



Access Control Advance® Quick Guide

Add User

1. Go to the User List Module
2. Select Add User
3. Enter in the Required information which is identified by an asterisk*
4. As an option you may choose to copy the profile of an existing user:
 - a. Select the Copy Profile dropdown and choose the user profile you wish to copy.
5. Select the check box next to the Available database(s) you would like the user to have access to
6. Select Next
7. Under Assign Role Access, expand each DB and select the User Roles to assign to the user.
8. Select Next/Save

Edit User Access

- a. Select the pencil icon in the Current Access Box
- b. Select or deselect the access roles you would like to change.
- c. Select the Save icon.

Reset Password

1. Go to the User List Module
2. Check the box next to the user.
3. Choose Reset Password in the Select Bulk Action dropdown menu.
4. Select Apply/Proceed

Reactivate a Deactivated User

5. Go to the User List Module
6. Check the box next to the user you wish to reactivate.
7. Choose Reactivate in the Select Bulk Action dropdown menu.
8. Select Apply/Proceed.

Re-enable a Suspended User

*Users are automatically suspended if they do not log into a BDS system for 30 days. Users who have been suspended will have this icon displayed on the User List module.



Suspended

1. Go to the User List Module
2. Check the box next to the user you wish to re-enable.
3. Choose Re-Enable in the Select Bulk Action dropdown menu.
4. Select Apply
5. Select Proceed to Confirm in pop up window.