NMCRL

NATO MASTER CATALOG OF REFERENCES FOR LOGISTICS

Quick Guide

User Management

Content

Thank you for using the NMCRL Web, and by that, supporting NATO and its Allies armed forces.

This guides describes the process of adding and removing users.

This procedure requires Master Administrator rights.

The action of adding/removing a user is fully described the video tutorial dedicated to user management.

9. User management

In this video, as a Master Administrator, you will get to learn how to:
- create a user,
- link a user to your subscription,

Add a new user to your subscription

Adding a user takes 2 steps:

Step 1: Creating the user in UM *(User Management)*

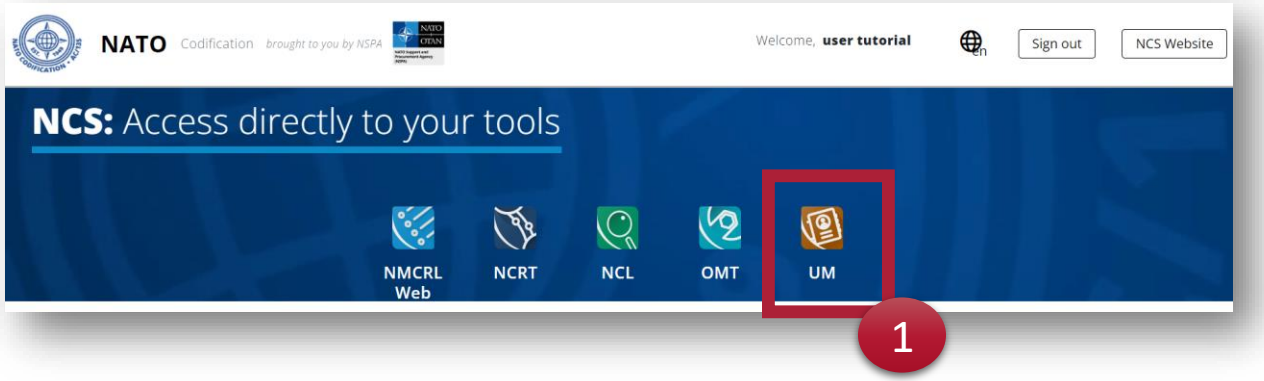
Step 2: Linking the user to your subscription in NSMS *(Subscription Management)*

Step 1. Creating the user in UM

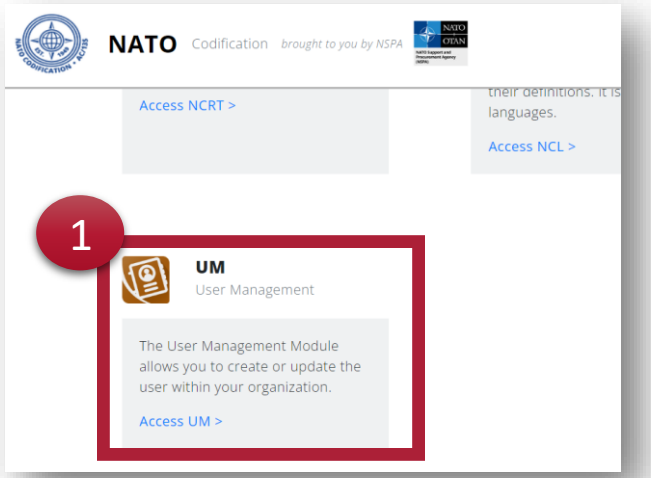
1. Access to your NCS apps home page and select User Management (UM)

   If you do not see the app, you are not connected with your Master Administrator login.

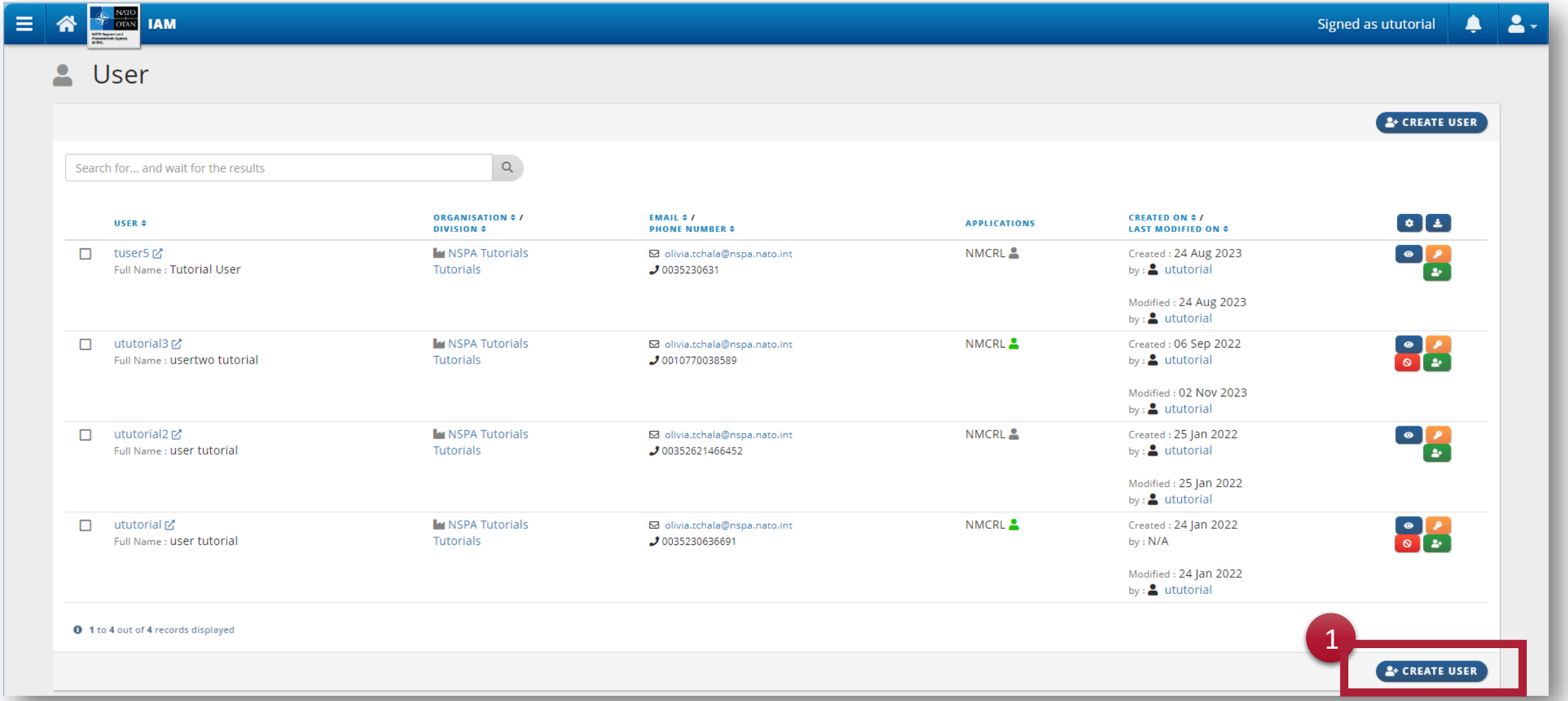
Click on UM from the top ribbon



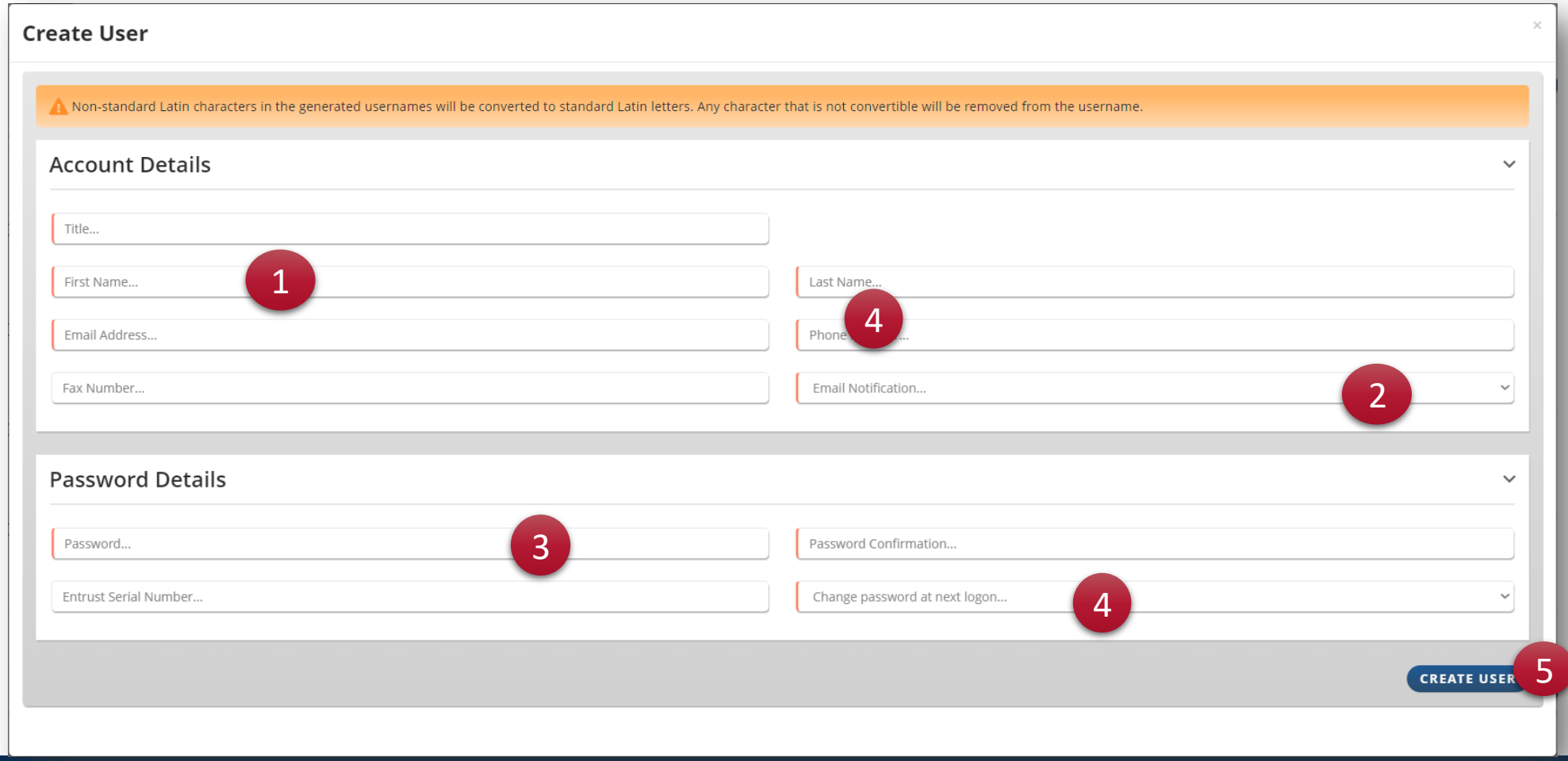
Or scroll down the page



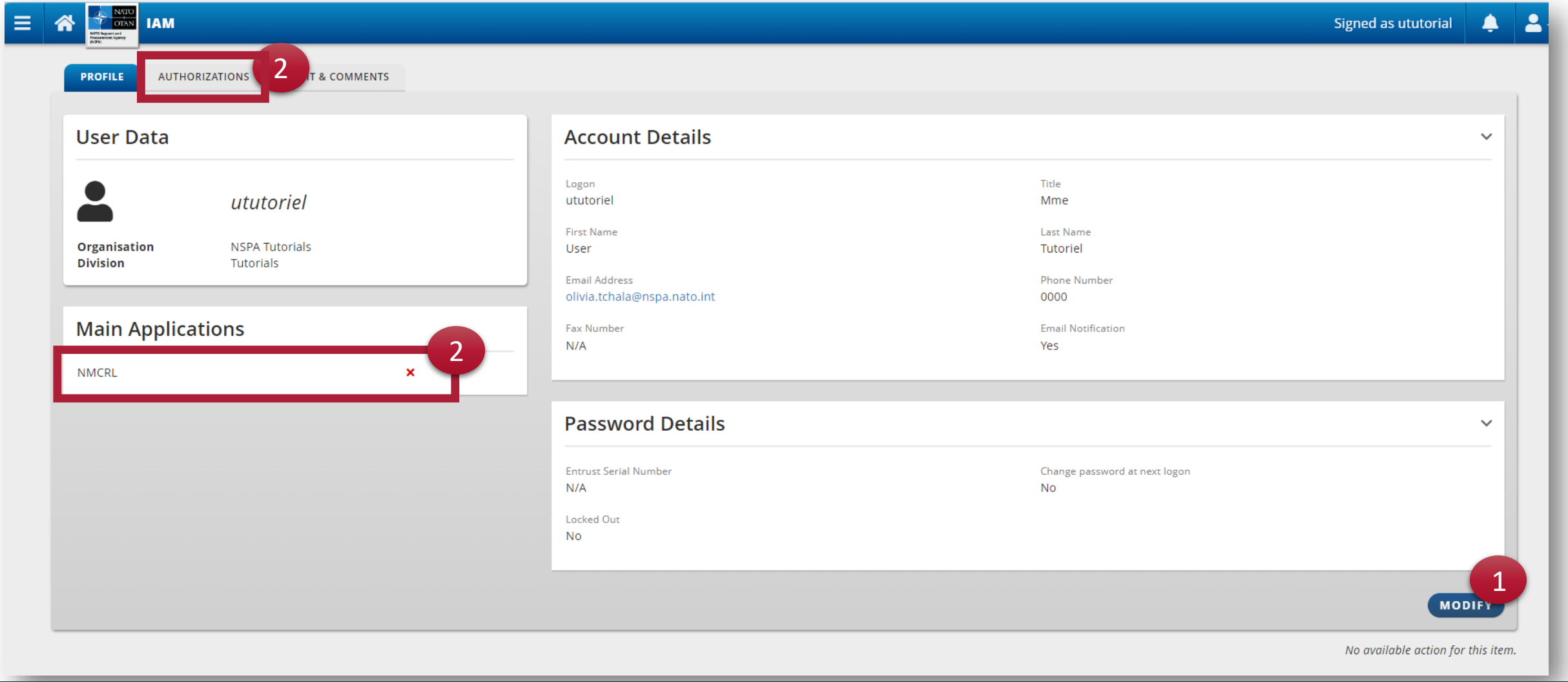
1. At the bottom of the UM central, click on "Create user"



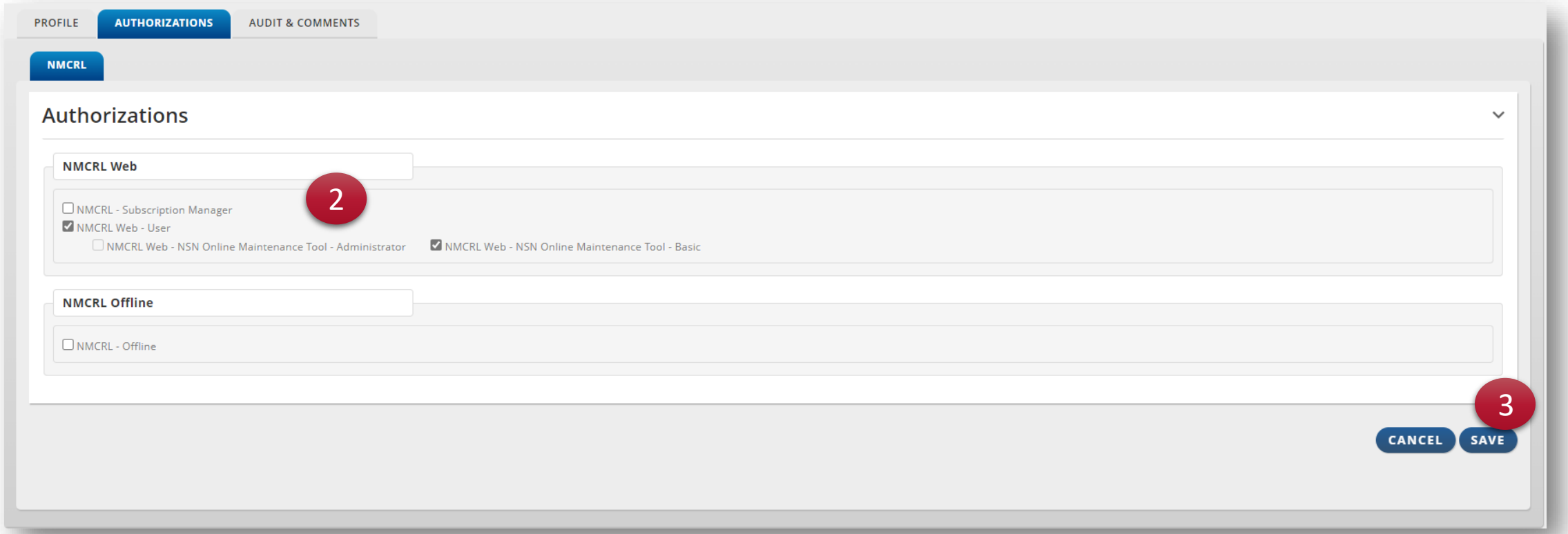
1. The central opens up a form where you have to input your new user information. All the fields with a red border are mandatory.
2. Decide if the user should be on the alert list for NMCRL applications. We recommend selecting yes.
3. Pick a password for them
4. Decide if your user will have to change their password when they will log in.
5. Click on “Create User”



1. On the next screen, verify that all information is correct. If it isn't, you may click on "modify" to adjust.
2. As you an see, **your user does not have access to the NMCRL yet**. Let's fix this by clicking on "Authorization"



1. Click on MODIFY to start editing the fields.



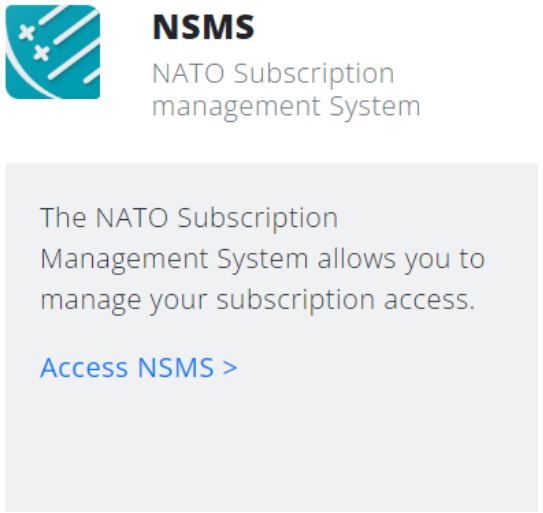
2. Select the access rights you will give to your user.
3. Click on “Save”

Please note that there can only be one master administrator per subscription. Even if you select this option, it will not work. The only way to change a master administrator is by requesting a change in your subscription to the NMCRL subscription desk. Your user can access the module of NSN maintenance online tool, but only the master administrator can select the administrator rights.

Step 2. Linking the user to your subscription

If you fail to complete this step, our system cannot understand which subscription this user belongs to. This is something you may indicate in NSMS, as described in the following steps.

1. Access to your NCS apps home page and scroll down to select NSMS (NATO Subscription Management System)



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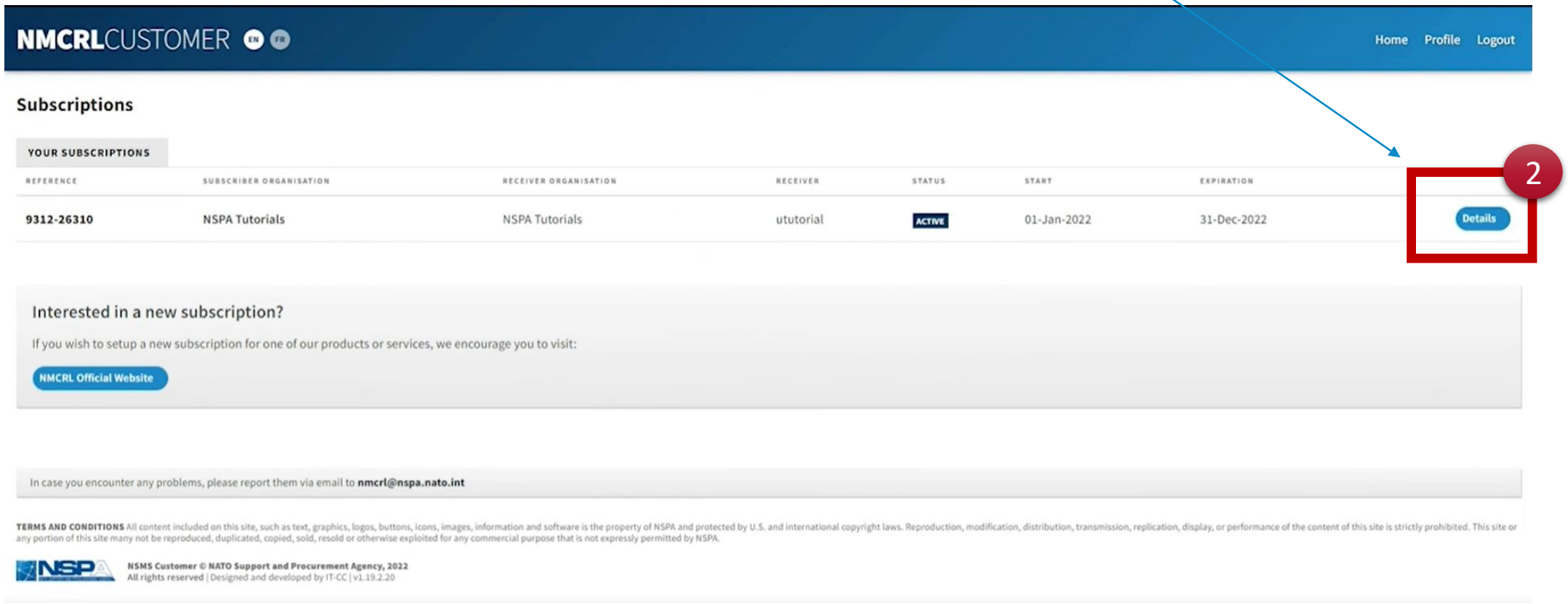
If you do not see the app, you are not connected with your Master Administrator login.

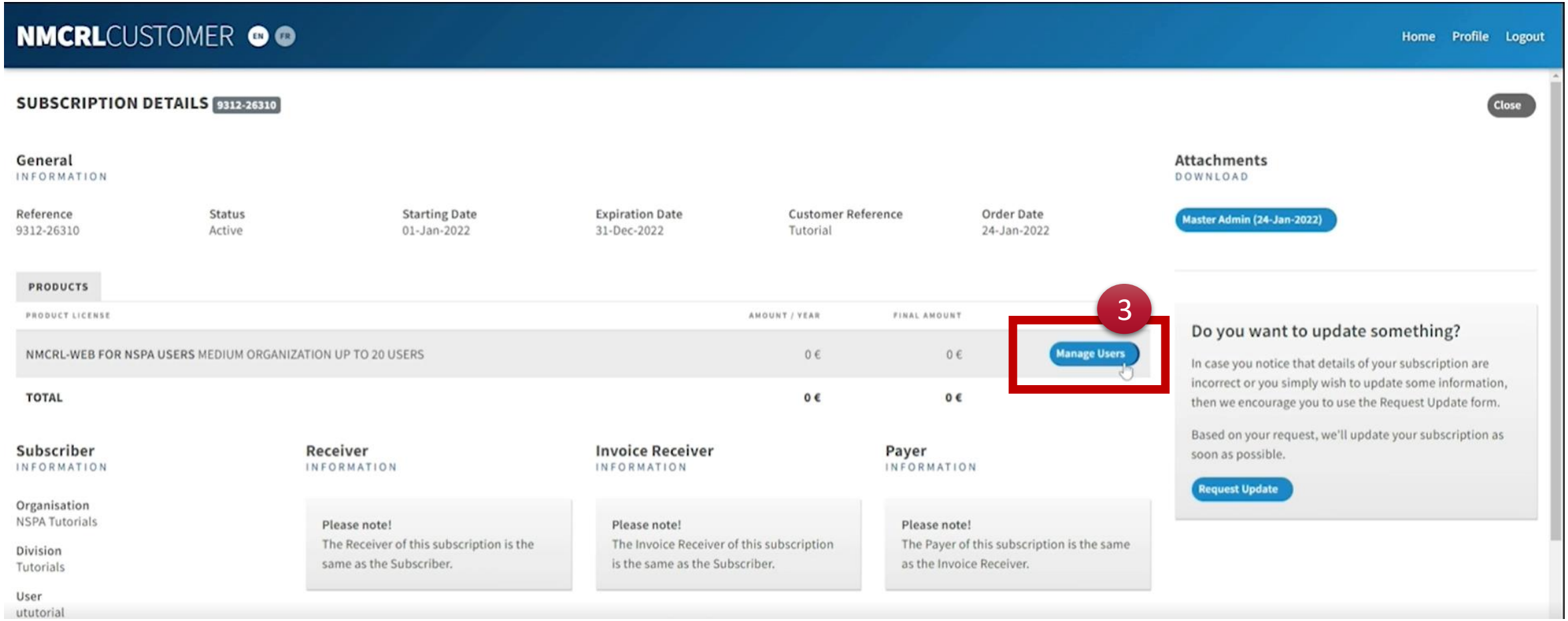
All your subscriptions are displayed.

2. Head to the subscription you want to link your user to and click on “**details**”.



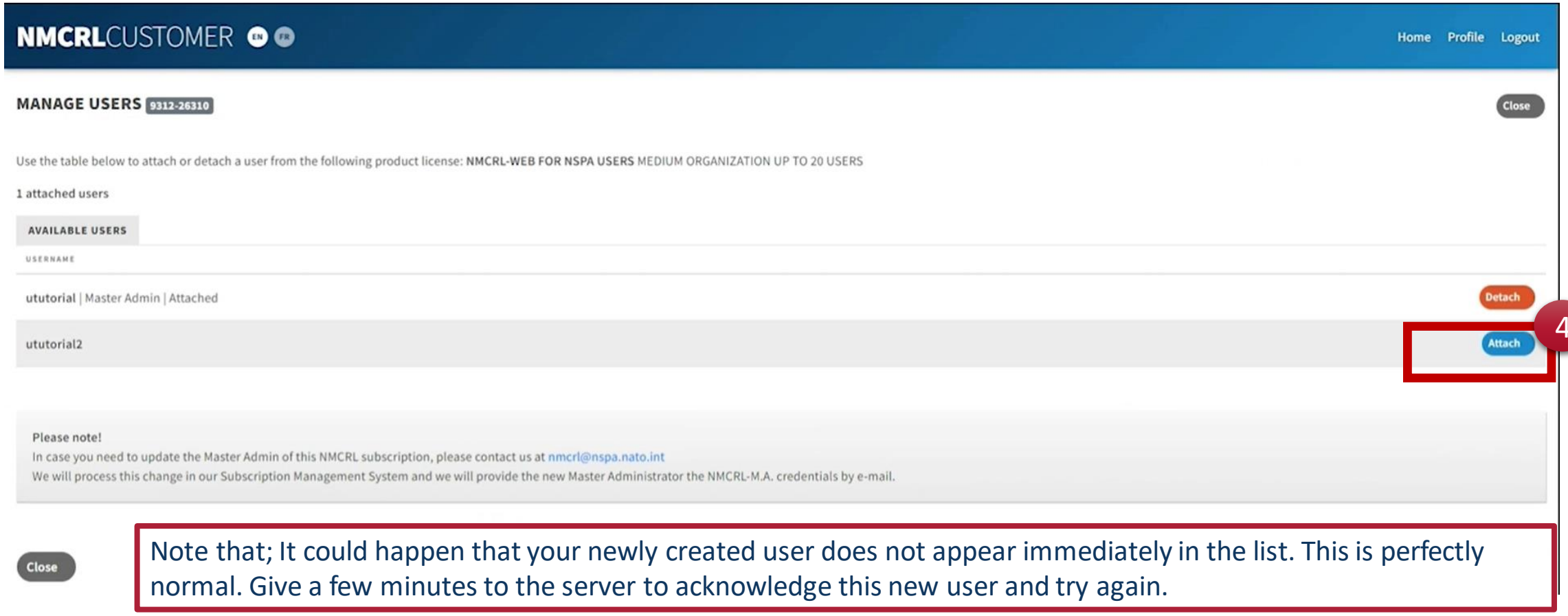
The details of your selected subscriptions will be displayed.

3. Click on "**Manage Users**".



Your newly created user is available here.
4. Click on “**attach**” next to his name, to link them to this particular subscription and finalize the procedure.

This user should now be able to connect smoothly.



Note that; It could happen that your newly created user does not appear immediately in the list. This is perfectly normal. Give a few minutes to the server to acknowledge this new user and try again.

A few precisions

- Remember that, as a Master Administrator, you have to communicate the new login, as well as password, to your new user.

- You can create **as many user accounts as you want**, but your license sets the maximum amount of concurrent connections.

  If you have an "Up to 20" license, this means that a maximum of 20 users may connect simultaneously to the application. If the 21st user tries to access, (s)he will receive the message that the license number of users is exceeded. One user will have to log off to solve this issue.

Remove a user from your subscription

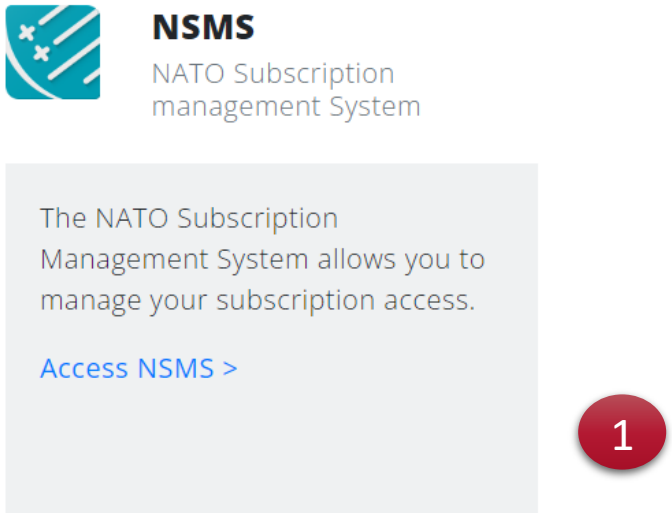
Removing completely is not possible due to archiving reasons.

Deactivating a user takes 2 steps:

- Step 1: Unlinking the user from your subscription in NSMS *(Subscription Management)*
- Step 2: Removing the user's rights in UM *(User Management)*

Step 1. Unlinking the user from your subscription

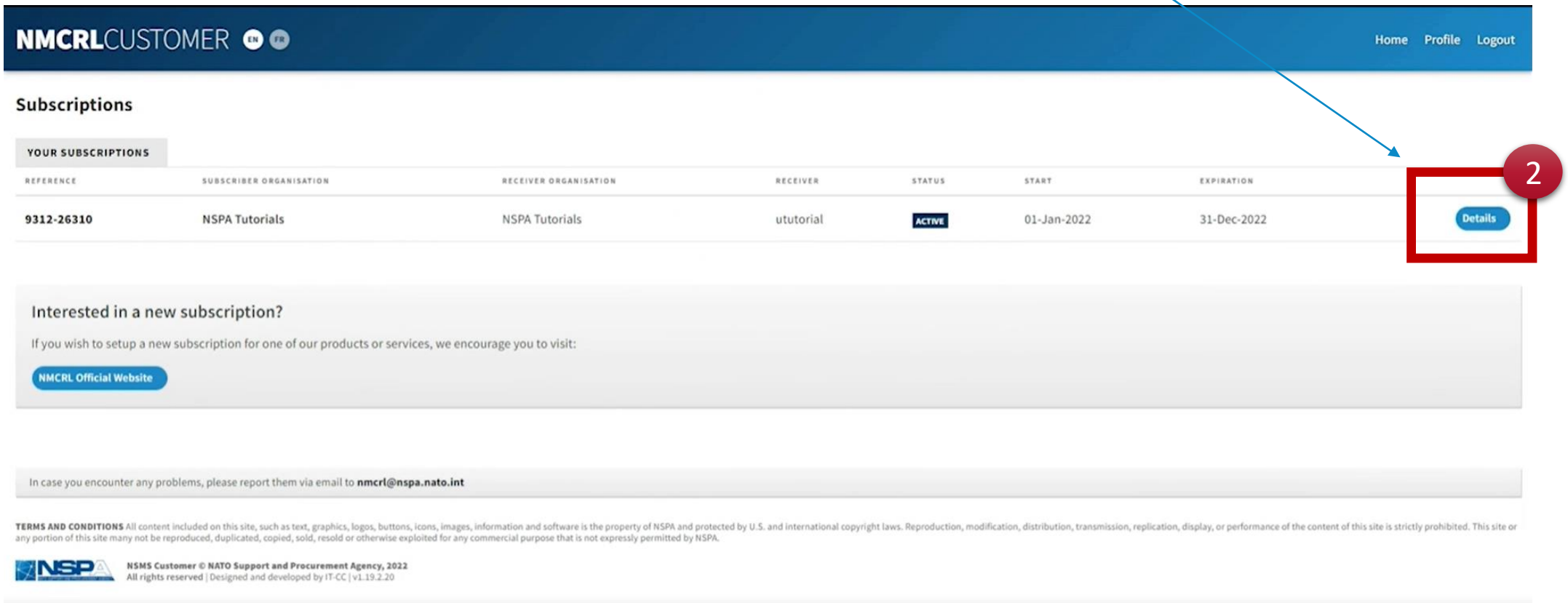
1. Access to your NCS apps home page and scroll down to select NSMS (NATO Subscription Management System)



If you do not see the app, you are not connected with your Master Administrator login.

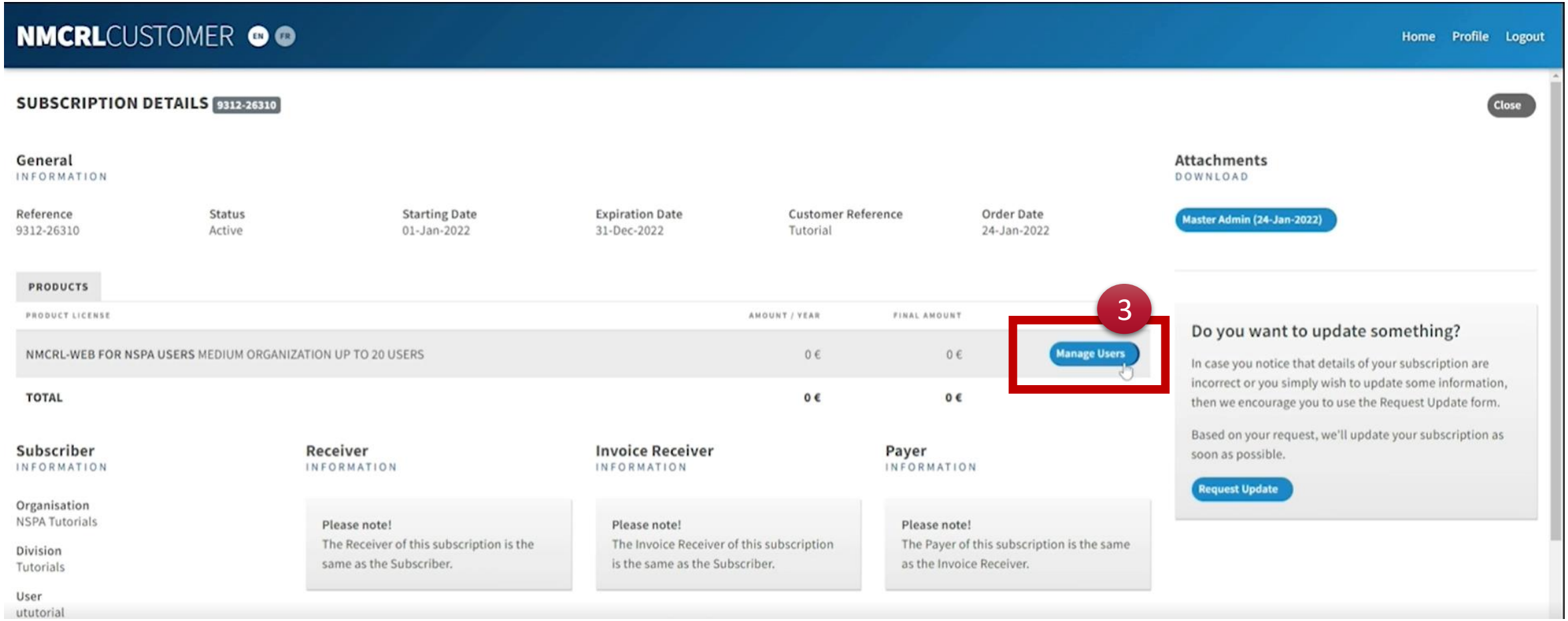
All your subscriptions are displayed.

2. Head to the subscription you want to link your user to and click on “**details**”.



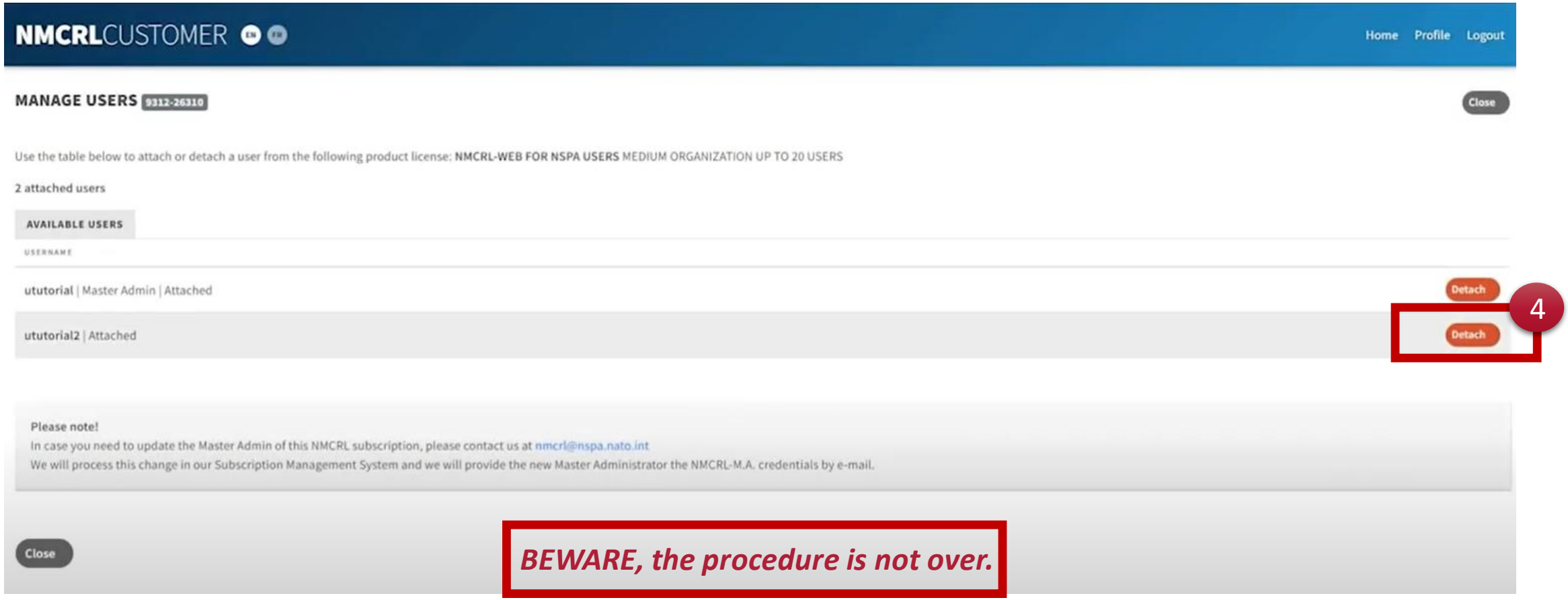
The details of your selected subscriptions will be displayed.

3. Click on "**Manage Users**".



Your created users are listed here.

4. Click on “**detach**” next to his name, to link them to this particular subscription and finalize the procedure.



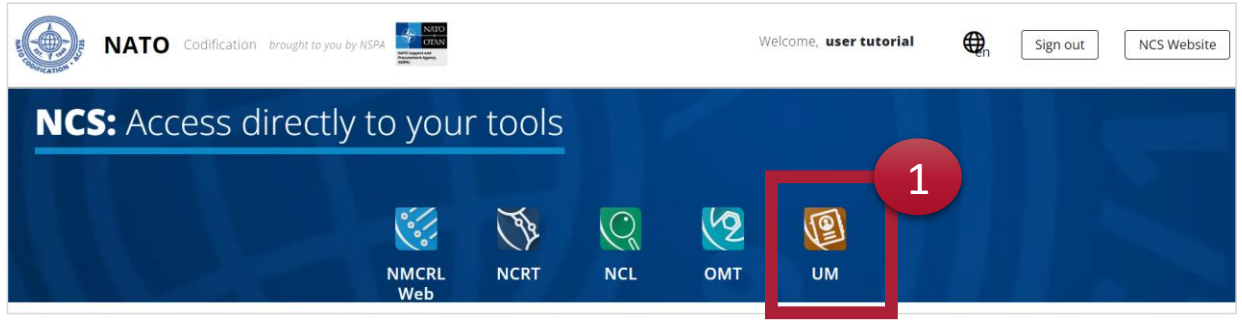
BEWARE, the procedure is not over.

Step 2. Removing the user's rights in UM

1. Access to your NCS apps home page and select User Management (UM)

   If you do not see the app, you are not connected with your Master Administrator login.

Click on UM from the top ribbon



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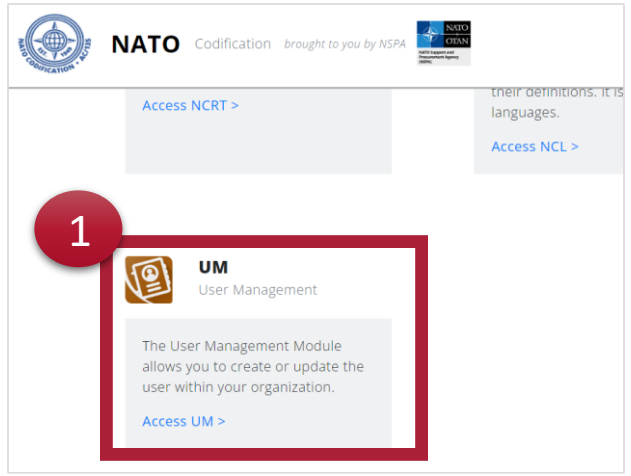
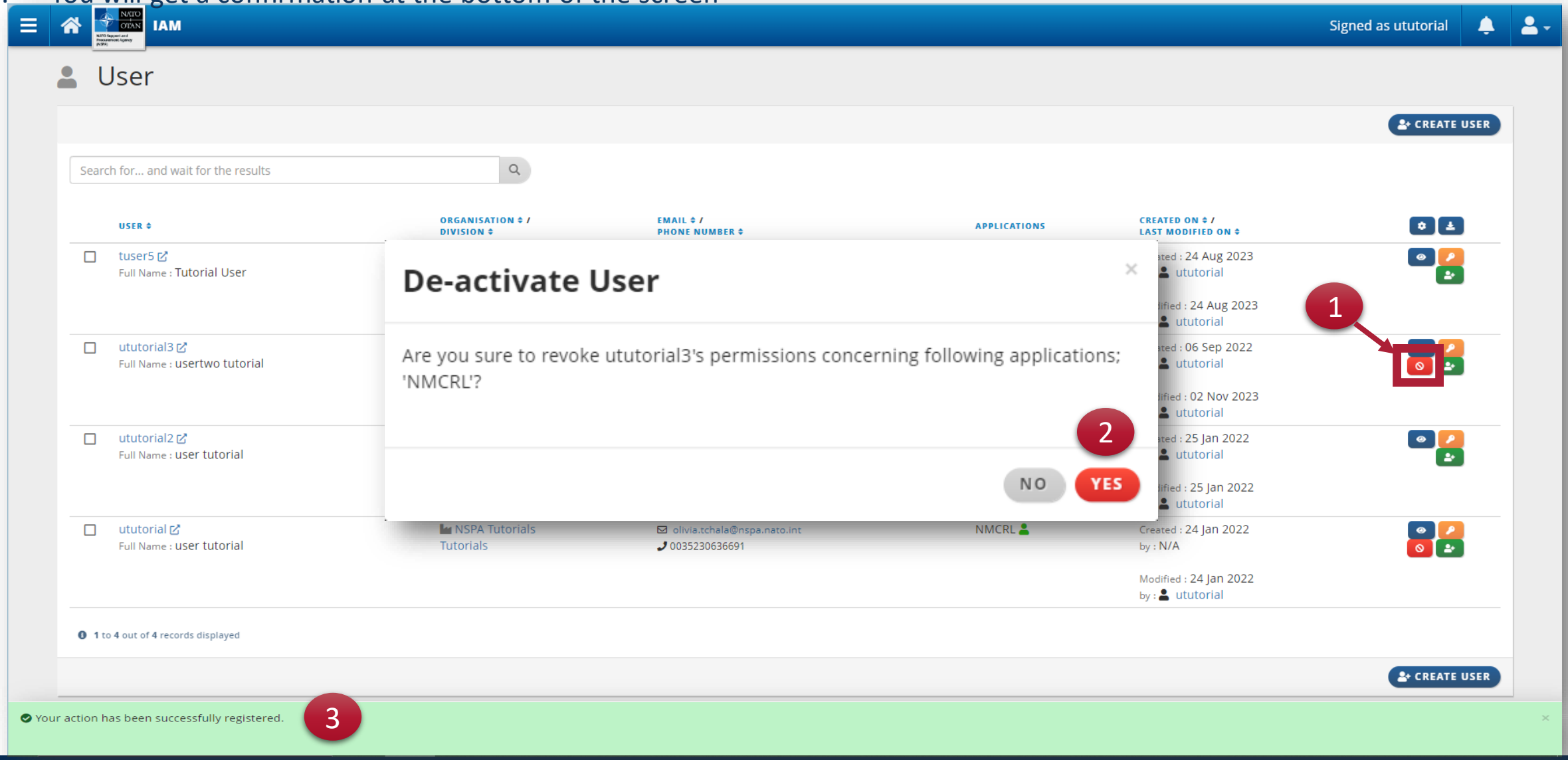


1. In the UM central, identify the user you want to deactivate and click on the icon
2. Confirm on the pop up by clicking on Yes.
3. You will get a confirmation at the bottom of the screen



Still need help?

- NMCRL Tutorials in English – In French
- NMCRL FAQ in English – In French
- NMCRL HelpDesk (technical issues): nmcrl-help@nspa.nato.int
- NMCRL Subscribtion (subscriptions and renewals): nmcrl@nspa.nato.int