# **TEAMS User Management**

• Go to TEAMS (<u>https://teams.tcsg.edu</u>). Enter your username and password and click on Sign In.

	Login to your account here
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	Sign in
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Welc	ome to TCSG Early Alert Management System ~ TEAMS
TEAMS application combines Real-Tii Fa	ne and Human Analytics sourced from College Personnel into a collaborative system designed to enhance academic performance, retention, and on-time degree completion. Icuity and staff collectively communicate to provide tools that can generate successful and measurable outcomes in student achievement.

• Click the User Management tab. To load the TEAMS User Management module, click on the link referred by here.

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# Add New User to TEAMS:

- I. Click the Create New User tab.
- II. Enter the user's information in each field displayed on the screen. Please note that your college name and number will be automatically displayed in the field Your College.
- III. The username is usually the organizational code of the technical college, followed by underscore, and succeeded by characters preceding
   "@collegename.edu" off the user's email address.
- IV. Click the Create New User button.
- V. The new user should now be viewable on the Change Existing User tab. Proceed to Activate a New Account.

Technical College System of Georgia Knowledge Management System	Welcome Suzzette Moore! Help Desk   Close Application
College Security Contact - Manage TEAMS Users	
Change Existing User Create New User	
Create New User	
Enter First Name: College or Organization:	
□ Albany (820) ✓	
If I learname is ano word -onter on Sint Norma	
Enter Username: Email Address:	
Must be a college email address. We cannot email passwords to non-college email addresses like xxx@yahoo.com or xxx@aol.com etc.	
Create New User	

# Activate a New Account:

- I. Click the Change Existing User tab.
- II. The page will display all current KMS users at your college in the Select User box.
- III. Select the user whose account you just created.

Select User (User Count - Count: 7376):

First Name:

Raval, Nimisha (nraval) Rawlings, Tamara (trawlings)	~	Nimisha
Rawlins, Kimberly (krawlins) Ray, Ashley (aray)		Last Name:
Ray, Courtney (cray) Ray, Jennifer (848_jennifer.ray)	~	Raval

IV. Enable the account by clicking the box next to Check to Enable/Disable the Account.

Check to Enable/Disable Account (Checked indicates the account is Enabled):  $\blacksquare$ 

V. Send the user an email with instructions for setting their account by clicking the Send User Setup Account Email button.



#### Grant user TEAMS access:

- I. Click the Change Existing User tab.
- II. The page will display all current KMS users at your college in the Select User box.
- III. Select the user to be added to the TEAMS College Personnel group.

Select User (User Count - Count: 7376):

First Name:

Raval, Nimisha (nraval) Rawlings, Tamara (trawlings)	^	Nimisha
Rawiins, Rimberly (Krawiins) Ray, Ashley (aray)		Last Name:
Ray, Courtney (cray) Ray, Jennifer (848_jennifer.ray)	~	Raval

IV. In the Add Users to Selected Groups box, highlight the TEAMS group to which the user should be added. Users need not be granted Level 1 or Level 2 access as just TEAMS College Personnel access grant will suffice for logging on to TEAMS.

Add User to Grou
All Groups:
TEAMS College Personnel
Select Group to which to Add User:
Add User To Selected Group

#### Add User to Group

V. Click the Add User to Selected Group button.

Add User To Selected Group

### **Reset an Existing User's Password:**

- I. Click the Change Existing User tab.
- II. The page will display all current KMS users at your college in the Select User box.
- III. Select the user whose password needs to be reset.
- IV. Click the Send User Password Reset Email button.



# Unlock an Existing User's Account:

- I. Click the Change Existing User tab.
- II. The page will display all current KMS users at your college in the Select User box.
- III. Select the user whose account needs to be unlocked.
- IV. Unlock the account by clicking the Unlock Account box. Is Account Locked? (Checked indicates the account is locked) Unlock Account