

Boston Government Services, LLC

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## GRANT USER PERMISSIONS WORK AID

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BGS-SQAP-03-WA-05

Revision 1

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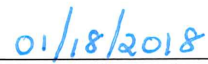
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Prepared and  
Approved By:



Sherri Sanderson,  
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Date Signed

Effective Date:



FUNCTIONAL AREA: Information Management	BGS-SQAP-03-WA-05	
	REV. NO. 1	DATE: 01/18/2018
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### Revision History

Rev. #	Effective Date	By	Type1	Changes
0	12/21/2015	Cathy Widhalm	N	New Work Aid
1	1/18/2018	Sherri Sanderson	M	Updated to remove requirements and responsibilities and renumber to current numbering convention (from BGS-WA-05-SQAP-03 to BGS-SQAP-03-WA-05).

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1 M = major change, mc = minor change, N = new

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## 1. PURPOSE

This procedure outlines the process to obtain approval and add a new user to ATLAS with the designated roles.

## 2. SCOPE

Text

## 3. GRANT USER PERMISSIONS

To request access a new user goes the ATLAS application and clicks Request Access. A form is displayed for the user to fill in requested information along with a user id and password. The user submits the request and an email is generated to ATLASsupport@bgs-llc.com.

ATLAS support looks up the user's supervisor under Administration/New Access Requests and sends an email requesting approval and modules needed for ATLAS to the supervisor. See sample emails below.

Once approval is received from the supervisor ATLAS Support processes the new user request as follows:

1. Login to ATLAS
2. Click on Administration
3. Click New Access Requests
4. Select appropriate person by clicking the page icon
5. Click Edit User Access
6. Click the Approved checkbox
7. Select all user roles based on supervisor approval by clicking the appropriate checkbox(s)
8. Click Save Changes
9. Email the user and supervisor notifying them of user setup. (Sample email below)

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Sample Email sent to user and supervisor – Add appropriate roles and Username

User Name,

We are pleased to advise that your access to the Automated Transportation Logistics and Analysis System (ATLAS) has been approved and you are authorized to access the Carrier Profile, Shipping Documents, Rate Route and Freight Bill modules. (Condition: based on approval)

ATLAS Web Address: <https://atlas.doe.gov/Login.aspx>

Username: \_\_\_\_\_

Password: use the password that was created during the registration process.

Please let me know if you have any issues accessing the application. You can contact the Help Desk at 866-889-6022 or via email at [atlassupport@bgs-llc.com](mailto:atlassupport@bgs-llc.com).

Regards,

ATLAS Helpdesk

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Sample Email sent to request supervisor approval – Add appropriate name

\_\_\_\_\_ has requested access to the Department of Energy's Automated Transportation Logistics Analysis System (ATLAS). Prior to access being granted we require Supervisor approval.

Please respond indicating approval and which modules this user is authorized to access in ATLAS:

- Shipping Documents
- Rate/Route
- Freight Bill
- Carrier Profile

Thank you,

ATLAS Support

866-889-6022

atlassupport@bgs-llc.com