

FAMAuth Org Unit Manager Guide

Revision Log

Rev #	Date	Revision(s)	Author
14	7/6/26	FAMAuth Admin 2.19	Marshall Keppel
13	2/25/26	FAMAuth Admin 2.18	Marshall Keppel
12	2/21/25	FAMAuth Admin 2.16	Marshall Keppel
11	8/19/24	FAMAuth Admin 2.14	Marshall Keppel
10	7/11/2024	iNAP 2.13 – updated screen captures	Mike Roadifer
9	5/14/2024	iNAP 2.13	Michelle Apicella
8	3/22/2024	iNAP 2.12	Michelle Apicella
7	2/15/2024	iNAP 2.11	Michelle Apicella
6	9/11/2023	iNAP 2.10	Michelle Apicella
5	3/22/2023	iNAP 2.9 – no updates needed	Michelle Apicella
4	2/21/2023	iNAP 2.8	Michelle Apicella
3	10/11/2022	iNAP 2.7	Michelle Apicella
2	6/22/2022	Updated per internal review	Michelle Apicella
1	5/11/2022	Initial draft.	Michelle Apicella

Revision Log.....	1
Managing Organizational Units (Org units).....	3
Maintain Org Unit Manager notifications	4
Approve/Reject org request	5
Add/Remove org unit access and org roles from user	9

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.

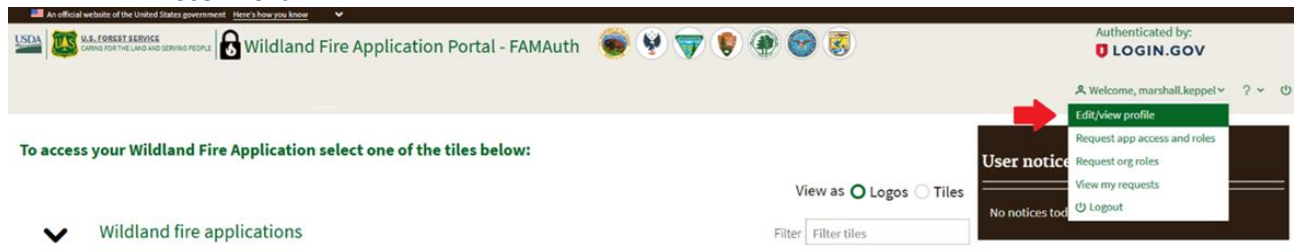
Note: the screenshots provided in this guide are from the Test environment; therefore, while the functionality represents the functionality available in production, the data does not exactly match.

Maintain Org Unit Manager notifications

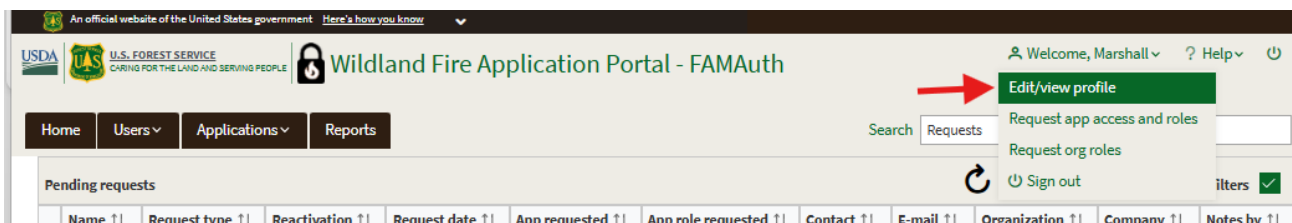
An Org Unit Manager can control whether to receive email notifications when a request for org roles at an org unit they manage is requested. You can select/deselect to receive notifications from within FAMAuth.

1. Log into Portal

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



FAMAuth Admin – if already in FAMAuth 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	-

☐ Notify me

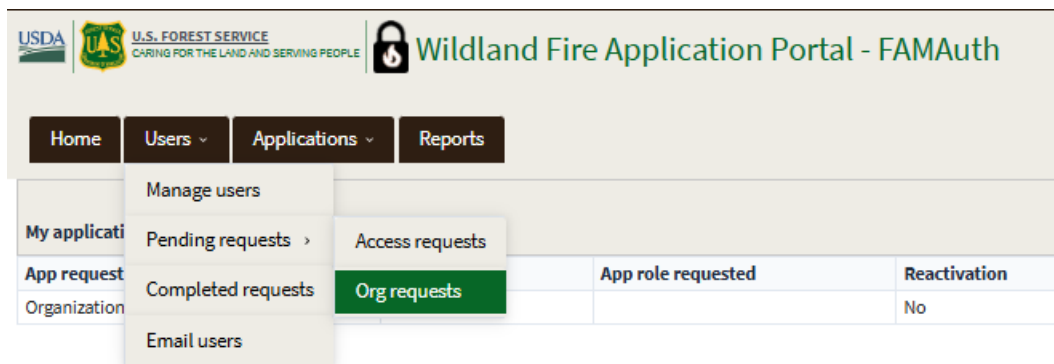
Rules of behavior +

Save Cancel

Approve/Reject org request

To approve/reject an org request:

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



- 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 ↑↓
	03/02/2026	Klamath National Forest		WILDCADE	DEV
	03/02/2026	Payette National Forest		WILDCADE	DEV

« < 1 > » 25

4. Take action on the request

- To Approve the request, select the **Approve** radio button.
- 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 on which the assignment should expire.
- Select **Save**.

Process org role request

User information

First name	Middle name	Last name
Bob		Jones
Phone	E-mail	Alternate e-mail(s)
(123) 456-7890	bob.jones@usda.gov	
State		
California (CA)		
Primary affiliation	Organizational unit	
Federal Government	Klamath National Forest	
Part-time/seasonal	Agency	
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 **Update request only**, and **Save**

Notes

Enter a new note

+

Action

☐ Approve

☒ Update request only

Save

Cancel

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.
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 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	

Assigned roles at

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

Save Save and continue Cancel

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	☐
DEV	Read Only	☐
DEV	Dispatcher	☐
DEV	Resource Status	☐
DEV	Roster	☐

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	

Assigned roles at Alaska Coastal Dispatch Center

Instance	Org role	Assigned
DEV	Center Administrator	☐
DEV	Read Only	☐
DEV	Dispatcher	☒
DEV	Resource Status	☐
DEV	Roster	☐



Save

Save and continue

Cancel