

Quick Start Guide for Federal Administrators

Helpful Information

What can administrators do?

Administrators can create/update records, such as Intragovernmental transaction (IGT) registrations or exclusions, and can manage other users.

What do administrators have authority over?

Administrator roles give you authority over individual functional areas:

- There are different administrator roles for Entity Management (includes registering an entity and managing users associated with entities) and Exclusions (includes creating and managing exclusion records).
- You can have administrator roles in multiple functional areas.

Where do I find the Federal Hierarchy?

In SAM, you can select the Federal Hierarchy link from the sub-navigation menu on My SAM page. Select Federal Hierarchy Search to browse different levels of your hierarchy.

Introduction to Being a SAM Administrator

How do I become an administrator?

If you need to be an administrator for an existing record, you can request the role by using the My User Roles - Request Role with New Entity functionality in SAM.

As well, another administrator in your federal hierarchy or an agent with the Federal Service Desk can assign you an administrator role.

What users can I manage?

SAM maintains a hierarchy for U.S. Federal Government entities. As an administrator, you can manage users at your entity level and any entities below yours in the hierarchy.

As a federal administrator, how do I manage users?

From your My SAM page, you can access your administrator functionality by selecting Entity Users from the sub-navigation menu.

From the Users List, you can:

- View a user's profile information
- Give a user additional roles
- Remove a user's roles
- Unlock a locked user's account

You can also:

- Invite users to accept roles with your entity by selecting Invite User.
- View/delete invitations that you've sent by selecting Pending Sent Invitation.
- Approve/reject requests for roles from users by selecting Pending Role Requests.