

# FAMAuth Org Unit Manager Guide

## Revision Log

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## Managing Organizational Units (Org units)

This Org Unit Manager Guide explains how to approve and manage Users, the org units they have access to within a specific FAM application, and the org roles they have in the application when working on behalf of the org unit. Topics include:

- Maintain Org Unit Manager notifications
- Approve/reject org role request
- Add/remove org unit access

You must be a User, with a FAM application role that is mapped to the Manage Org Unit operation, to be considered an Org Unit Manager and perform the tasks described in this document. FAM application role(s), and the org unit(s) the Org Unit Manager manages at an application, are assigned by an Account Manager that is configured as an Application Approver.

- If you need to become an Org Unit Manager, or you are already an Org Unit Manager and need org unit(s) for an application added/removed from your management, contact the Application Approver for the application, or the IIA Help Desk who will direct your request to a SME with the necessary access.

Note: the screenshots provided in this guide are from the Test environment; therefore, while the functionality represents the functionality available in production, the data does not exactly match.

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## Maintain Org Unit Manager notifications

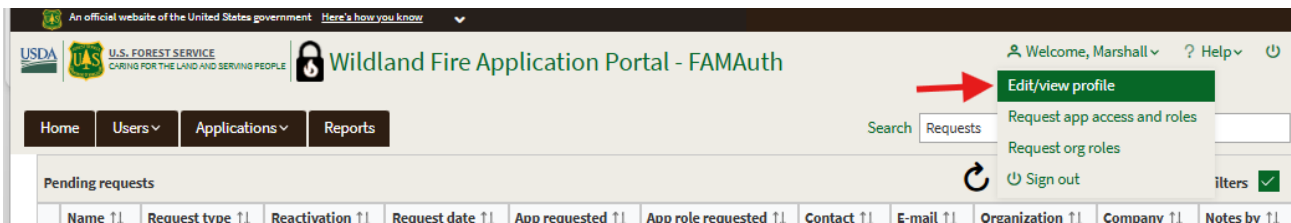
An Org Unit Manager can control whether to receive email notifications when a request for org roles at an org unit they manage is requested. You can select/deselect to receive notifications from within FAMAAuth.

### 1. Log into Portal

- a. FAMAAuth Portal – log into the FAMAAuth portal and select the **Edit/view Profile** option from the User menu.



FAMAAuth Admin – if already in FAMAAuth Admin, select the **Edit/view Profile** option from the user menu.



- From the **Org request e-mail notifications** section, select or deselect the Notify Me checkbox.

**Edit profile** - [Redacted]

>>

User information	+
Linked accounts	+
Application access and role status	+
Assigned org role access	+
Request e-mail notifications	+
Org request e-mail notifications	-
<input type="checkbox"/> Notify me	
Rules of behavior	+

Save Cancel

### ***Approve/Reject org request***

To approve/reject an org request:

- Log into the FAMAAuth Portal and access the FAMAAuth Admin menu item, Pending requests menu item and select the Org requests menu item.

USDA U.S. FOREST SERVICE CARING FOR THE LAND AND SERVING PEOPLE Wildland Fire Application Portal - FAMAAuth

Home Users Applications Reports

My applicati  
App request  
Organization

Manage users  
Pending requests > Access requests  
Completed requests  
Email users

Org requests

App role requested	Reactivation
	No

- From the **Org requests** grid, find the row for the request you want to process and select the menu.

Home Users Applications Reports

Manage users Pending requests Completed requests Org requests

Search requests  Show all requests

Name ↑↓	Request date ↑↓	Organization ↑↓	Company ↑↓	Application ↑↓
Jones, Bob	03/02/2026	Klamath National Forest		WILDCADE
Jones, Sue	03/02/2026	Payette National Forest		WILDCADE

« < 1 > » 25 ▾

3. From the menu select **Process request**.

Home Users Applications Reports

Manage users Pending requests Completed requests Org requests

Search requests  Show all requests

Name ↑↓	Request date ↑↓	Organization ↑↓	Company ↑↓	Application ↑↓	Instance ↑↓
Jones, Bob	03/02/2026	Klamath National Forest		WILDCADE	DEV
Jones, Sue	03/02/2026	Payette National Forest		WILDCADE	DEV

Process request  
View request

« < 1 > » 25 ▾

4. Take action on the request

- a. To Approve the request, select the **Approve radio button**.
- b. Optionally the assignment can be designated as Temporary. If you know when the user's access to the organization should end, select the **Temporary assignment checkbox** and the **date** at which the assignment should expire.
- c. Select **Save**.

## Process org role request

**User information**

<b>First name</b>	<b>Middle name</b>	<b>Last name</b>
Bob		Jones
<b>Phone</b>	<b>E-mail</b>	<b>Alternate e-mail(s)</b>
(123) 456-7890	bob.jones@usda.gov	
<b>State</b>		
California (CA)		
<b>Primary affiliation</b>	<b>Organizational unit</b>	
Federal Government	Klamath National Forest	
<b>Part-time/seasonal</b>	<b>Agency</b>	
No	US Forest Service	

**Pending org role request**

Application	Instance	Org unit requested	Org role requested
WILDCADE-WildCAD-E	DEV	Coeur d Alene Dispatch Center [US-ID-	Dispatcher

**Notes**

Enter a new note

**Action**

Approve  Reject  Update request only

Temporary assignment

Save Cancel

b. To Reject the request, select the **Reject radio button**, select whether ALL requested org roles should be rejected or if only the org unit access request should be rejected, enter the **Rejection reason**, and **Save**

**Action**

Approve  Reject  Update request only

Reject access only for WILDCADE-PROD National Interagency Coordination Center - Resource Status

Reject ALL requested org roles for WILDCADE - National Interagency Coordination Center

**Rejection reason**

Save Cancel

c. To Update the request but not approve or reject it, enter **Notes**, select the **Update request only**, and **Save**

The screenshot displays a user interface for managing a request. It is divided into three main sections:

- Notes:** A section with a title bar and a minus sign. It contains a text input field with the placeholder text "Enter a new note" and a green plus icon to its right. A red arrow points to the input field.
- Action:** A section with a title bar and a minus sign. It contains two radio button options: "Approve" (unselected) and "Update request only" (selected). A red arrow points to the "Update request only" radio button.
- Buttons:** A dark green "Save" button and a light grey "Cancel" button. A red arrow points to the "Save" button.

## Add/Remove org unit access and org roles from user

To add/remove org unit access from a user without a request:

1. Log into the FAMAAuth portal, select the FAMAAuth Admin menu item. Go to the **Users menu, Manage Users**, and **search for** and **select the user** to which you want to add/remove an org unit for a specific application.
2. Select the **Edit organization and roles** option for the selected user row.
3. Select the **Application** to which the org unit access will apply.
4. Search for and select an org unit to add to the user for the selected application. Select the org unit from the **My managed org units** panel and click the arrow to move the org unit to the **Assigned org unit access** panel. Optionally, designate if the access to the org unit is **Temporary**, and if so, the **date** the access expires.
5. **Save** updates.

### Edit organization and roles for Bob Jones

Application: WILDCADE-WildCAD-E Show user information

My managed org units

Org unit name	Org unit ID
Coeur d Alene Dispatch Center	US-ID-CDC
Montrose Interagency Dispatch Center	US-CO-MTC

Assigned org unit access

Org unit name	Org unit ID	Temporary until
Alaska Coastal Dispatch Center	US-AK-ACDC	<input type="text"/>

Assigned roles at

Instance	Org role	Assigned
Select an Org in the Assigned org unit access grid.		

6. To remove an org unit, select the org unit from the **Assigned org unit access** panel and click the arrow to move the org unit to the **My managed org units** panel. **Save** updates.

## Edit organization and roles for Bob Jones

### Application

WILDCADE-WildCAD-E

Show user information

### My managed org units

Search

Org unit name	Org unit ID
Coeur d Alene Dispatch Center	US-ID-CDC



### Assigned org unit access

Search

Org unit name	Org unit ID	Temporary until
Alaska Coastal Dispatch Center	US-AK-ACDC	
Montrose Interagency Dispatch Center	US-CO-MTC	

### Assigned roles at Montrose Interagency Dispatch Center

Instance	Org role	Assigned
DEV	Center Administrator	<input type="checkbox"/>
DEV	Read Only	<input type="checkbox"/>
DEV	Dispatcher	<input type="checkbox"/>
DEV	Resource Status	<input type="checkbox"/>
DEV	Roster	<input type="checkbox"/>

Save

Save and continue

Cancel

To add/remove an org role for a user without a request:

1. Log into the FAMAAuth portal, select the FAMAAuth Admin menu item. Go to the **Users menu, Manage Users**, and search for and select the user to which you want to add/remove an org unit for a specific application.
2. Select the **Edit organization and roles** option for the selected user row.
3. Select the **Application** to which the org unit access will apply.
4. Select an org unit from the **Assigned org unit access** panel.
5. Select one or more org roles from the **Assigned roles** panel and **Save**.

# Edit organization and roles for Bob Jones

## Application

WILDCADE-WildCAD-E

Show user information

## My managed org units

Search

Org unit name	Org unit ID
Coeur d Alene Dispatch Center	US-ID-CDC
Montrose Interagency Dispatch Center	US-CO-MTC



## Assigned org unit access

Search

Org unit name	Org unit ID	Temporary until
Alaska Coastal Dispatch Center	US-AK-ACDC	<input type="text"/>

## Assigned roles at Alaska Coastal Dispatch Center

Instance	Org role	Assigned
DEV	Center Administrator	<input type="checkbox"/>
DEV	Read Only	<input type="checkbox"/>
DEV	Dispatcher	<input checked="" type="checkbox"/>
DEV	Resource Status	<input type="checkbox"/>
DEV	Roster	<input type="checkbox"/>



Save

Save and continue

Cancel