



Managing My Account

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NESIIS allows all users to manage their own user information and merge other access accounts.

Merging Accounts

Authorized users within NESIIS may merge another organization code/username/password combination with their current username, thereby providing access to other applications/organizations under one username.

To merge two user accounts, follow these steps:

1. Access the post-login page by logging in to NESIIS or by clicking the Manage Access/Account menu option at the top of the NESIIS screen.
2. Click **Merge My Accounts** under the Manage My Account section of the menu panel.



The screenshot shows a web form titled "Merge My Accounts". At the top, there are two input fields: "Current Username:" and "Name", followed by "Merge" and "Cancel" buttons. Below this is a section titled "Privileges on current account:" containing two boxes. The first box is labeled "NESIS" and contains the text "DHHS Test Group" and "Department of Health and Human Services". The second box is labeled "SIS" and contains the text "Department of Health and Human Services". At the bottom, there is a section titled "Username you wish to merge:" with three input fields: "* Organization Code", "* Username", and "* Password".

When attempting to merge accounts, if a match for the organization code, username, and password combination is not found on the first or second try, an error message displays. If after three tries a match is not found, NESIIS inactivates the username into which the user is logged. At this point, the user must contact his or her administrator to reactivate the username.

3. Under Privileges on Current Account, NESIIS lists all organizations for each application to which you have access under the current login.
4. Enter the Organization Code, Username, and Password for the account that you wish to merge with the current account. If the username to be merged has more than one organization code associated with it, you may enter any one of the organization codes for any application associated with the merged username.
5. Press **MERGE** to merge the entered account with the current account. If the merge is successful, the message “**Accounts Merged**” will appear at the top of the cleared Merge Accounts screen.
6. Press **CANCEL** to clear the entered information and return to the post-login page.

Roles for merged accounts remain unchanged. In other words, if the roles are different on the current and pre-merged accounts, the roles will remain the same for each application and organization after they are merged.

Editing User Information

1. Access the post-login page by logging in to NESIIS or by clicking the Manage Access/Account menu option at the top of the NESIIS screen.
2. Click **Edit My User Account** under the Manage My Account section of the menu panel.

Edit User

Username admin

* User First Name

* User Last Name

User Middle Initial

Street Address

Other Address

P.O. Box

City

State Zip -

Email

Phone Number - Ext



If the same application/organization combination exists under two different usernames and the roles are the same, the combination may be merged to one account. However, NESIIS is unable to merge accounts where the same application/organization combination exists under each username but the roles for each are different. If the user attempts to merge accounts in this situation, an error message will display, and the user will be directed to contact his or her administrator.



The first and last name fields on the Edit User screen are required fields. If you are a user with the role of administrator, the e-mail, street address, and telephone number fields are also required; you may edit these fields, but you may not remove the information from them.

3. Edit your first or last name in the appropriate fields. You also may enter or edit your middle initial, mailing address, e-mail address, or telephone number information in the appropriate fields.
4. Press **SAVE**. If changes were made, the message “User Updated” appears on the screen.