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.

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Log into your Mentoring Connector account.

STEP 1

Click on Affiliates.

STEP 2

Click on Accounts.
**STEP 3**

Click Add Account.

**STEP 4**

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

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.
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.

STEP 8

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