



### Agency Administration

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### Enter New User Information

**Last Name:** \*

**First Name:** \*

**M.I.**

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

**Fax Number:** (  )  -

**E-mail Address:** \*

**Training Complete:** \*

\* = required entry



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**User Administration**

- Change Password
- Pwd Challenge Q&A
- Add User
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**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.