Registering For ACMIS

Registration

- Go to <u>http://www.acmis.gov</u>
 Click on the button that says "Register"

C C C C C C C C C C C C C C C C C C C	ystem is a government-wide system developed under the oversight Acquisition Institute (FAI) to fulfill the requirement to collect and n workforce data while also making available information useful to magers and the acquisition community in general.	€ ×
MEMBER LOGIN	Welcome to the ACMIS System	
USERNAME	Find out about recent updates to ACMIS.	
PASSWORD	Warning Your account will be locked after five (5) unsuccessful login attempts.	
LOGIN Forgot your password?	Please use the <u>Forgot your password</u> option before you exceed the maximum number of failed login attempts. If you are still encountering difficulties, contact your Administrator or the <u>ACANS</u> <u>Help Desk</u> .	E
NEW TO ACMIS? Register as a new ACMIS REGISTER REGISTER HAVING DIFFICULTIES WITH ACMIS? Email <u>Questions@fal.gov</u> or call (703) 805-2300.	ACMIS: Unclassified Government Site Disclosure This is a United States (General Services Administration) computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms. ACMIS is hosted at a state of the art Web hosting environment. The hosting site has extensive security and highly redundant communication and physical attributes. The system was fully accredited and certified (GA) in 2003 and as recently as Sept 15, 2006, the system wort through another CBA audit and again was authorized to operate. The CBA was performed by a third party contractor at the direction of GSA. Sensitive data such as SSNs are not viewable.	

3. Fill in the required information. It is suggested that you use your NIH email address as your Username.

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Acq	uisition Career Manage	ment Information System	
ACMIS: Registe	er a new user a	ccount HELP	
MEMBER LOGIN	This screen will allow you to is not currently in the syste approve.	o register as a new user for the ACMIS system. If your employee record m, then a request will be queued with your Agency Administrator to	-
PASSWORD	Step 1: Choose a Use Please choose the username username, you'll need to fol	ername e that you will use to login to the ACMIS system. Wher NIH email a wor the following rules:	ddress
LOGIN Forgot your password?	 Must be longer than 3 cf Must begin with a letter May only contain one "at 	naracters long	
NEW TO ACMIS? Register as a new ACMIS member	Username Step 2: Locate your Please enter the following in correct employee records of	jane.doe@tda.hhs.gov Employee Records nformation so that the system may correctly match you with the bained via OPM.	
HAVING DIFFICULTIES WITH ACMIS?	Last Name First Name Social Security Number	Jane Doe Why are you asking for my 55k2	
Email <u>Questions@fai.gov</u> or call (703) 805-2300.	Enter your SSN Re-Enter to Verify	Do not use dashes Wust match the field above	
	Date of Birth	1 Y / 1950 Select a month and enter the 4-digit year	~

4. In the field where you are required to enter which agency you currently work for, select National Institutes of Health from the drop down list

https://admin.acmis.gov - ACMIS - Microsoft	Internet Explorer		_ 7 🔀
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Address 🕘 https://admin.acmis.gov/Registration			🔁 Go 🛛 Links » 📆 🕶
	Step 3: Enter your Er	nail address	
	Please enter a valid Email ad recommended that you use y	dress so that the system can send you your password. It is our work Email address rather than a Hotmail or Yahoo! address.	
	Your Email Address	jane.doe@fda.hhs.gov	
	Verify Email Address	jane.doe@fda.hhs.gov	
	Step 4: What Agency	do you currently work for?	_
	FOOD AND DRUG ADMINIS	STRATION	
	Step 5: Add a hint qu	estion	_
	In the event that you lose or correctly identify you. Please reasons, please enter a ques	forget your password, you will be asked a "Hint Question" in order enter a question and the corresponding answer. For security tion and answer that only you would know.	: to
	Hint Question	What was my childhood nickname?	
	Hint Answer	Lady Jane	
	Please note that register patient while the system	ng a new user account can take a few minutes. Please be sets up your account.	Ш
	Register		
	ABOUT ACMIS FAQ. PRIVACY ©2002-2007 Federal Acquisition I	COOKIE POLICY SITE DISCLOSURE CONTACT US ACQUISITION CENTR nstitute, General Services Administration. All rights reserved.	tal 🗸
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- 5. Click on the "Register" button at the bottom of the page
- 6. A email that includes your user name and a temporary password will be sent to you within 24 hours

Changing your Password

- 1. Return to <u>http://www.acmis.gov</u>
- 2. When you reach the welcome screen enter your username and temporary password
- 3. Click the "Login" button
- 4. The system will automatically take you to the "Change Password" page

ACMIS: Chang	e your Password	HELP
MENU My Information Analysis and Reports Having DeretColl Tels with ACMIS Email Questions@fal.gov or call (703) 05-200.	This screen allows you to change your existing password. Please fol bottom of the page when choosing a new password. Passwords that requirements will not be accepted. Password dividelines • Shall be at least 8 characters in length. • Shall contain a combination of alphabetic, numeric, and special Current Password New Password Confirm Password	low the guidetines at the do not meet minimum characters.
LOGIN INFORMATION Logged in as renifa You are a(n) Employee Logout	Change	

5. Reset your password. Your new password should be at least 8 characters and be a combination of alphabetic, numeric and special characters.