TEAMS User Management

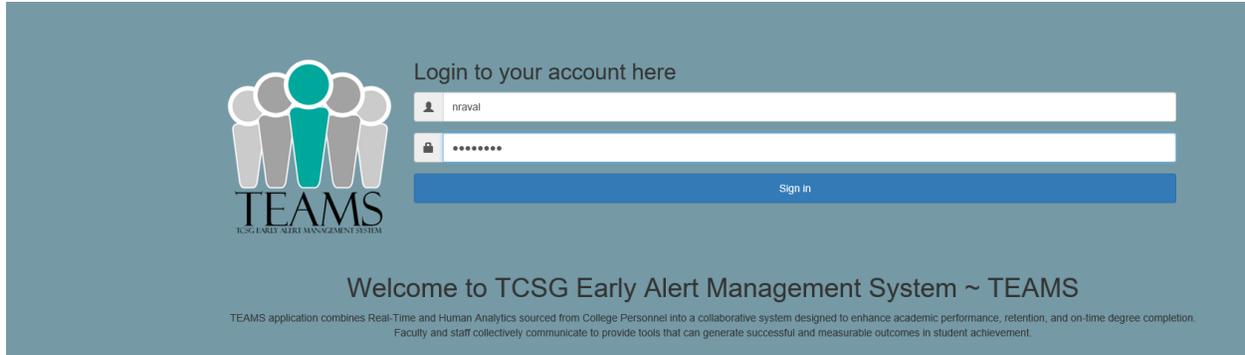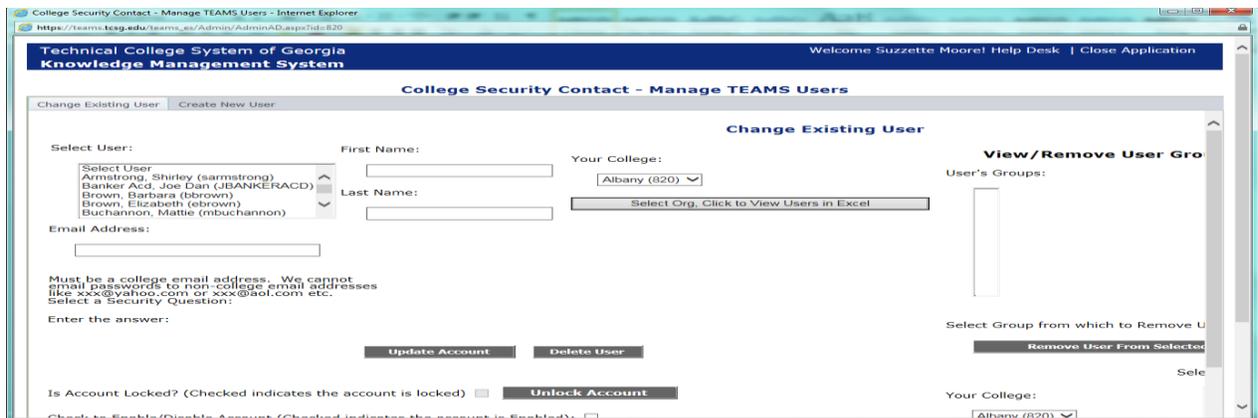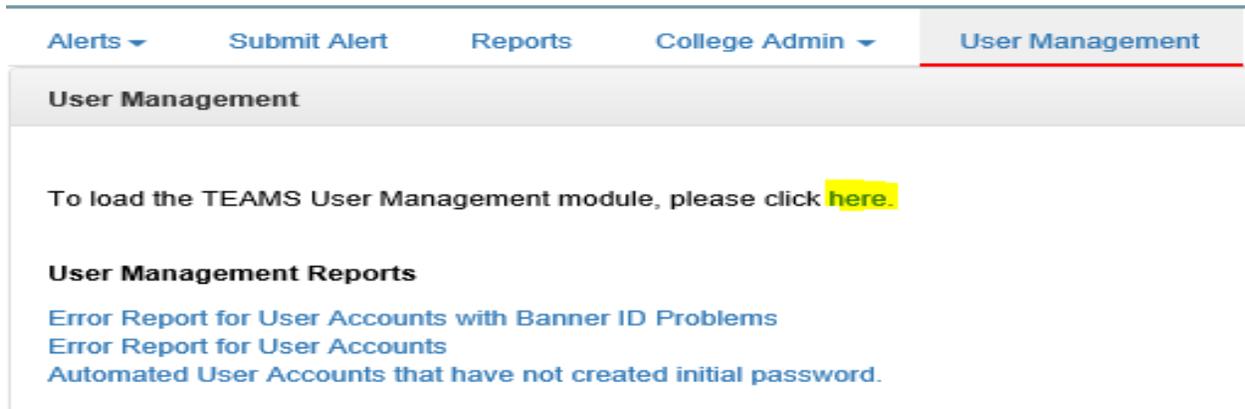- Go to TEAMS (https://teams.tcsg.edu). Enter your username and password and click on Sign In.

- 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.

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.

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.

Force Password Change on Next Login

Send User Setup Account Email   Send User Password Reset Email

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)   Nimisha
Rawlings, Tamara (trawlings)
Rawlins, Kimberly (krawlins)
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 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**