IPAC Agency Administrator

IPAC Agency Administrators are responsible for the creation and management of user accounts. They define users of the system for each IPAC Organizational Entity (ALC or Payroll Office) within the IPAC suite of applications. FMS grants Administration rights to the organization owning or managing the IPAC Organizational Entities.

To access the Enrollment application, log on to the IPAC system and choose the "ENROLLMENT" option from the **IPAC System Main Menu** as explained in the *Introduction* to this manual. The Main Menu for the Enrollment application will vary with the authority associated with your Login ID.

IPAC Agency Administrator Main Menu

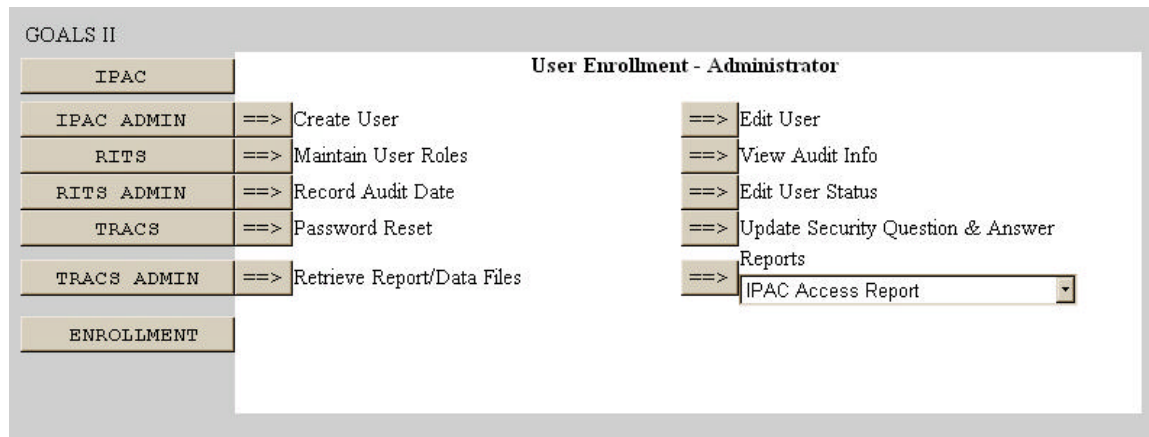The **Enrollment Main Menu** for the IPAC Agency Administrator is shown in Figure 1.1.

Figure 1.1   Enrollment Main Menu

Each function of this menu will be discussed separately in the following order:

1.1	**Create User**
1.2	**Maintain User Roles**
1.3	**Record Audit Date**
1.4	**Password Reset**
1.5	**Retrieve Report/Data Files**
1.6	**Edit User**
1.7	**View Audit Info**
1.8	**Edit User Status**
1.9	**Update Security Question & Answer**
1.10	**Reports**

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