# Supplier: Manage Resource Login Access

This document provides suppliers with the steps necessary to manage their resources’ user accounts in IQN VMS. A user account controls login credentials and password resets. This guide uses standard configuration. Your specific setup may vary slightly based on your client's configuration.

**NOTE**: Numeric and bullet lists describe process steps. The information icon () identifies supplemental and/or advisory content.

## To create initial login credentials for a resource/contractor:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Hover over the Resources menu drop-down arrow located in the Header Menu bar.
3. Click **Resources.** The Resources list screen appears.

NOTE: This list of resources is specific to YOUR user role.

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|  | *• Use the Results per Page pull-down selection option on the right-hand side of the screen to adjust how many records display per screen.*  *• Click any column header to change the sort order of the list based on that column. Click the column header a second time to sort in reverse order.*  *• Use the Filter selection list in the upper left-hand section of your screen to limit your resource list by status. Click the GO arrow  to activate your selection.*  *• Use the Search selection list in the upper middle of your screen to locate resources by category.* |

1. Set the filter in the upper left-hand section of the screen to **my inactive resources**. Click the GO arrow  to refresh the Resources list.
2. Locate the resource of your choice in the **Resource** **Name (ID)** column.
3. Verify that there is a checkbox in the **create auto login** column and that the address in the **Email Address** column is valid.

### Option 1: Automatically generate login credentials.

1. Click the **create auto login** checkbox next to the resource’s name **if the email address is valid**.
2. Use the down arrow to select **create auto login** in the Resource Actions column, then click the GO arrow  to activate. The system auto-generates a User ID and password and sends the details to the contractor in an email notification.

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|  | *These login credentials remain active for 48 hours.* |

### Option 2: Manually create login access.

1. Use the down arrow to select **create login** in the Resource Actions column and click the GO arrow  to open the Login Information profile for the resource.
2. Complete the required fields as indicated by the red asterisk (\*).

* Assign a password and confirm the password. NOTE: Password fields are case sensitive.
* Enter a valid email address or confirm that the pre-populated email address is still valid.

1. Click **save changes** () at the top of the screen.
2. Send an email with the User ID to the resource/contractor.
3. Send the password in a separate email for proper security protocol compliance.

## To reset a user password:

1. Complete Steps 1 through 5 as described above.

### Option 1: Send contractor a password reset link.

1. Use the down arrow to set the Change Password field to **System Reset and Send Password Reset Link**.
2. Verify that the Email Address field is correct.
3. Click **save changes** () at the top of the screen. A password reset notification email goes to the resource/contractor.

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|  | *This login link remains active for two hours. Only use this option if the contractor knows their assigned User ID.* |

### Option 2: Manually reset contractor’s password.

1. Use the down arrow to set the Change Password field to **Reset Password to Above**.
2. Use the **Password** and **Confirm Password** fields to assign a new password and confirm the new password. NOTE: Password fields are case sensitive.
3. Confirm that the contractor’s email address is still valid.
4. Click **save changes** () at the top of the screen.
5. Send an email with the new password to the resource/contractor.

*Optional*: If you plan to send the User ID as well, it should be sent in a separate email for proper security protocol compliance.

## To disable a resource/contractor’s login access:

1. Complete Steps 1 through 3 as described in the “To create initial login credentials” section above.
2. Locate the resource to be disabled in the **Resource** **Name (ID)** column.
3. Use the down arrow to select **configure account** in the Resource Actions column and click the GO arrow  to open the Login Information profile for the resource.
4. Click the **Disable User Login** checkbox.
5. Click **save changes** () at the top of the screen.

## To deactivate a resource/contractor user:

1. Complete Steps 1 through 3 as described in the “To create initial login credentials” section above.
2. Locate the resource to be deactivated in the **Resource** **Name (ID)** column.
3. Click the **archive** checkbox in the archive column, or, use the down arrow to select **archive** in the Resource Actions column.
4. Click the GO arrow  to complete the action.