

TAXATION AND REVENUE DEPARTMENT & MOTOR VEHICLE DIVISION



MOTOR VEHICLE RECORD SYSTEM

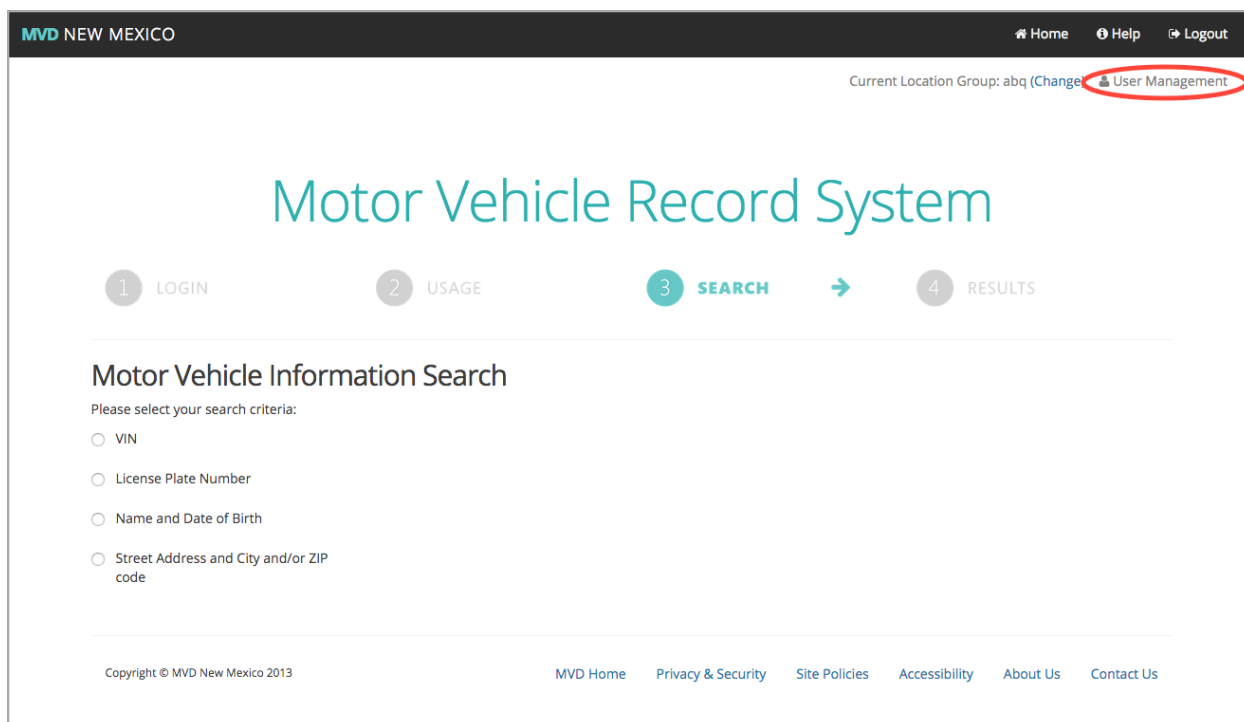
USER ADMIN GUIDE



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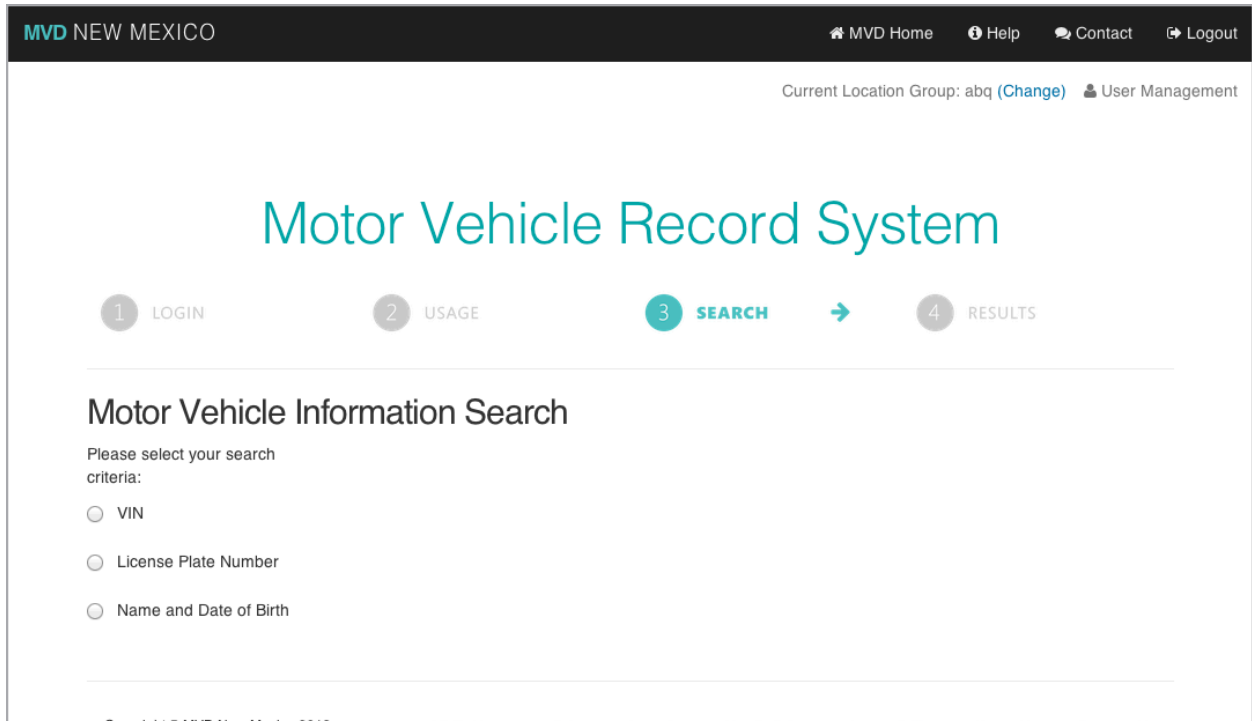
ADDING A USER



User Administrators have access to the Motor Vehicle Records Search and User Management page. Begin by adding users who will have access to the Motor Vehicle 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 Home Help Logout

Current Location Group: abq (Change)

Motor Vehicle Record System

Manage Users

Edit User Permissions

Username: mireya@nm.ad.cdc.nicusa.com
Email: mireya@nminteractive.org
Roles: AgencyUser
 AgencyUserAdmin

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FINAL STEP:

1. Grant permission to users as an "Agency User" or "Agency User Admin" by checking the correct box. See User Roles below for descriptions of each.
2. Click **UPDATE**.
3. Click the **SEARCH PAGE** link to return to the Motor Vehicle Records Search page.

USER ROLES:

AGENCYUSER: Can search for motor vehicle records.

AGENCYUSERADMIN: Can grant permissions to users and search for motor vehicle records.

EDIT USER PERMISSIONS

The screenshot displays the 'Motor Vehicle Record System' interface. At the top left, it says 'MVD NEW MEXICO'. On the top right, there are links for 'Home', 'Help', and 'Logout'. Below these, it shows 'Current Location Group: abq (Change)' and a red circle around the 'User Management' link. The main heading is 'Motor Vehicle Record System'. Below this is a progress bar with four steps: '1 LOGIN', '2 USAGE', '3 SEARCH' (highlighted in teal), and '4 RESULTS'. Underneath is the 'Motor Vehicle Information Search' section with the instruction 'Please select your search criteria:' and four radio button options: 'VIN', 'License Plate Number', 'Name and Date of Birth', and 'Street Address and City and/or ZIP code'. At the bottom, there is a footer with 'Copyright © MVD New Mexico 2013' on the left and a navigation menu with 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us' on the right.

User Administrators have access to the Motor Vehicle Records Search and User Management page.

STEP 1:

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

MVD NEW MEXICO Home Help Logout
Current Location Group: abq (Change)

Motor Vehicle Record System

Manage Users

Add New User

Username Find User

Existing Users

Username	E-mail	
mireya@nm.ad.cdc.nicusa.com	mireya@nminteractive.org	Edit Remove

[Main Menu](#)

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

STEP 2:

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

MVD NEW MEXICO Home Help Logout

Current Location Group: abq (Change)

Motor Vehicle Record System

Manage Users

Edit User Permissions

Username: mireya@nm.ad.cdc.nicusa.com
Email: mireya@nminteractive.org
Roles: AgencyUser
 AgencyUserAdmin

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FINAL STEP:

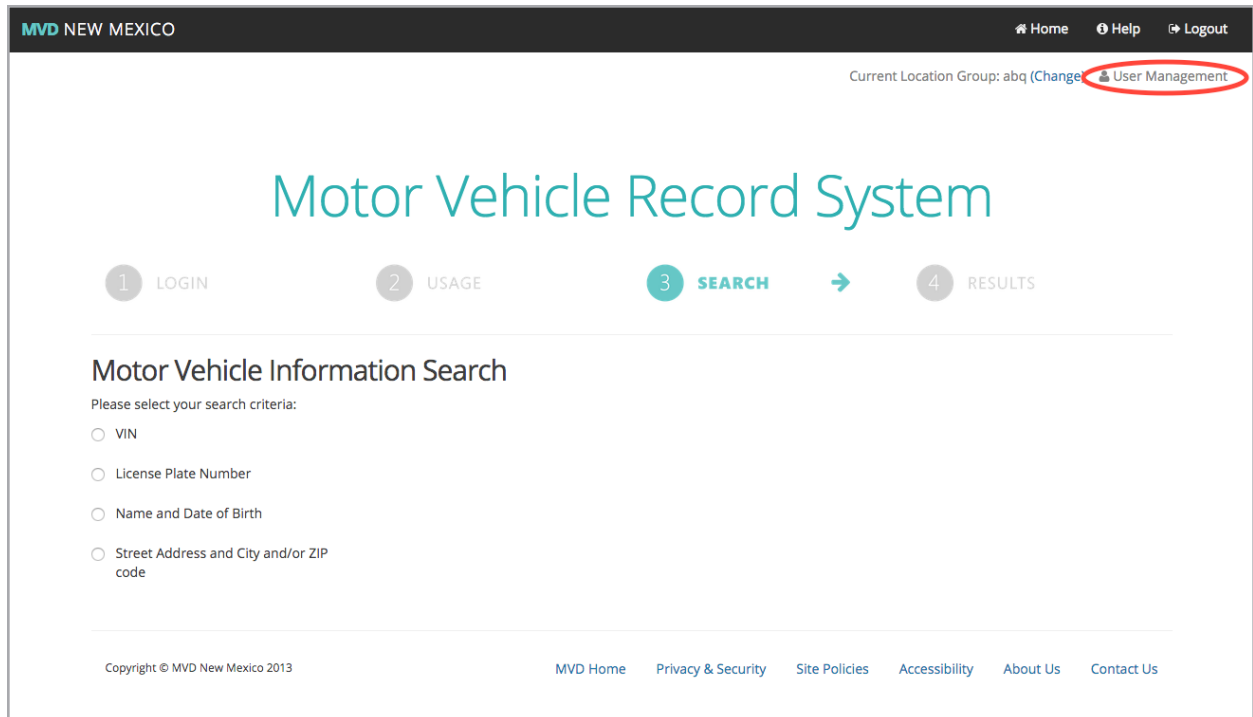
1. Grant permission to users as an "Agency User" or "Agency User Admin" by checking the correct box. See User Roles below for descriptions of each.
2. Click **UPDATE**.
3. Click the **SEARCH PAGE** link to return to the Motor Vehicle Records Search page.

USER ROLES:

AGENCYUSER: Can search for motor vehicle records.

AGENCYUSERADMIN: Can grant permissions to users and search for motor vehicle records.

REMOVING A USER



The screenshot shows the MVD New Mexico Motor Vehicle Record System interface. At the top left, it says "MVD NEW MEXICO". At the top right, there are links for "Home", "Help", and "Logout". Below these, it says "Current Location Group: abq (Change)" and a link for "User Management" which is circled in red. The main heading is "Motor Vehicle Record System". Below this is a progress bar with four steps: 1 LOGIN, 2 USAGE, 3 SEARCH (highlighted in teal), and 4 RESULTS. Below the progress bar is the "Motor Vehicle Information Search" section with the instruction "Please select your search criteria:" and four radio button options: VIN, License Plate Number, Name and Date of Birth, and Street Address and City and/or ZIP code. At the bottom, there is a copyright notice "Copyright © MVD New Mexico 2013" and a footer with links for "MVD Home", "Privacy & Security", "Site Policies", "Accessibility", "About Us", and "Contact Us".

User Administrators have access to the Motor Vehicle Records Search and User Management page.

STEP 1:

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

The screenshot shows the 'Motor Vehicle Record System' interface. At the top, there is a navigation bar with 'MVD NEW MEXICO' on the left and 'Home', 'Help', and 'Logout' on the right. Below the navigation bar, the current location group is set to 'abq (Change)'. The main heading is 'Motor Vehicle Record System'. Underneath, there is a 'Manage Users' section. This section includes an 'Add New User' form with a 'Username' dropdown menu, an input field, and a 'Find User' button. Below the form is an 'Existing Users' table with the following data:

Username	E-mail	
mireya@nm.ad.cdc.nicusa.com	mireya@nminteractive.org	Edit Remove

The 'Remove' button in the table is circled in red. Below the table is a 'Main Menu' button. At the bottom of the page, there is a footer with 'Copyright © MVD New Mexico 2013' on the left and a list of links: 'MVD Home', 'Privacy & Security', 'Site Policies', 'Accessibility', 'About Us', and 'Contact Us' on the right.

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 the **SEARCH PAGE** link to return to the Motor Vehicle Records Search page.