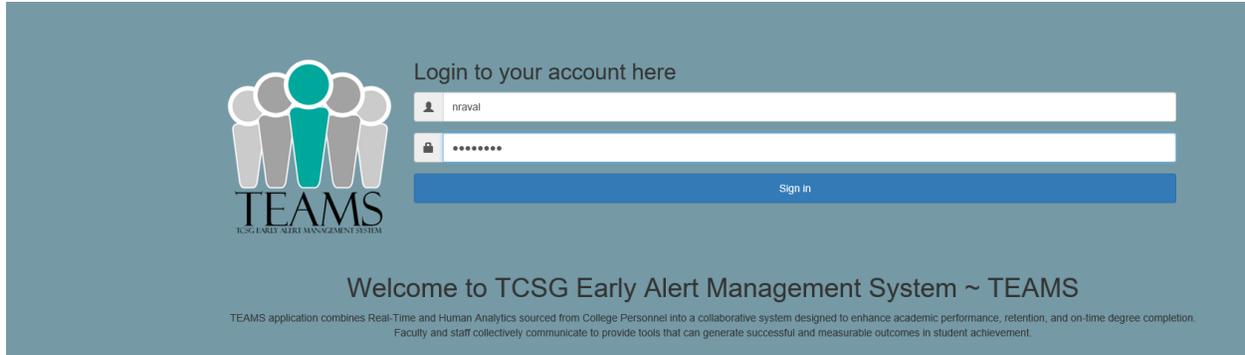
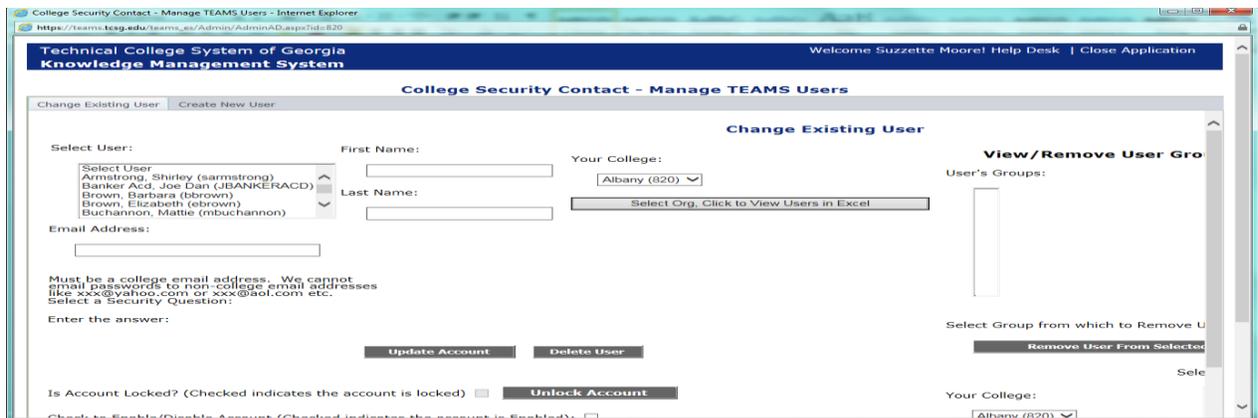
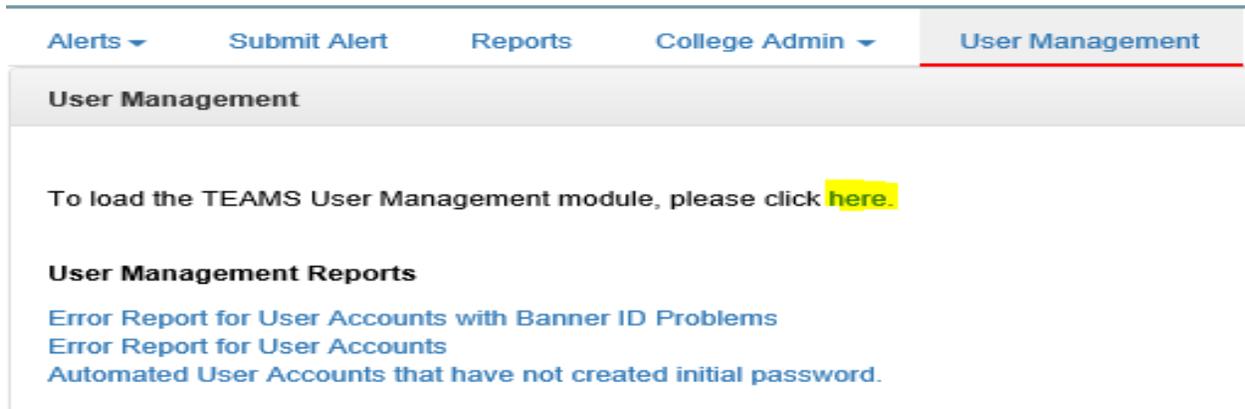


TEAMS User Management

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



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



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.

The screenshot shows a web application interface for managing TEAMS users. At the top, there is a header with the text 'Technical College System of Georgia Knowledge Management System' and a user greeting 'Welcome Suzette Moore! Help Desk | Close Application'. Below the header, the page title is 'College Security Contact - Manage TEAMS Users'. There are two tabs: 'Change Existing User' and 'Create New User', with the latter being active. The main content area is titled 'Create New User' and contains several input fields: 'Enter First Name:', 'Enter Last Name:', 'Enter Username:', and 'Email Address:'. A dropdown menu for 'College or Organization:' is set to 'Albany (820)'. A note states: 'If Username is one word, enter as First Name.' and 'Must be a college email address. We cannot email passwords to non-college email addresses like xxx@yahoo.com or xxx@aol.com etc.' A 'Create New User' button is located at the bottom of the form.

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):

A dropdown menu showing a list of users. The first user, 'Raval, Nimisha (nraval)', is highlighted in blue. Other users listed include 'Rawlings, Tamara (trawlings)', 'Rawlins, Kimberly (krawlins)', 'Ray, Ashley (aray)', 'Ray, Courtney (cray)', and 'Ray, Jennifer (848_jennifer.ray)'.

First Name:

Last Name:

- 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):
- 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):

<ul style="list-style-type: none"> Raval, Nimisha (nraval) Rawlings, Tamara (trawlings) Rawlins, Kimberly (krawlins) Ray, Ashley (aray) Ray, Courtney (cray) Ray, Jennifer (848_jennifer.ray) 	<p>First Name:</p> <input type="text" value="Nimisha"/> <p>Last Name:</p> <input type="text" value="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 Group

All Groups:

TEAMS College Personnel

Select Group to which to Add User:

Add User To Selected 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.

Force Password Change on Next Login

Send User Setup Account Email

Send User Password Reset Email

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