

TAXATION AND REVENUE DEPARTMENT & MOTOR VEHICLE DIVISION



DRIVER HISTORY RECORD SYSTEM

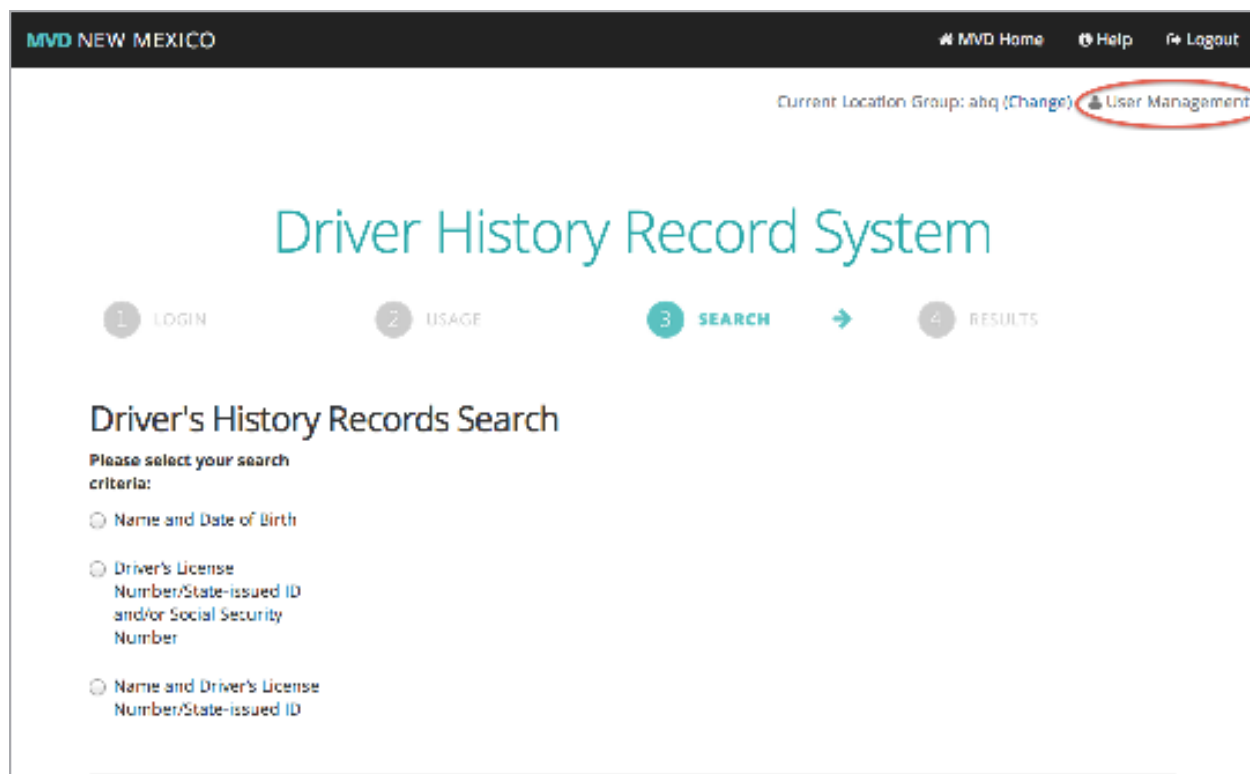
USER ADMIN GUIDE



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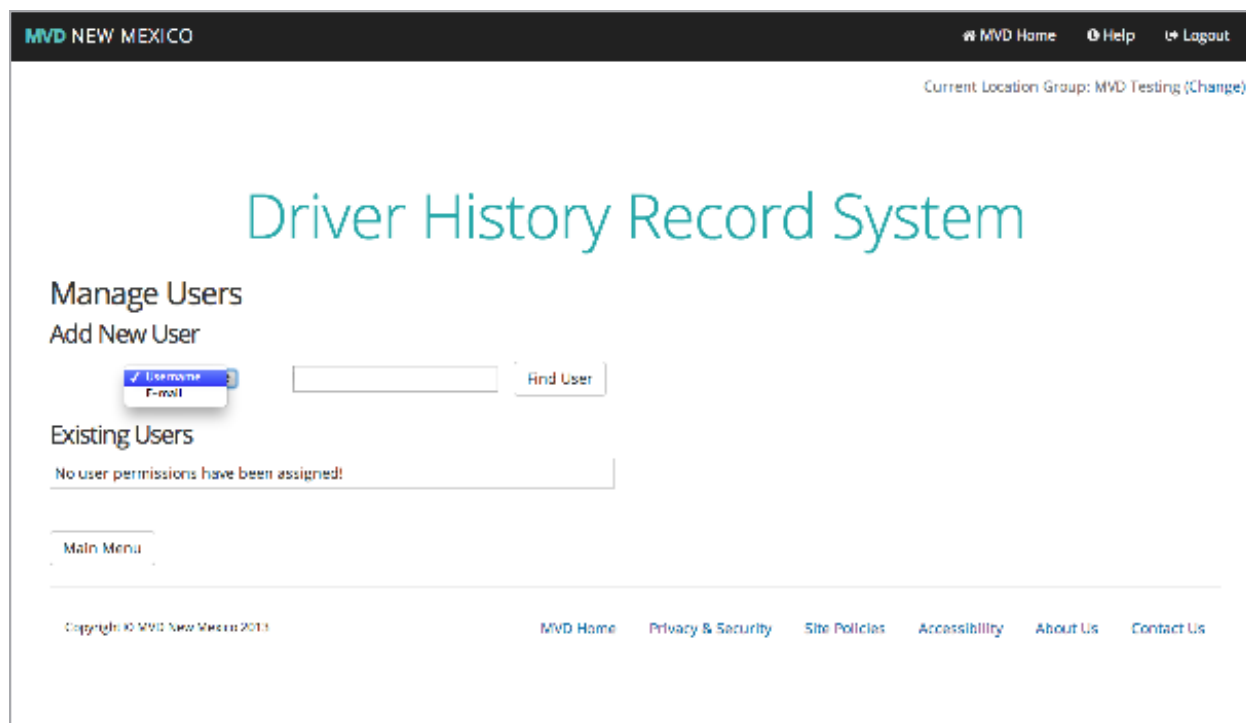
ADDING A USER



User Administrators have access to the Driver's History Records Search and User Management page. Begin by adding users who will have access to the Driver History Record System.

STEP 1:

1. Click the **USER MANAGEMENT** link.



STEP 2:

1. Search for a user by username or by email address.
2. Click **FIND USER**.

NOTE: If the user is not found, instruct the user to create an account at the following address:
<https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>

MVD NEW MEXICO

MVD Home Help Logout

Current Location Group: MVD Testing (Change)

Driver History Record System

Manage Users

Edit User Permissions

Username: mlneya
Email: mlneya@nmInteractive.org
Roles: AgencyRestrictedUser
 AgencyRestrictedUserAdmin

Cancel Update

Main Menu

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FINAL STEP:

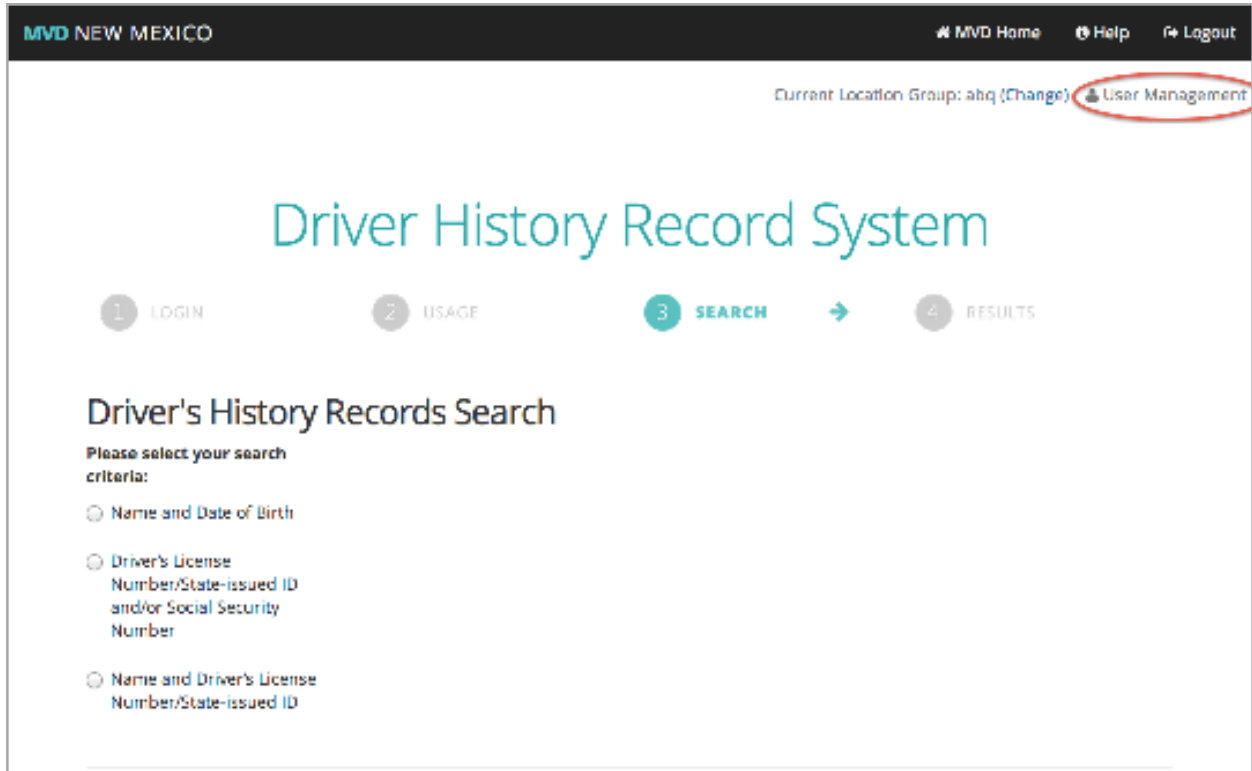
1. Grant permission to users as an "Agency Restricted User" or "Agency Restricted User Admin" by checking the correct box. See User Roles below for descriptions of each.
2. Click **UPDATE**.
3. Click **MAIN MENU** to return to the Driver's History Records Search page.

USER ROLES:

AGENCYRESTRICTEDUSER: Can search for driver history records.

AGENCYRESTRICTEDUSERADMIN: Can grant permissions to users and search for driver history records.

EDIT USER PERMISSIONS



User Administrators have access to the Driver's History Records Search and User Management page.

STEP 1:

1. Click the **USER MANAGEMENT** link.

The screenshot displays the 'Driver History Record System' interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'MVD Home', 'Help', and 'Logout' on the right. Below the navigation bar, the current location group is set to 'MVD Testing (Change)'. The main heading is 'Driver History Record System'. Underneath, there is a 'Manage Users' section with an 'Add New User' button. A search form is present with a 'Username' dropdown, an input field, and a 'Find User' button. Below this is an 'Existing Users' table with the following data:

Username	E-mail		
mlroya	mlroya@minteractive.org	Edit	Remove

At the bottom of the interface, there is a 'Main Menu' button and a footer containing 'Copyright © MVD New Mexico 2013' and a series of links: 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

Existing users will be listed in the "Existing Users" table.

STEP 2:

1. Click **EDIT** to edit permissions of the user.

The screenshot shows the 'Driver History Record System' interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'MVD Home', 'Help', and 'Logout' on the right. Below the navigation bar, the current location group is 'MVD Testing (Change)'. The main heading is 'Driver History Record System'. Underneath, there is a 'Manage Users' section with a sub-section 'Edit User Permissions'. The user details are: Username: mireya, Email: mireya@nminteractive.org, and Roles: AgencyRestrictedUser and AgencyRestrictedUserAdmin. There are 'Cancel' and 'Update' buttons. Below the form is a 'Main Menu' button. At the bottom, there is a copyright notice 'Copyright © MVD New Mexico 2013' and a footer with links: 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us'.

FINAL STEP:

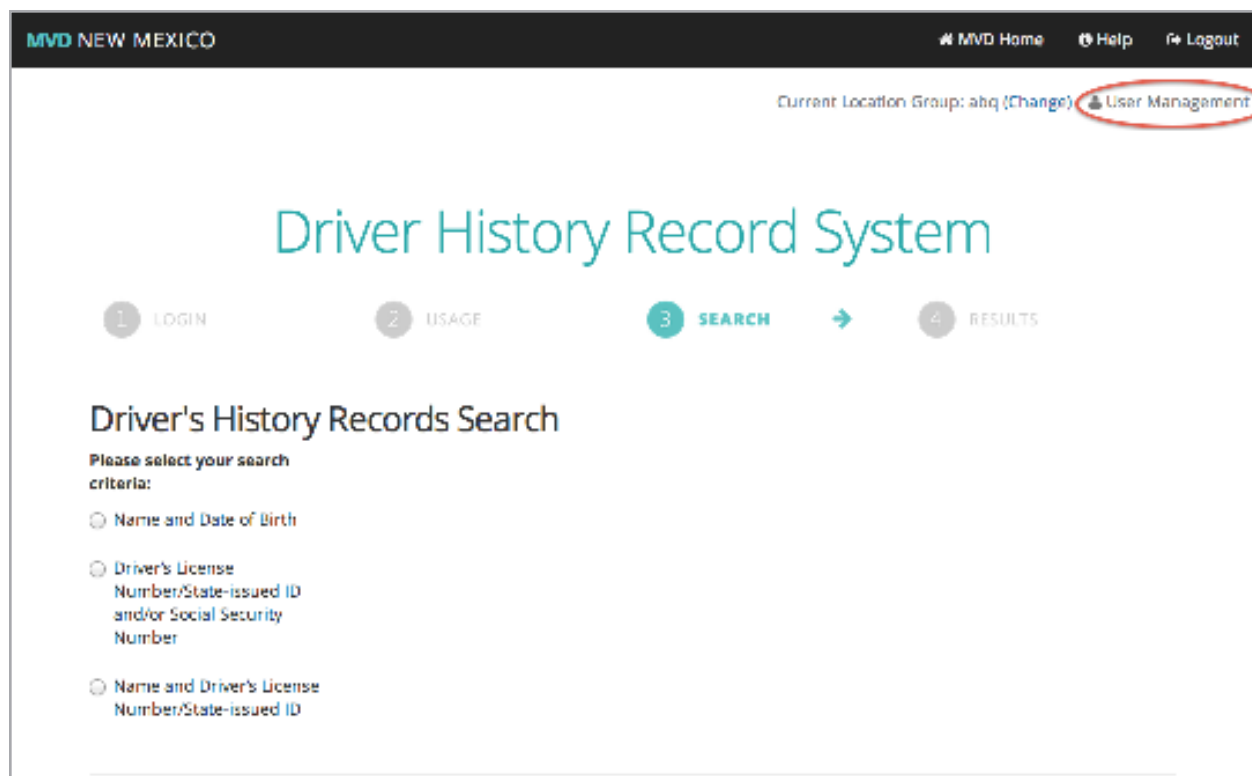
1. Grant permission to users as an “Agency Restricted User” or “Agency Restricted User Admin” by checking the correct box. See User Roles below for descriptions of each.
2. Click **UPDATE**.
3. Click **MAIN MENU** to return to the Driver’s History Records Search page.

USER ROLES:

AGENCYRESTRICTEDUSER: Can search for driver history records.

AGENCYRESTRICTEDUSERADMIN: Can grant permissions to users and search for driver history records.

REMOVING A USER



User Administrators have access to the Driver's History Records Search and User Management page.

STEP 1:

1. Click the **USER MANAGEMENT** link.

MVD NEW MEXICO

MVD Home Help Logout

Current Location Group: MVD Testing (Change)

Driver History Record System

Manage Users

Add New User

Username Find User

Existing Users

Username	E-mail		
miraya	miraya@minteractive.org	Edit	Remove

Main Menu

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Existing users will be listed in the “Existing Users” table.

FINAL STEP:

1. Click **REMOVE** to remove the user’s access.
2. Click **OK** to confirm the user’s access removal.
3. Click **MAIN MENU** to return to the Driver’s History Records Search page.