

How to Add an NQMS-User Account to Your MENTOR Affiliate

This tutorial will guide you on how to create accounts for users to access the NQMS assessment. This user-level permission allows programs access to the NQMS tab, the NQMS assessment, and the Documents tab under your program's profile. This user does not have access to searches or inquiries for your program.

8 Steps [View most recent version](#) 

Created by

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Creation Date

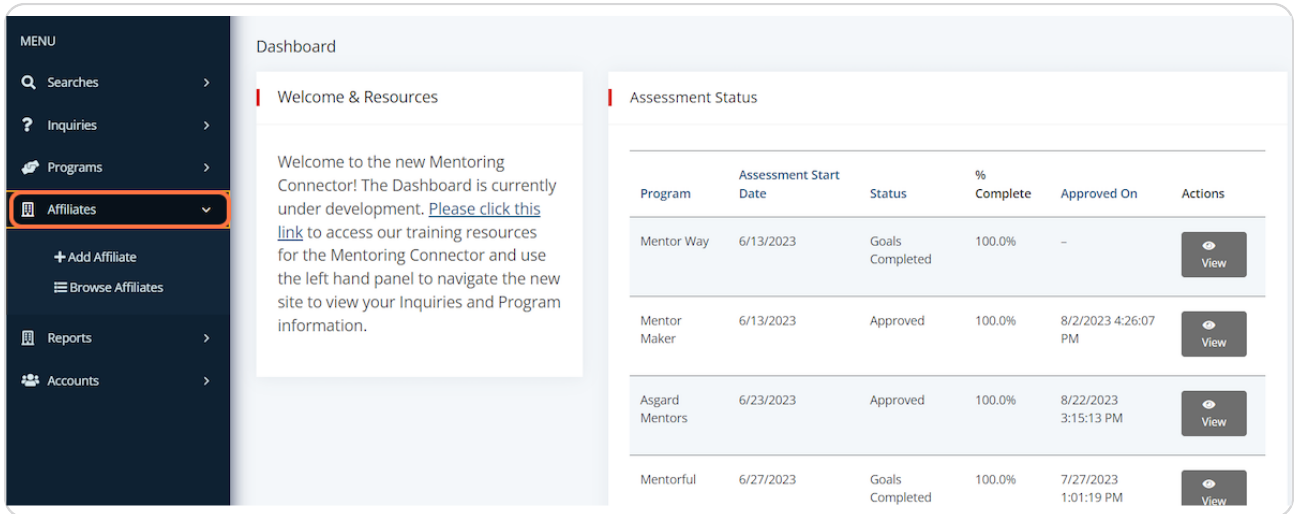
September 21, 2023

Last Updated

September 25, 2023

STEP 1

Click on Affiliates.

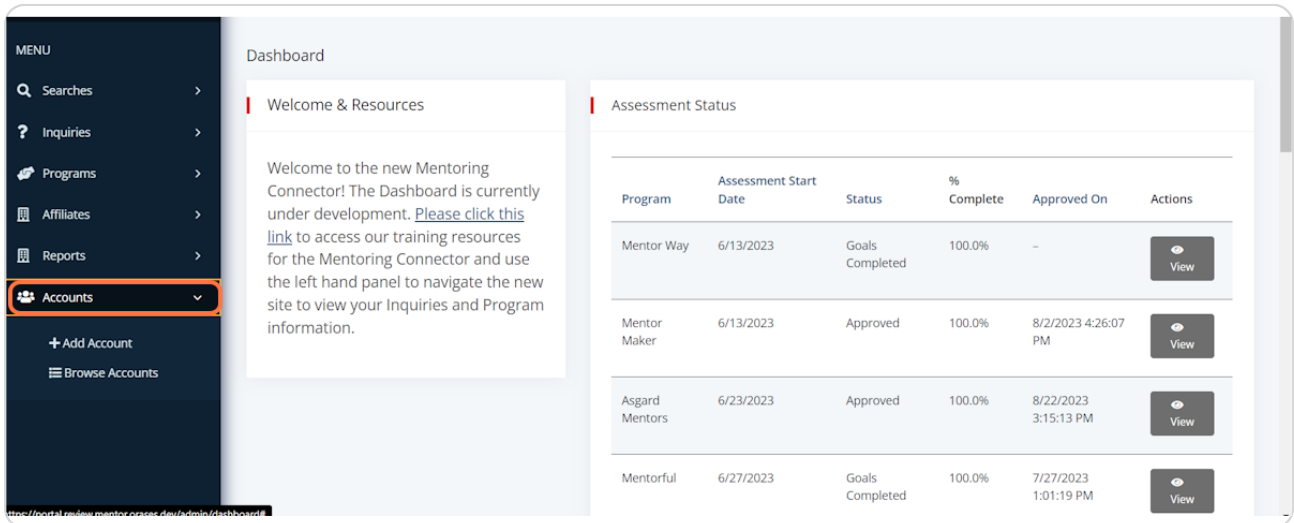


The screenshot shows the dashboard interface. On the left, a dark blue menu is visible with the following items: MENU, Searches, Inquiries, Programs, Affiliates (highlighted with an orange box), + Add Affiliate, Browse Affiliates, Reports, and Accounts. The main content area is titled 'Dashboard' and contains two sections: 'Welcome & Resources' and 'Assessment Status'. The 'Assessment Status' section features a table with the following data:

Program	Assessment Start Date	Status	% Complete	Approved On	Actions
Mentor Way	6/13/2023	Goals Completed	100.0%	-	View
Mentor Maker	6/13/2023	Approved	100.0%	8/2/2023 4:26:07 PM	View
Asgard Mentors	6/23/2023	Approved	100.0%	8/22/2023 3:15:13 PM	View
Mentorful	6/27/2023	Goals Completed	100.0%	7/27/2023 1:01:19 PM	View

STEP 2

Click on Accounts.



The screenshot shows the dashboard interface, similar to the previous one, but with 'Accounts' highlighted in the menu. The 'Assessment Status' table contains the same data as in the previous screenshot:

Program	Assessment Start Date	Status	% Complete	Approved On	Actions
Mentor Way	6/13/2023	Goals Completed	100.0%	-	View
Mentor Maker	6/13/2023	Approved	100.0%	8/2/2023 4:26:07 PM	View
Asgard Mentors	6/23/2023	Approved	100.0%	8/22/2023 3:15:13 PM	View
Mentorful	6/27/2023	Goals Completed	100.0%	7/27/2023 1:01:19 PM	View

STEP 3

Click Add Account.

Dashboard

>Welcome & Resources

Welcome to the new Mentoring Connector! The Dashboard is currently under development. [Please click this link](#) to access our training resources for the Mentoring Connector and use the left hand panel to navigate the new site to view your Inquiries and Program information.

Assessment Status

Program	Assessment Start Date	Status	% Complete	Approved On	Actions
Mentor Way	6/13/2023	Goals Completed	100.0%	-	View
Mentor Maker	6/13/2023	Approved	100.0%	8/2/2023 4:26:07 PM	View
Asgard Mentors	6/23/2023	Approved	100.0%	8/22/2023 3:15:13 PM	View
Mentorful	6/27/2023	Goals Completed	100.0%	7/27/2023 1:01:19 PM	View

STEP 4

Complete all fields with a red asterisk (*) next to the title.

Accounts / Browse Accounts / Add Account

Add Account

First Name *

Last Name *

Email *

Password *

Confirm Password *

Zip Code *

Mobile Phone *

At least 8 characters, one capital letter, one number, one special character @\$!%*?&.#

STEP 5

Scroll down to **Affiliate Access Controls**. Start typing in the name of your **MENTOR Affiliate**. When the name of your Affiliate appears, select it from the drop-down menu.

Affiliate Access Controls
Providing a user with access to an Affiliate provides them with access to all Programs within that Affiliate Region. ⓘ

Affiliates *

Ma|
MENTOR Maine Test

Affiliates Users

Full Access
 MC-Access Only
 NQMS-Access Only

+ Add - Remove

STEP 6

Select the type of access you would like this account to have: **Full Access**, **MC-Access Only**, or **NQMS-Access Only**. Select **NQMS-Access Only**.

Affiliate Access Controls
Providing a user with access to an Affiliate provides them with access to all Programs within that Affiliate Region. ⓘ

Affiliates *

MENTOR Maine Tes
Start typing the affiliate name

Affiliates Users

Limited Contractor

Full Access
 MC-Access Only
 NQMS-Access Only

+ Add - Remove

STEP 7

[Optional] If this account is for a consultant who only requires access to the current NQMS for the programs they will be working with, select the box for "Limited Contractor". This will restrict access to only the current NQMS assessment.

Affiliate Access Controls

Providing a user with access to an Affiliate provides them with access to all Programs within that Affiliate Region. ⓘ

Affiliates *

MENTOR Maine Te
Start typing the affiliate name

Affiliates Users

Limited Contractor

Full Access

MC-Access Only

NQMS-Access Only

+ Add - Remove

STEP 8

Skip over Program Access Controls and click "Save" to create the new user.

Affiliate Access Controls

Providing a user with access to an Affiliate provides them with access to all Programs within that Affiliate Region. ⓘ

Affiliates *

MENTOR Maine Te
Start typing the affiliate name

Affiliates Users

Limited Contractor

Full Access

MC-Access Only

NQMS-Access Only

+ Add - Remove

Program Access Controls

Providing a user with access to a Program provides them with access to Program's information. ⓘ

Programs *

Start typing the program name

Program Users

Full Access

MC-Access Only

NQMS-Access Only

+ Add - Remove

Save