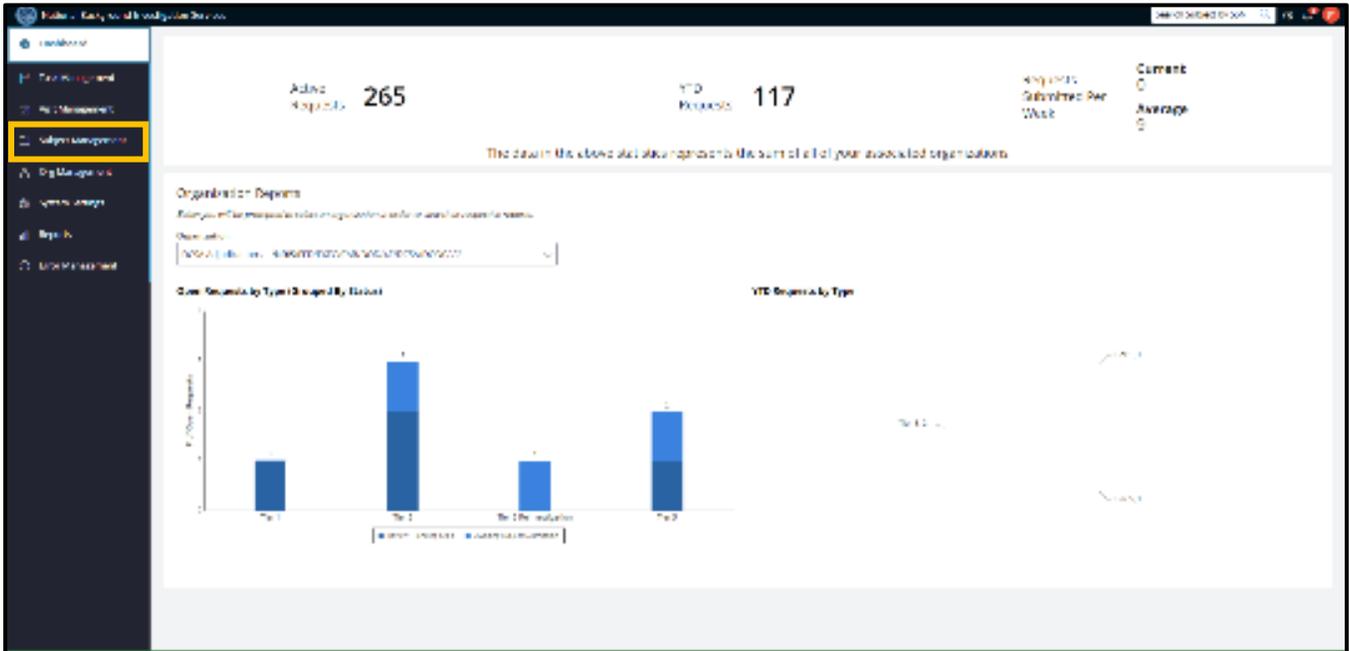
7. The green success banner will display at the top of the screen confirming access was removed.

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

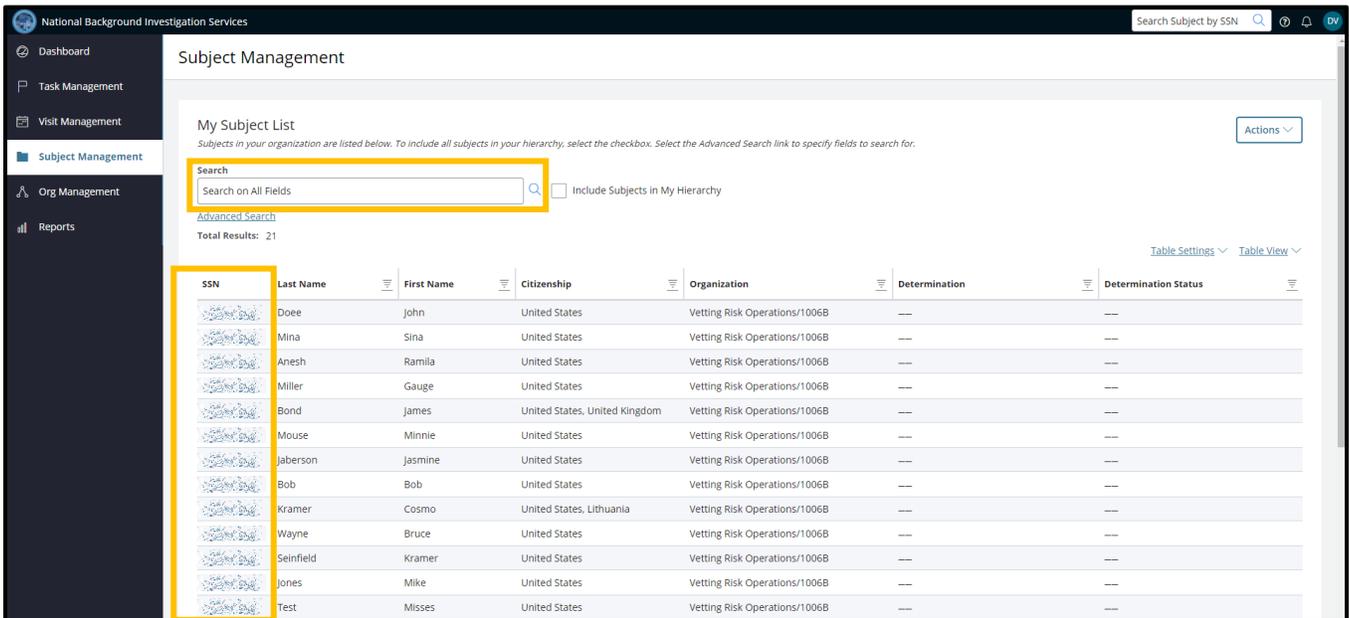


How to Suspend a Subject's Access

1. Select **Subject Management** from the Left Navigation Menu.

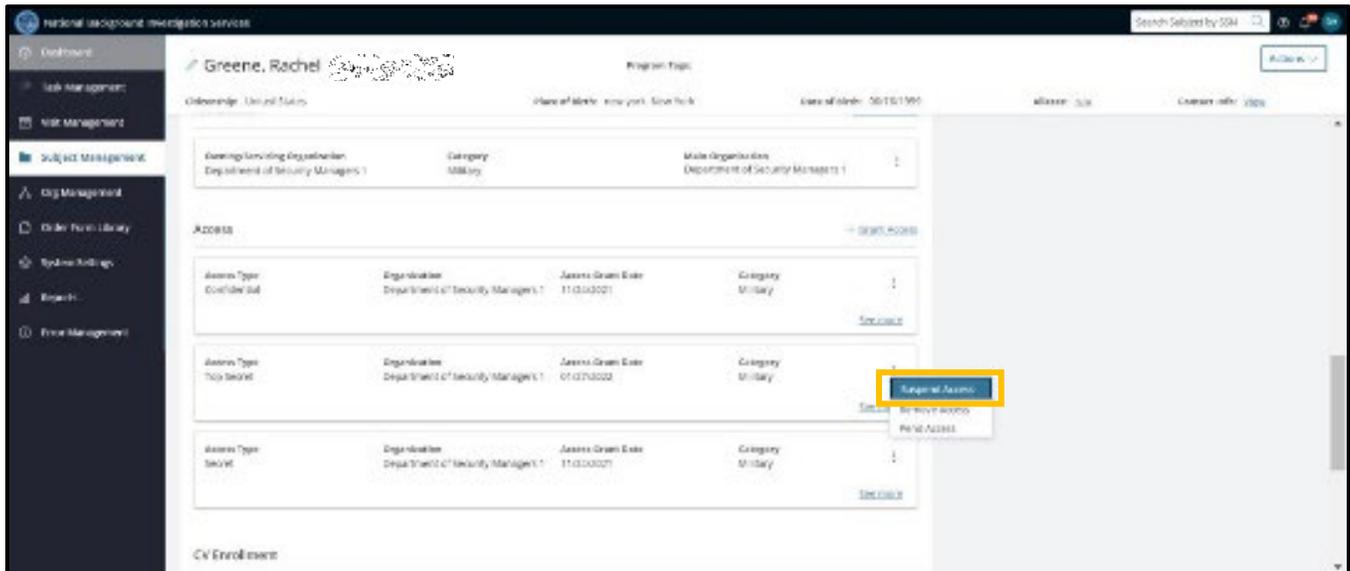


2. Enter the subject's SSN or first or last name in the search field, then select the **search** icon.
3. Select the **SSN** hyperlink.

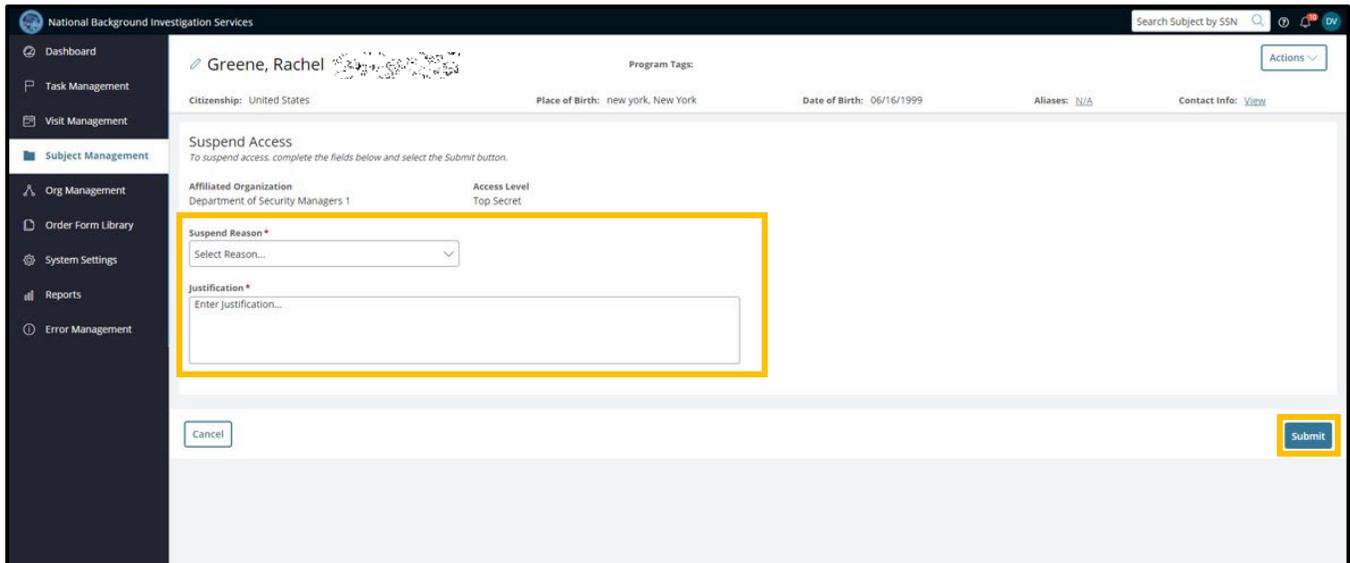


4. Scroll down, select the **ellipsis**, then select **Suspend Access**.

Note: This will temporarily freeze the account's access and will not lead to a permanent removal.

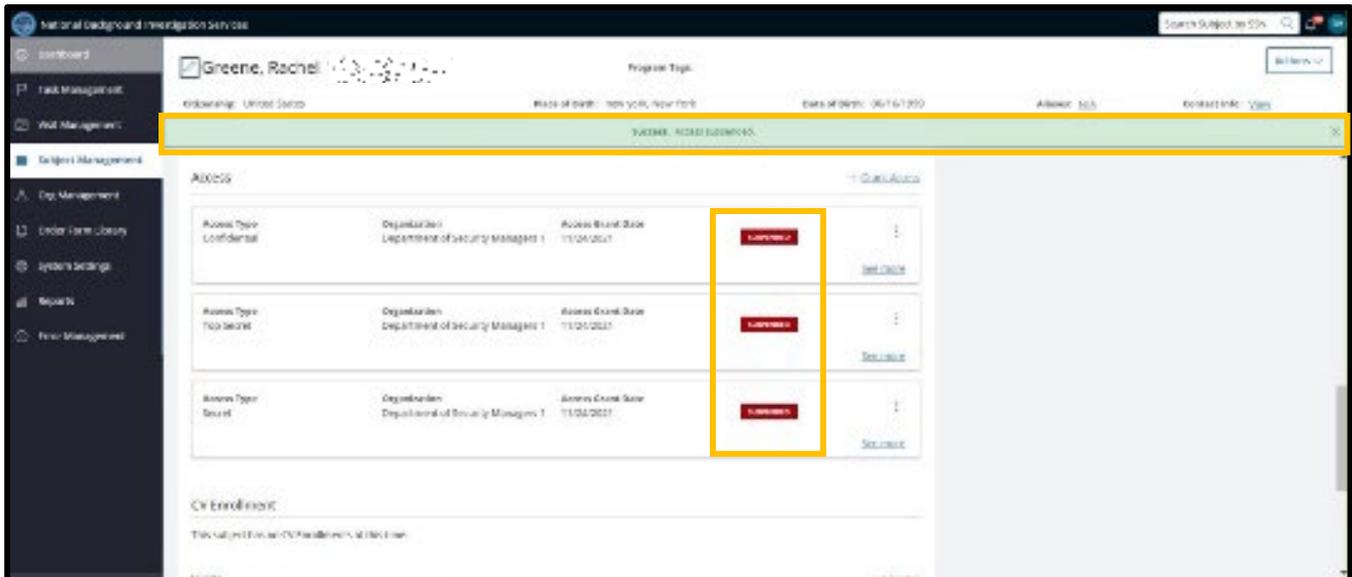


5. Complete the required asterisk fields, then select the **Submit** button.



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

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

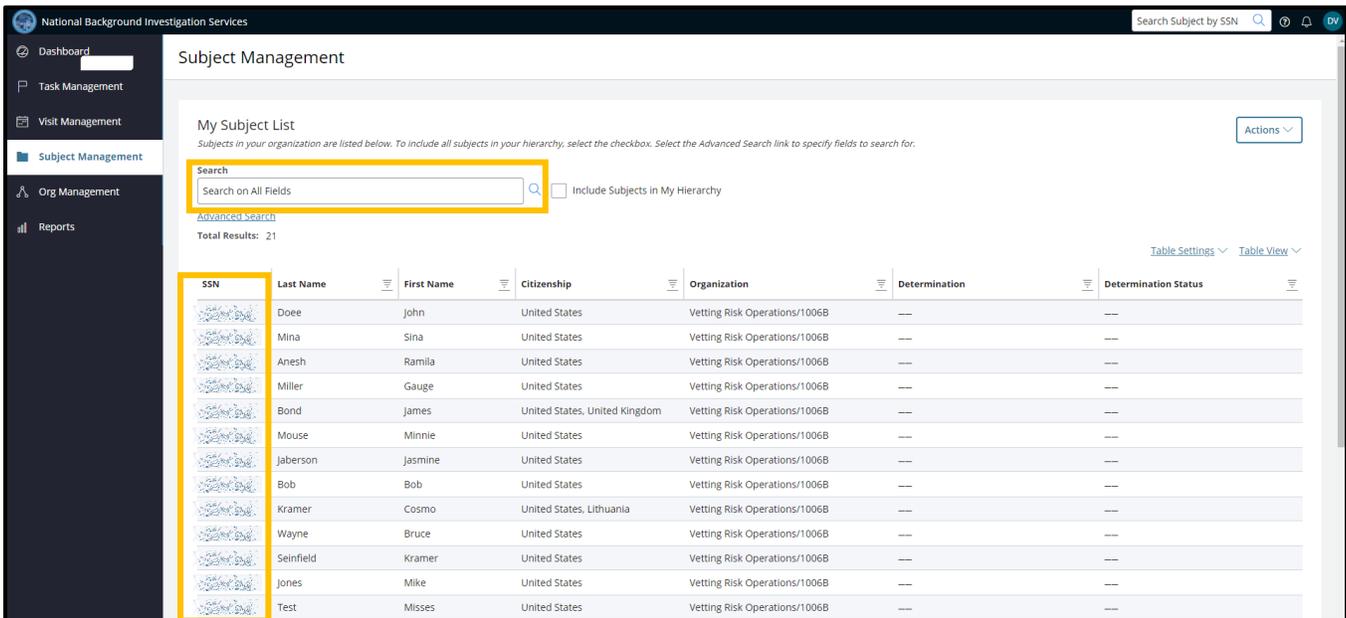


How to Reinstate a Subject's Access

1. Select **Subject Management** from the Left Navigation Menu.



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.



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

National Background Investigation Services

Search Subject by SSN

Greene, Rachel

Program Tags: [Actions]

Citizenship: United States Place of Birth: new york, New York Date of Birth: 06/16/1999 Aliases: N/A Contact Info: [View](#)

Owning/Service Organization	Category	Main Organization	
Department of Security Managers 1	Military	Department of Security Managers 1	

Access [+ Grant Access](#)

Access Type	Organization	Access Grant Date	
Confidential	Department of Security Managers 1	11/24/2021	SUSPENDED
Secret	Department of Security Managers 1	11/24/2021	SUSPENDED

CV Enrollment

This subject has no CV Enrollments at this time.

Visits [+ Add Visit](#)

This subject has no visits at this time.

5. Complete the required asterisk fields, then select the **Submit** button.

National Background Investigation Services

Search Subject by SSN

Greene, Rachel

Program Tags: [Actions]

Citizenship: United States Place of Birth: new york, New York Date of Birth: 06/16/1999 Aliases: N/A Contact Info: [View](#)

Reinstate Access

To reinstate access, complete the fields below and select the Submit button.

Affiliated Organization: Department of Security Managers 1 Access Level: Secret

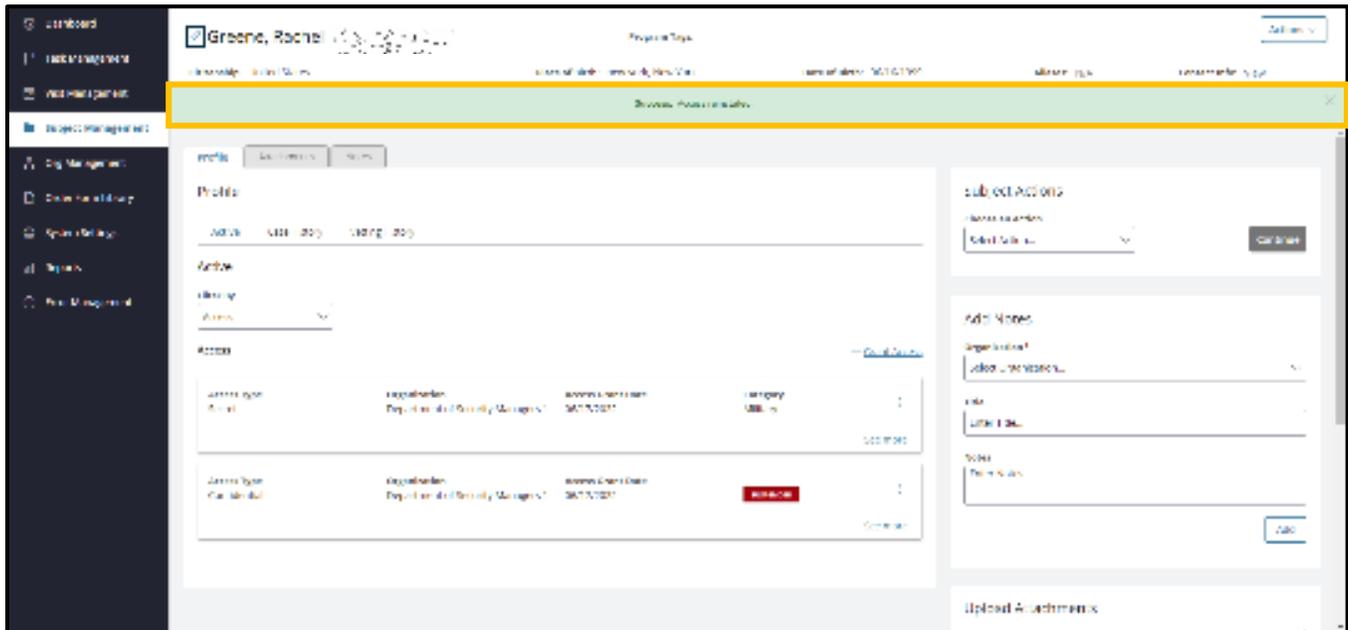
Reinstate Reason *
Reinstate

Justification *
Test

Cancel [Submit](#)

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.



4. Select the **ellipses** icon, then select **Pend Access**.

The screenshot shows the 'Request Management' page for Rachel Greene. The page includes a sidebar with navigation options like 'Dashboard', 'Task Management', and 'Request Management'. The main content area displays a table of 'Accesses' with columns for 'Access Type', 'Organization', 'Access Group Code', and 'Category'. A dropdown menu is open over the 'Pend Access' button in the second row of the table. The dropdown menu options are 'Request Access', 'Request Access', and 'Pend Access'. The 'Pend Access' option is highlighted with a yellow box.

5. Complete the required asterisk fields, then select the **Submit** button.

The screenshot shows the 'Pend Access' form. The form fields are highlighted with a yellow box. The fields include 'Access Type' (dropdown), 'Organization' (dropdown), 'Access Group Code' (text), and 'Category' (dropdown). The 'Submit' button is highlighted with a yellow box.

- The green success banner will display at the top of the screen confirming the accesses were changed to **Pending**.

Note: Pending a subject's access affects all active access types on the Access card.

The screenshot shows a web application interface for user management. At the top, a green banner displays the message "Rachel Greene's Access Pending". The main content area is divided into several sections:

- Profile:** Includes fields for Job Title (A111 (20)), Org ID (10772 (20)), and Access (No).
- Access:** A table listing access cards. Two cards are highlighted with orange boxes, indicating they are pending:

Access Type	Organization	Access User Name	Access
Print	Department of Security Managers	36770227	Pending
Cardholder	Department of Security Managers	36770226	Pending
- Subject Profile:** Includes fields for Organization (Department of Security Managers), Job Title (A111 (20)), and Name (Rachel Greene).

