ACCOUNT MANAGEMENT SYSTEM

User Manual
Read this manual before operating the system, and for future reference.

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1. Getting Started

This section will guide you on how to access the Account Management System (AMS)

Account Management System (AMS) can be access from three locations:
1. On OCSs' main website www.csa.virginia.gov
   a. Click on *Contacts*
   b. Click on *Local Government Contacts*
   c. Click on left rail : *Account Management / Update Rosters / New User Registration* **(fig 1)**

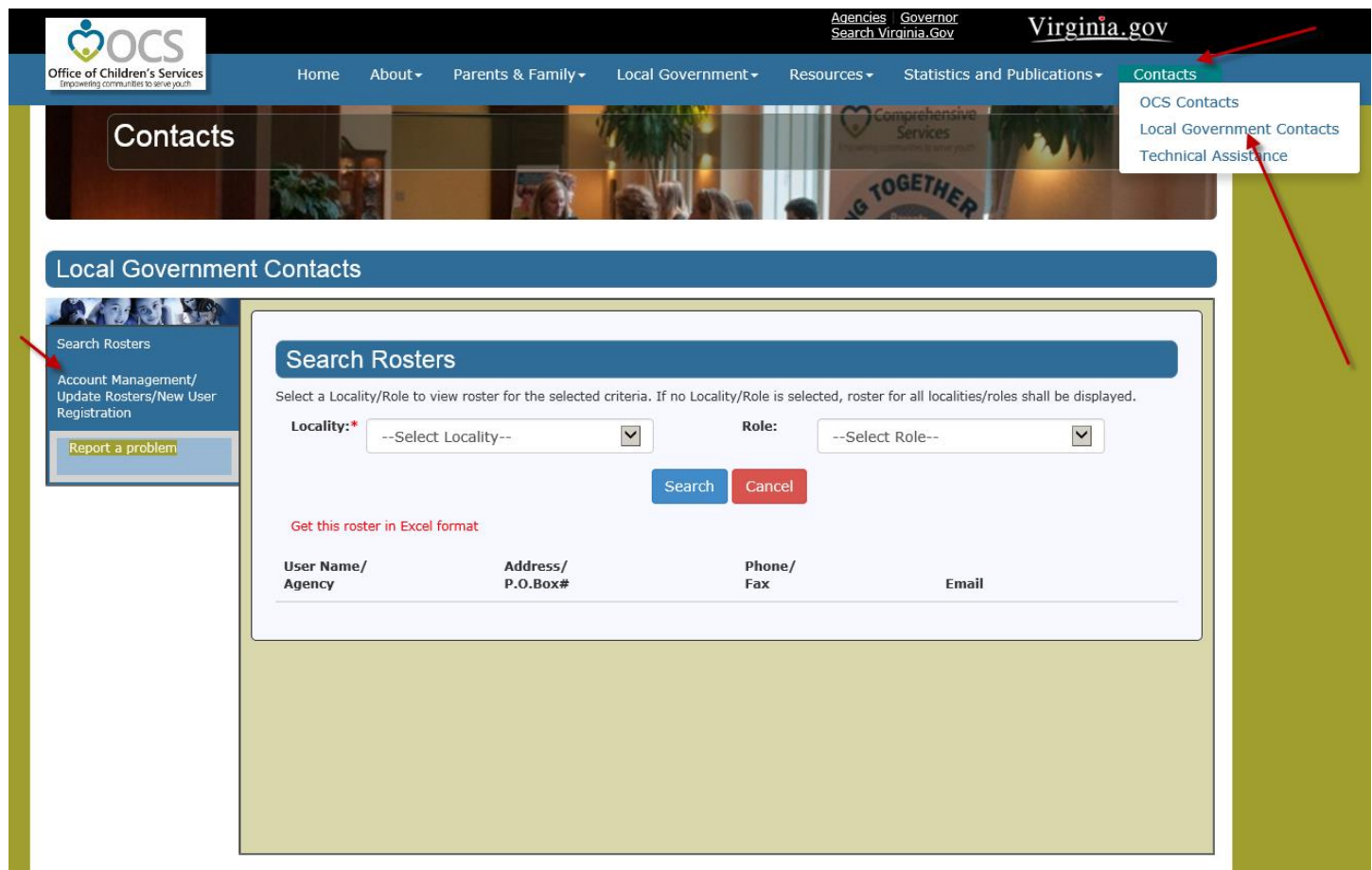*Fig 1:*

2. On OCSs' main website www.csa.virginia.gov
   a. Click on Local Government Reporting
   b. Login to the system
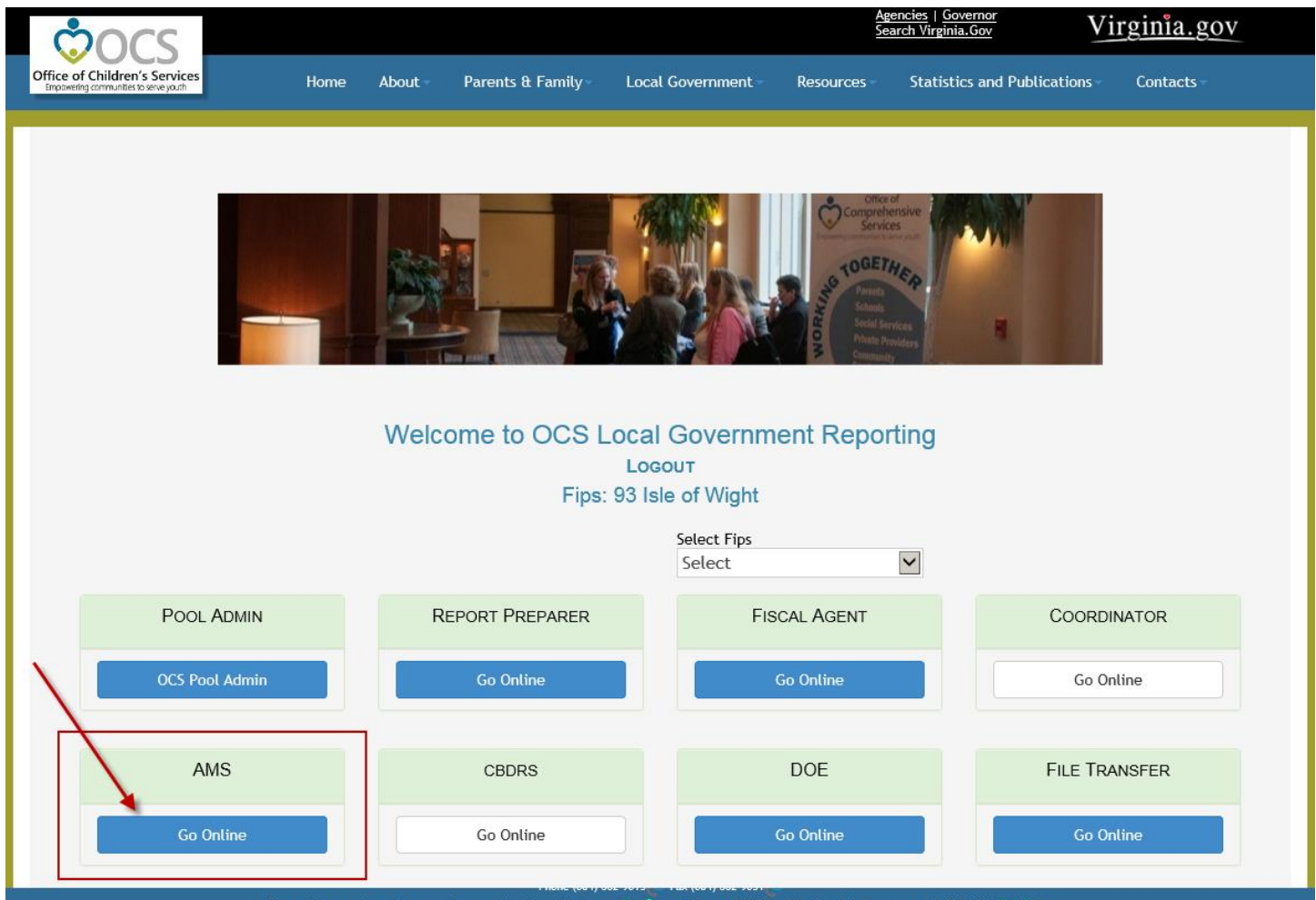   c. On the Main Page click on the button for AMS(Account Management System) *(fig 2)*

Fig2:

3. On OCSs' main website www.csa.virginia.gov
   a. Under Applications section, click on *Account Management System* **(fig 3)**

Fig 3:

Even though, all Users have been transferred to the new system. The user needs to establish
1. The security questions for their current account
2. and, a new password.

Once the above request information is, submitted. Going forward, User will need to login using the newly changed password

2. Login Page

After the user click "OK" on the disclaimer page, the Login Page is displayed. This login page has 3 options, if it originates from Account Management System and 3 options, if it originates from Local Government Reporting.

2.1 Login

Enter your current registered email address and password to log into the system.

After three (5) failed login attempts, the system will be locked, to avoid any unauthorized use. You will then need to wait contact either your CSA coordinator or CSA office to unlock your user.

Within 3 attempts if you realize that you have forgotten your password, click on the link Reset/Forgot Password.

2.2 Reset/Forgot Password

If user has forgotten their password and if user clicks on "Reset/Forgot Password" link you will get the following screen

1. Select the Locality
2. Type in the the Email Address
3. Click Submit
4. A message "An email has been sent to your email id with password reset link. Please click on the link to reset your password." will be seen on the screen.
5. After above message is displayed user will see a link in user's mailbox.
6. When you click on the link. The following screen will be displayed.

2.3 Create a New Account / Register New User Account

Either an existing User can register and create a new account or the new user itself can register oneself by clicking on the "Create New Account" button.

The following screen will be displayed on the screen

Home   About ▾   Parents & Family ▾   Local Government ▾   Resources ▾   Statistics and Publications ▾   Contacts ▾

Create New User

Name:*   [   ]

Locality:*   [--Select Locality--   ▼]

Agency:*   [   ]

Position: [   ]

Phone:*   [   ]

Ext: [   ]

Fax: [   ]

Email:*   [   ]

Address Line 1:* [   ]

Address Line 2:   [   ]

P.O.Box#:   [   ]

City:*   [   ]

State:*   [Virginia   ▼]

Zip Code:*   [   ]

Zip Ext: [   ]

Role:*   [None selected ▾]

PARNR

Refresh
Input symbols
[   ]

[Register]

1. Key in all the details on the screen
2. Click on the "Register" button

When user clicks on "Register", an email notification is sent, to the Locality Approver for all the requested Roles. Please see Appendix A for all the roles and their corresponding Approvers.

3. Successful Login

When an existing User logs in, depending on their user role main screen shall show/hide various tabs.