

# How to Add an NQMS-User Account to Your Mentoring Program

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](#) 

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Created by

Nicki Patnaude

Creation Date

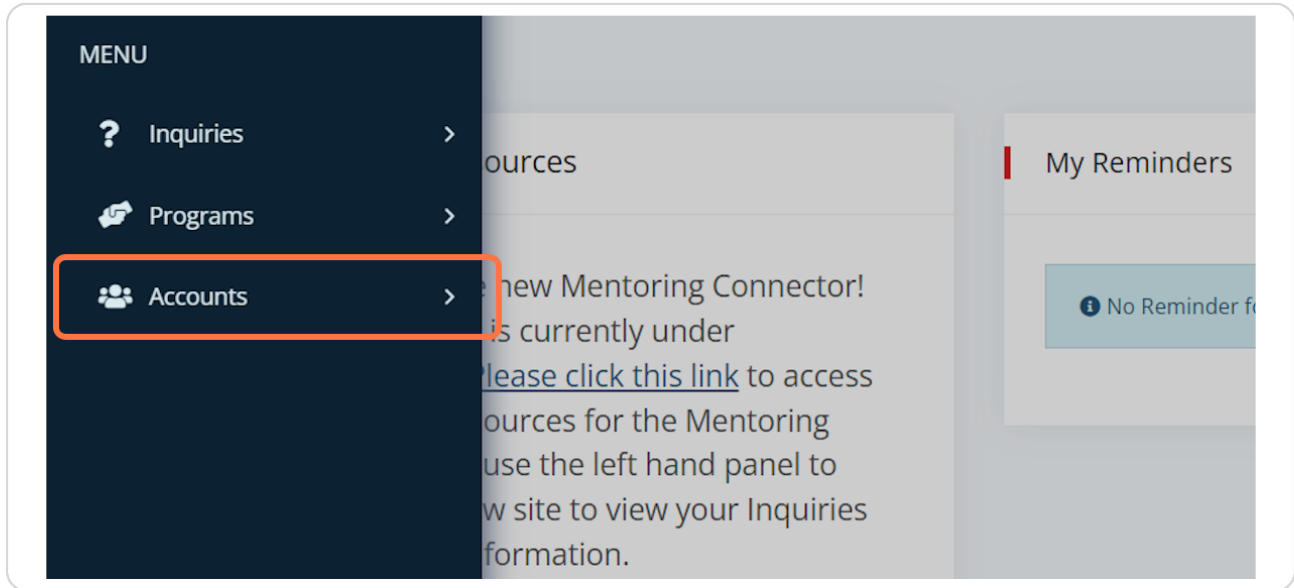
September 21, 2023

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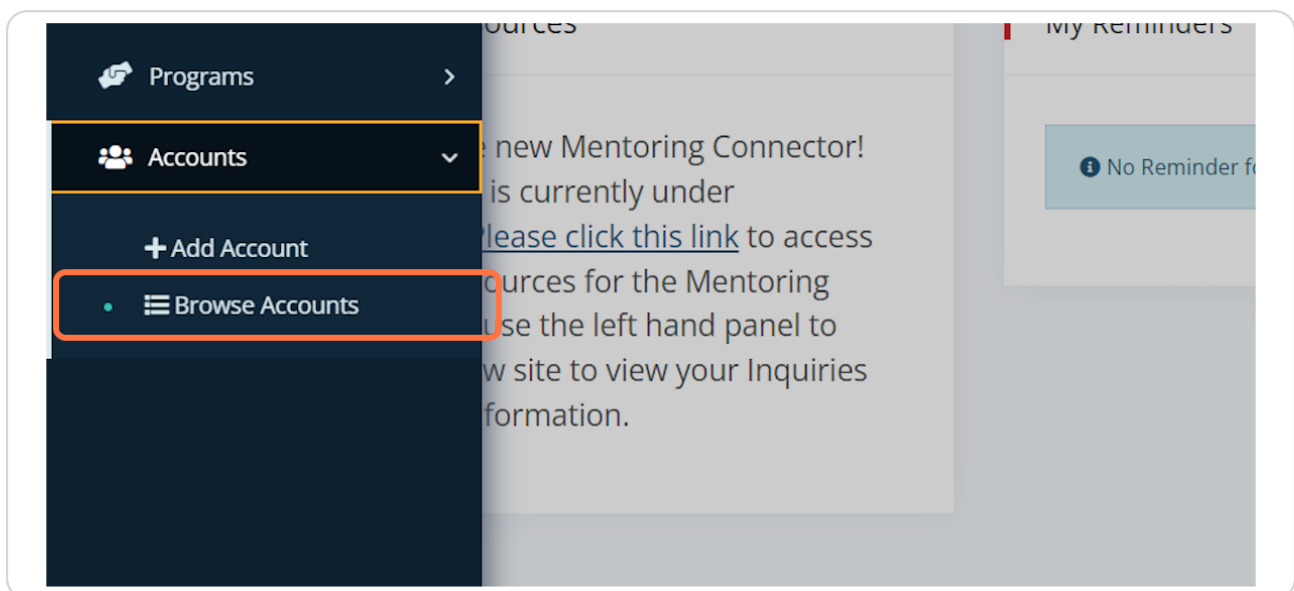
STEP 1

Click on "Accounts".



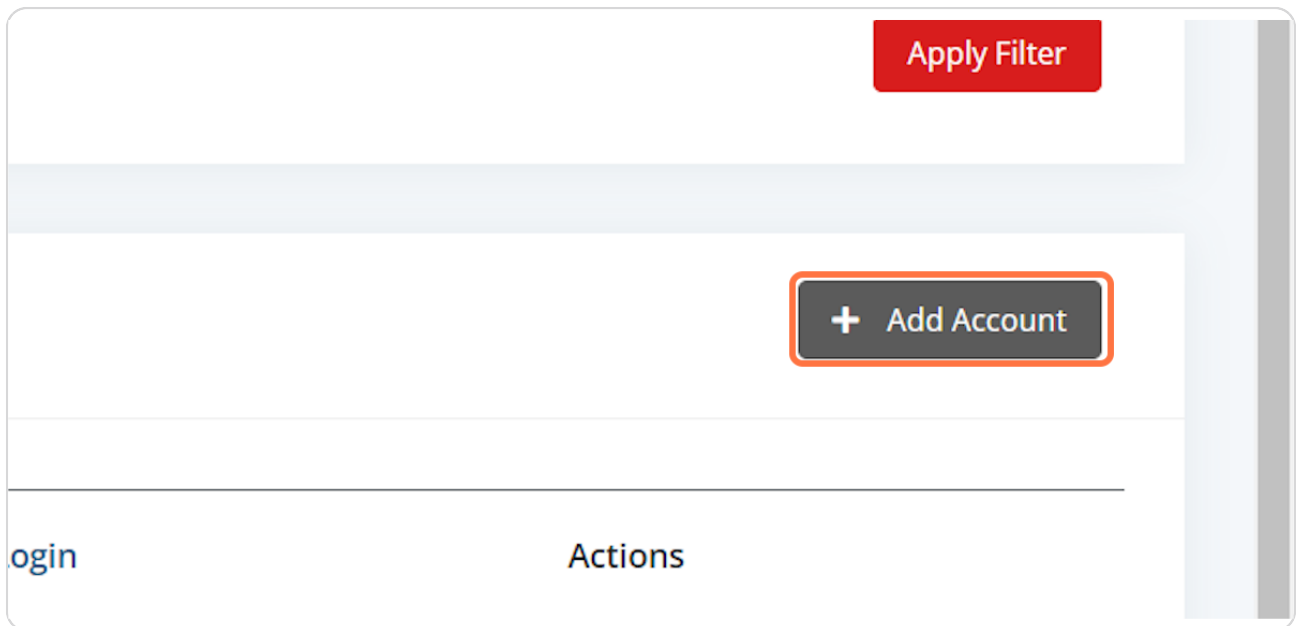
STEP 2

Click on Browse Accounts.



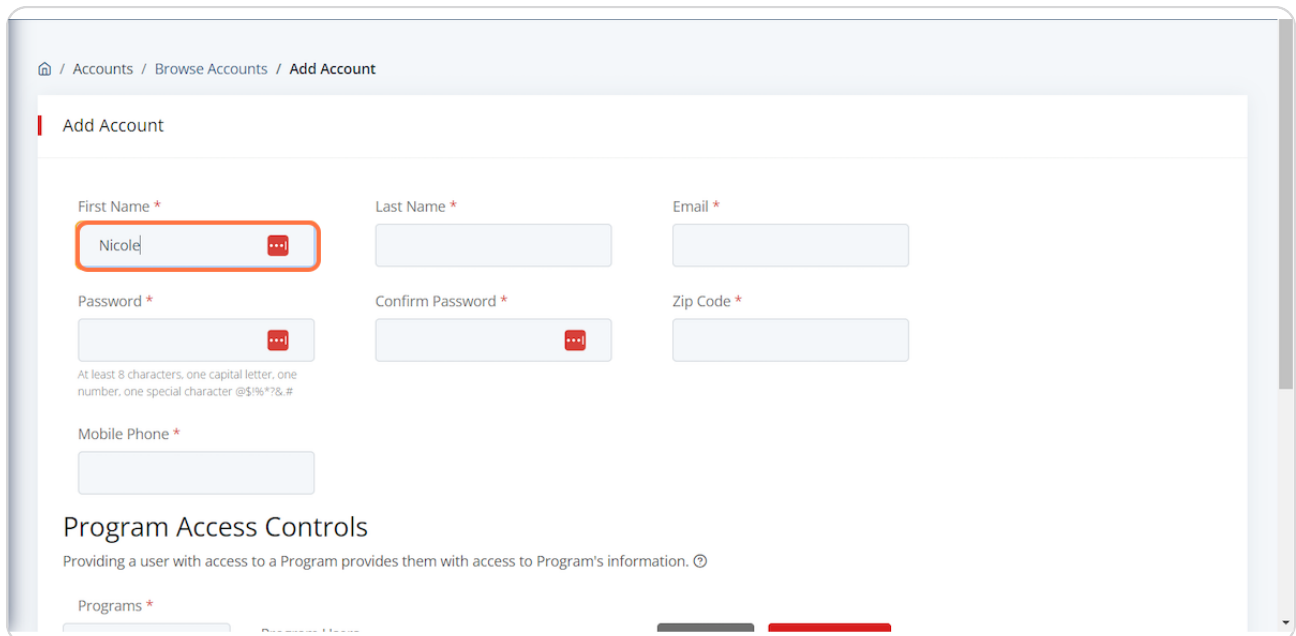
### STEP 3

**Click on "Add Account".**



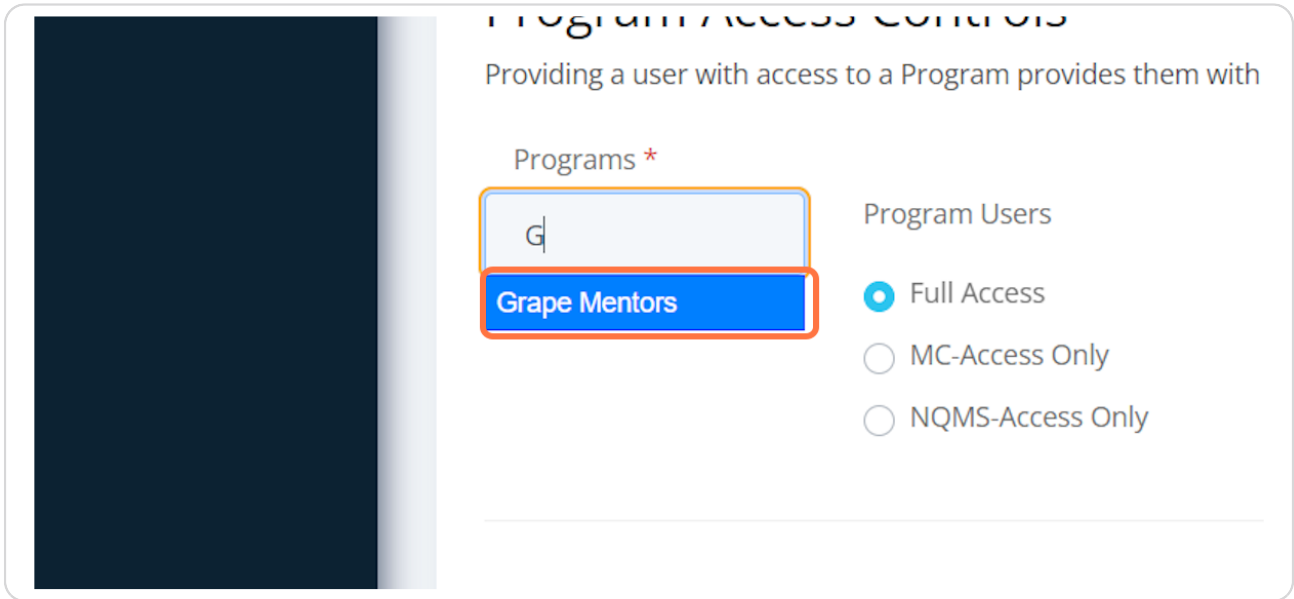
### STEP 4

**Complete all fields with a red asterisk [\*] next to the title.**



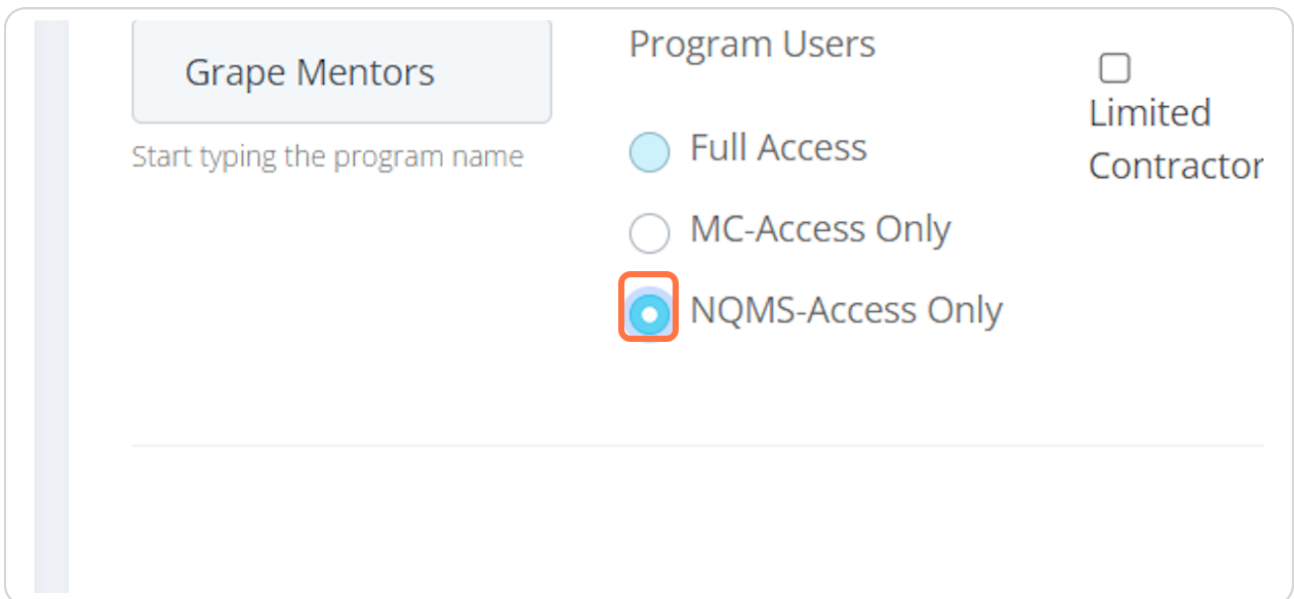
**STEP 5**

**Scroll down to Program Access Controls. Start typing in the name of your mentoring program. When the name of your program 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 only requires access to the current NQMS for your program, select the box for "Limited Contractor". This will restrict access to only the current NQMS assessment.

**ACCESS CONTROLS**

Access to a Program provides them with access to Program's information. ?

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Program Users

Limited Contractor

Full Access

MC-Access Only

NQMS-Access Only

+ A

## STEP 8

Click "Save" to create the new user.

Save