



### Agency Administration

- [Maintain Agencies](#)
- [Maintain Departments](#)
- [Maintain Groups](#)
- [Add User](#)
- [View Users](#)
- [View Reports](#)

### HQ Employer Administration

- [Maintain Company](#)
- [View Users](#)
- [View Reports](#)

### User Administration

- [Change Password](#)
- [Pwd Challenge Q&A](#)
- [Change Profile](#)
- [Add User](#)
- [View Users](#)
- [View SVS Users](#)

### System Admin

- [Test Remote Data Sources](#)
- [Admin Reports](#)

### Enter New User Information

**Last Name:** \*

**First Name:** \*

**M.I.:**

**Phone Number:** (  )  -  ext. \*

**Fax Number:** (  )  -

**E-mail Address:** \*

**Training Complete:** \*

\* = required entry



**Agency Administration**

- Maintain Benefits
- Maintain Agencies
- Maintain Departments
- Maintain Groups
- Add User
- View Users
- View Reports

**HQ Employer Administration**

- Maintain Company
- View Users
- View Reports

**User Administration**

- Change Password
- Pwd Challenge Q&A
- Add User
- View Users

**View / Modify User Information**

User ID:	TIMBENZ3
Access Method:	WEB-3
User Role:	Supervisor
Agency:	District of Columbia - SAVE DMV Test Agency - AAMVA (WS) (VLS)
Department:	SAVE Liaison ( 01 )
Group:	8th Floor
Last Name:	Tester
First Name:	Testy
M.I.	
Phone Number:	(202 ) 555 - 5555 ext.
Fax Number:	( ) -
E-mail Address:	testy.testy@dhs.gov
Force Change Password:	<input type="checkbox"/>
Last Login:	05/08/2020
Account Active:	YES
Account Locked:	NO
Expiration Date:	
<b>Reset User Password</b>	
New Password:	
Re-type New Password:	
Training Complete:	<input type="checkbox"/>
<input type="button" value="Submit User Modifications"/> <input type="button" value="Cancel"/>	

SAVE added a proposed Training Complete checkbox to the existing user profile screen to enable certification that existing users have completed initial training and any update/refresher training.