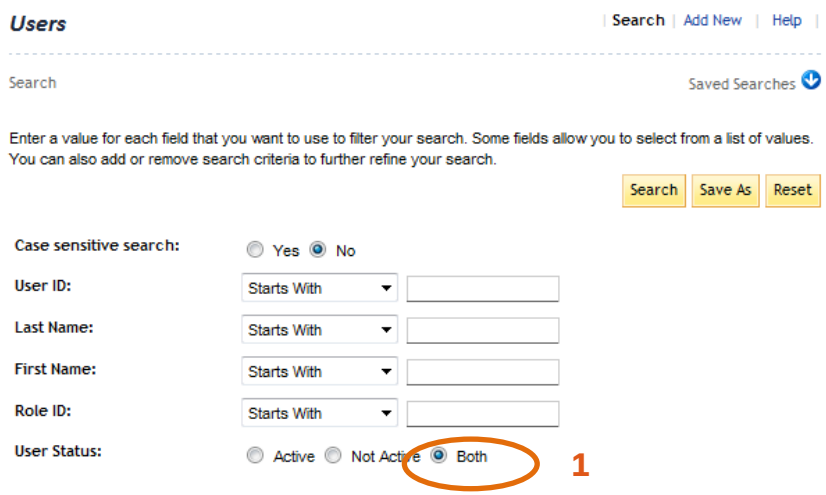
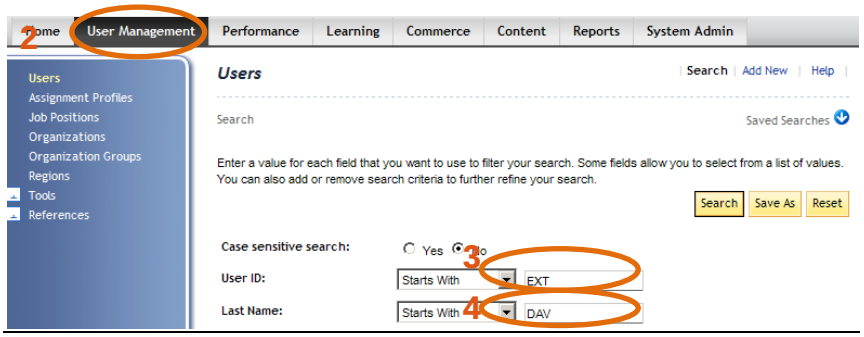
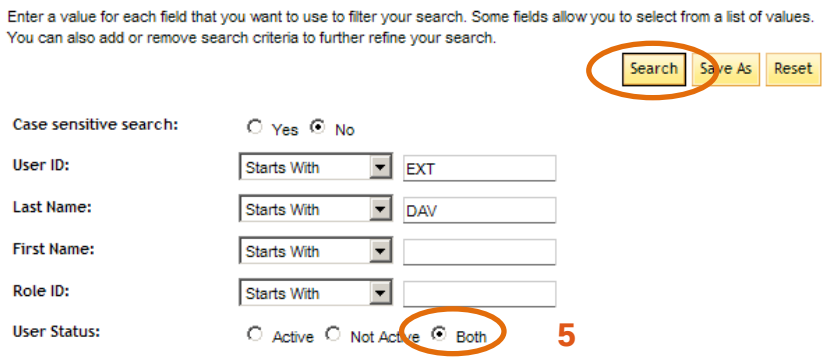
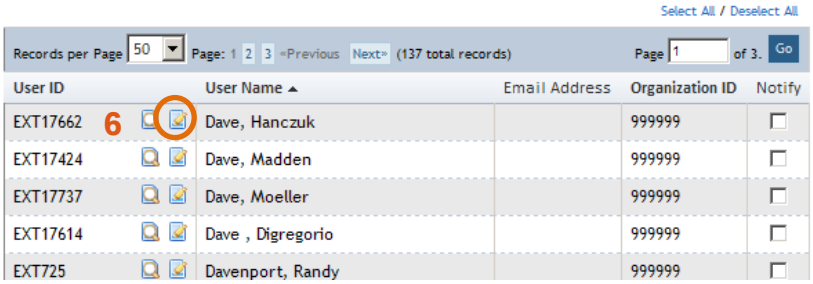
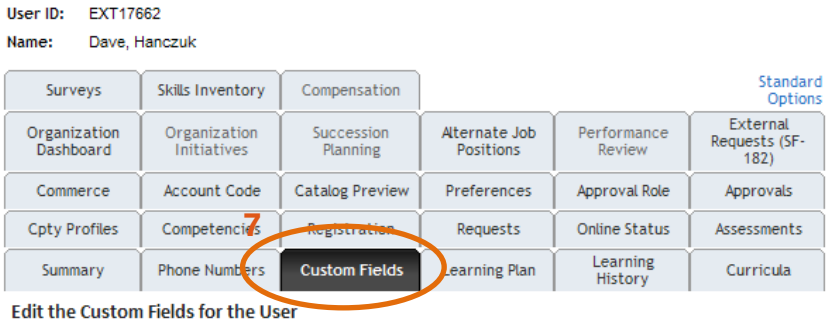
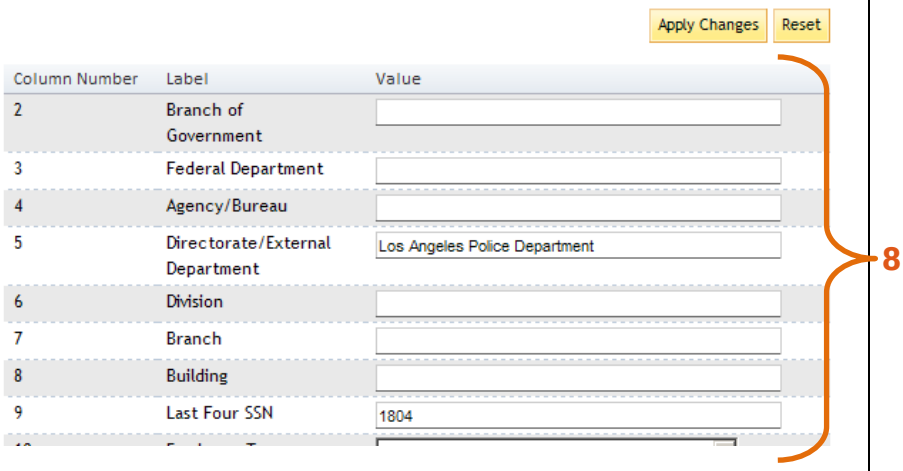
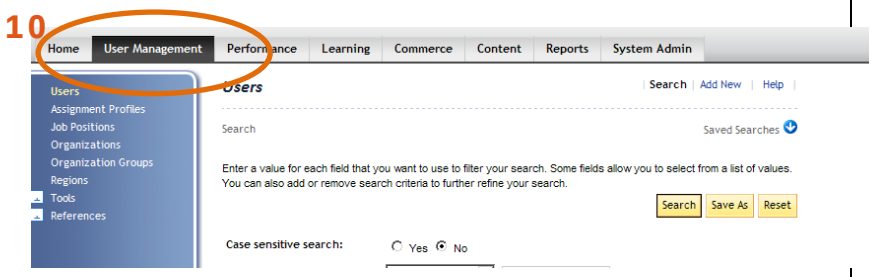
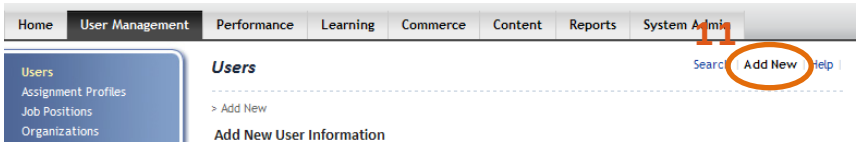
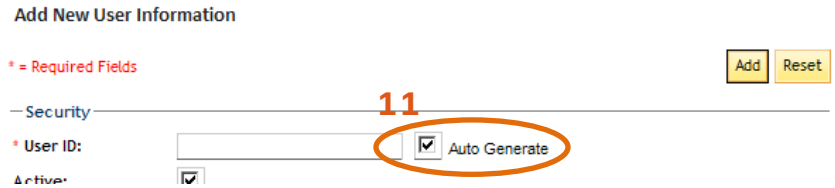
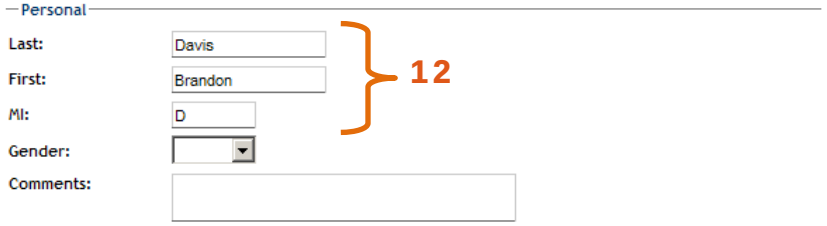
Training Records Manager Job Aid

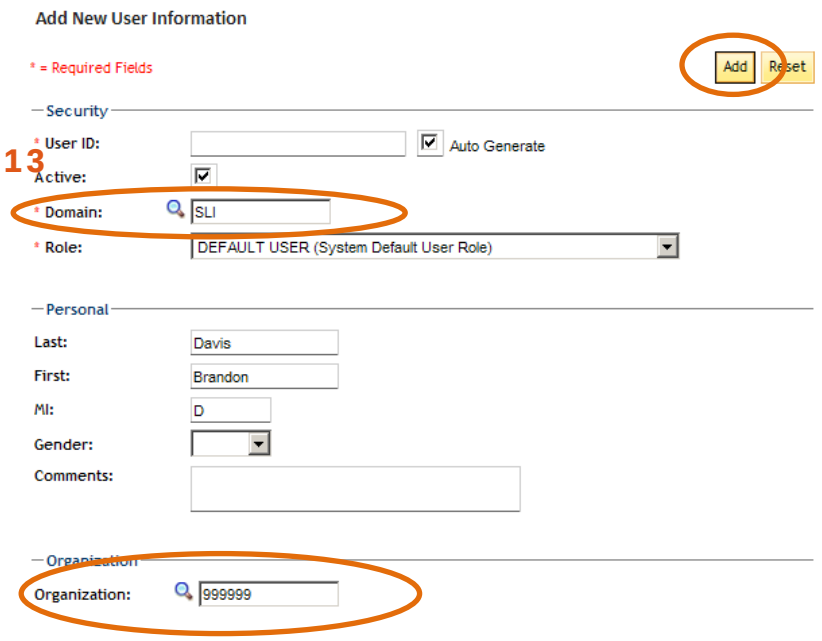
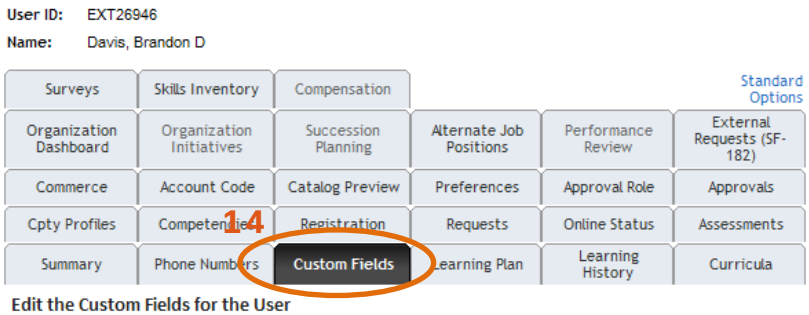
Creating External Accounts

Version 1.0
March 1, 2011

Before You Start:		**IMPORTANT**: Those taking ATF training who are not ATF Employees or contractors are required to fill out either **ATF E-Form 6400.1** - Training Registration Request for Non-ATF Students *or* **ATF Form 6330.1** - Application for National Firearms Examiner Academy. These forms can be used to obtain the required data for adding an External Account.
1.	External accounts are put into inactive status in order to free up licenses. Before creating an External User Account, search **User** records for **Both** active and inactive records to ensure that there is not already an existing account for the user. ***Warning:*** Duplicate accounts can only be corrected by LMS staff.	
2. **3.** **4.**	Select the **User Management Tab** from the main menu. Enter "EXT" in the **User ID** field. Enter the first three letters of the user's last name.	

5	Select the **Both** radio button and click **Search**.	
6.	If the search result includes one or more users, use the **View** icon to look at the record.	
7.	You are now in the **User** record. Click the **Custom Fields** tab.	

8.	Compare the information in the **Custom Fields** with the information on the form (Social Security Number, etc.) **IMPORTANT:** If the information matches, the user already exists and does not need to be created. However, you should update any new information.	
9.	If the user does not exist: Click the **User Management** tab on the main menu.	
10.	Click **Add New**.	
11.	Leave the **User ID** field blank as this will be auto-populated by the LMS. Make sure the **Auto-Generate** box is checked.	
12.	Enter the **Last Name**, **First Name**, **MI**.	

13.	Scroll down and enter the rest of the information. For all External accounts, the **Domain** is **SLI** and the **Organization** is **999999.** Job Title, Job Position, Emp Status, Region, Hired, Terminated, Supervisor, Coach and Resume Fields are not required. **All other fields are mandatory.** Click **Add**.	
14.	Select the **Custom Fields** tab.	

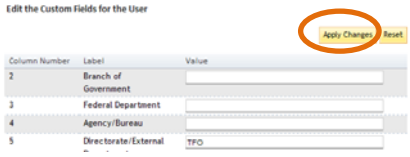
15.

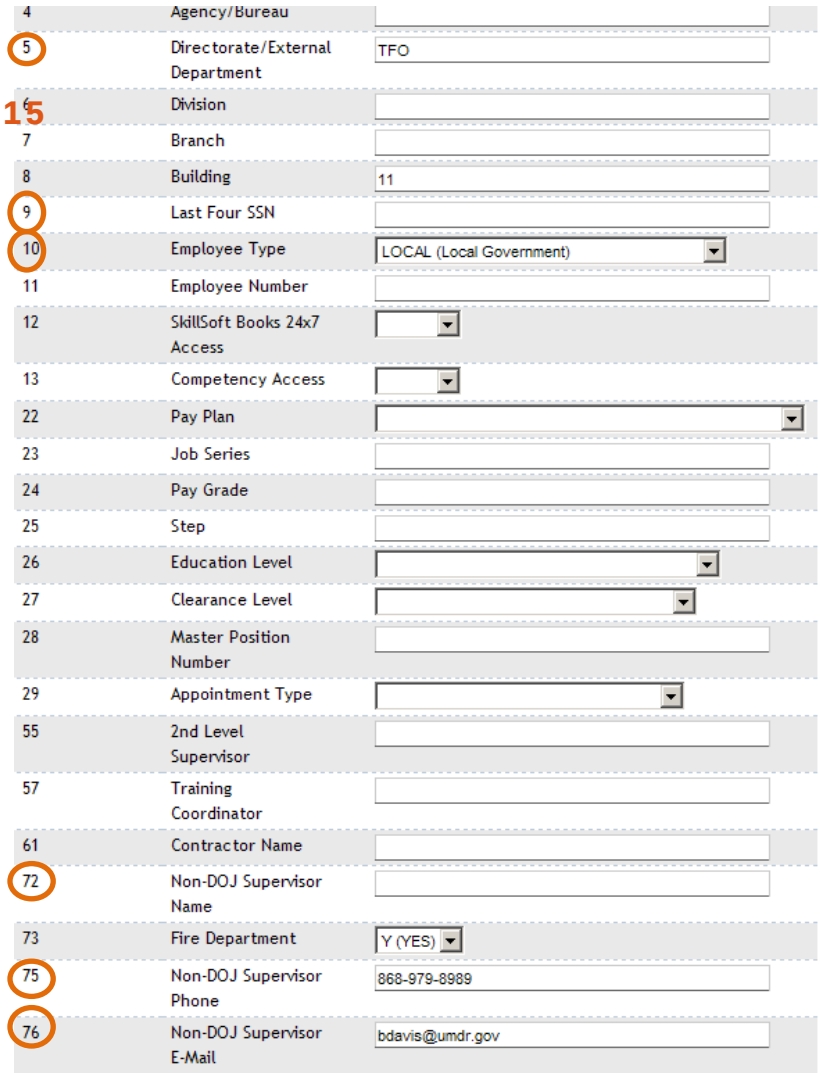
Enter corresponding information into fields: 5, 9, 10, 72, 75 and 76.

These fields are mandatory.

Flip field 73 to **Yes** if the user is from the fire department.

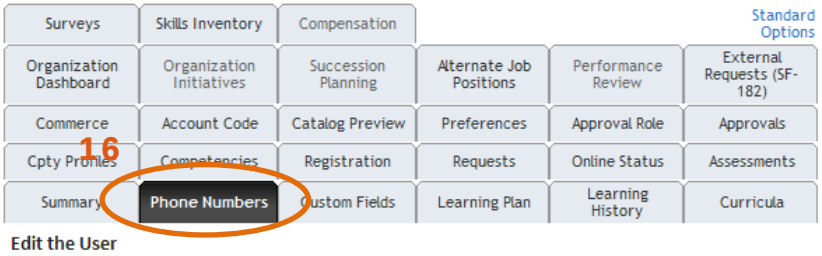
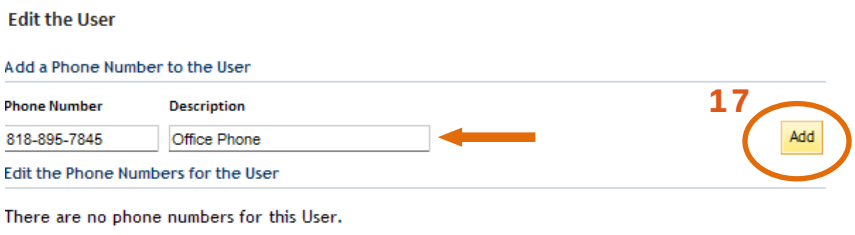
Click **Apply Changes.**





16.

Click the **Phone Numbers** tab.



17.	Enter the user's **Phone Number** and a **Description** (ie – cell/office, etc). Click **Add**.