

CIMS HOW TO:

Modify/Delete/Unlock
Accounts in your UIC



Navy Standard Integrated Personnel System



Modify/Delete/Unlock Accounts in your UIC



Career Information Management

Career Information Management

Career Information Management

<p>Use</p> <p>CIMS Use</p> <ul style="list-style-type: none">Career DevelopmentCareer DecisionsCorrespondence Tracking9 More...	<p>Inquire</p> <p>CIMS Inquire</p> <ul style="list-style-type: none">Career Development BoardCareer DecisionsCorrespondence Tracking4 More...
<p>Verify</p> <p>CIMS Verify</p> <ul style="list-style-type: none">Career Development	<p>Certificates</p> <p>CIMS Certificates</p> <ul style="list-style-type: none">Certificates
<p>Reports</p> <p>CIMS Reports</p> <ul style="list-style-type: none">Command Demographics ReportsPeriodic Retention Reports	<p>Lists</p> <p>CIMS Lists</p> <ul style="list-style-type: none">Advancement InformationGPSLosses3 More...

-Click on Inquire

Modify/Unlock/Delete Accounts in your UIC



Career Information Management

 **Inquire**

CIMS Inquire

	Career Development Board Career Development Board Information Inquire page
	Sponsor Assignment Sponsor Assignment Inquire page.
	CIMS Access List CIMS User Access List

- Click on CIMS Access List

Modify/Delete/Unlock Accounts in your UIC



Access Type

All
 CCC
 Dept/Div
 Sponsor
 UIC:

CIMS/Sponsor Access ID List Personalize | Find | 📅 First 1 of 1 Last

Rank/Rate	Name	Dept	Div	Current UIC	UserID	Access	Last Login	Account Locked


- Enter UIC and Get Records

Modify/Delete/Unlock Accounts in your UIC



Access Type

All
 CCC
 Dept/Div
 Sponsor
 UIC: BUPERS MILL TN
 Get Records

CIMS/Sponsor Access ID List Personalize | Find |  First 1-4 of 4 Last

Rank/Rate	Name	Dept	Div	Current UIC	UserID	Access	Last Login	Account Locked
NCCS	[REDACTED]	B3	B33	00022	[REDACTED]	CCC	09/19/2016 10:56AM	N
NCC	[REDACTED]	B3	B33	00022	[REDACTED]	CCC	08/12/2016 1:08PM	N
NC1	[REDACTED]	B3	B33	00022	[REDACTED]	CCC	09/14/2016 11:49AM	N
YNCS	[REDACTED]	PMO	PMO	00022	[REDACTED]	DEPTDIVCC	09/14/2016 8:33AM	N

- Select the USERID to edit/delete/unlock by highlighting and copying their USERID.
- Once you have selected the USERID click on the Main Menu at the top of the screen and then ERM Security Administration.
- It is recommended that the CCC controls who at the command is given access.



Modify/Delete/Unlock Accounts in your UIC



My NSIPS Task/Notifications

Messages: You have no pending messages.

Tasks: You have no pending tasks.

[View Message History](#)

Menu

Search:


- ▶ My Favorites
- ▶ User Release Information
- ▶ Career Information Management
- ▶ Surveys and Studies
- ▶ Employee Self Service
- ▶ Electronic Service Record
- ▶ Contract Administration
- ▶ Worklist
- ▶ Reporting Tools
- ▶ ERM Security Administration
- ▶ My Profile
- NSIPS Report Manager
- Change My Password**
- DMR Link


- If you have CCC access you can modify, delete, and unlock accounts.
- Click on ERM Security Administration.


Modify/Delete/Unlock Accounts in your UIC



ERM Security Administration

 **ERM Security Administration**

 **SAAR**

 SAAR - Initiate


• Click on SAAR initiate





Modify/Delete/Unlock Accounts in your UIC



ERM Security Administration

 **ERM Security Administration**


 **SAAR**

 SAAR - Initiate

- Click on SAAR initiate

Modify/Delete/Unlock Accounts in your UIC





SAAR Initiate

Modify Operator

NSIPS USERS ONLY

Please enter the Operator Id you wish to Modify and Click the Submit button to initiate the SAAR Process Or Enter the Special Code if prompted to check on a Pending Modify SAAR Status.

Please fill in the Required Fields

User Id: *

(* Required)

- Enter the USERID for the account to be modify, delete, or unlock.

Modify/Delete/Unlock Accounts in your UIC



- Now you can choose to either Modify/Delete/Un-lock Account.

System Access Authorization Request - (SAAR)

Modify User Account - CIMS Command Career Counselor [VIEW PRIVACY STATEMENT](#)

SAAR Action

Modify **Delete** **Un-Lock Account**

Operator Attributes

User ID: [Redacted]
Name: [Redacted] [Justification](#)
Department: 55882
Rank/Rate: NCCS
Account Type: Military
Telephone: [Redacted]
Email Address: [Redacted]
Official Email Address

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name:
(Last,First Middle)

Email Id:
Official Email Address

Contact Phone:

[Submit Account](#)

If you are attempting to Modify your own account your supervisor (CMC, LCPO, etc) needs to follow these steps and modify your account under their access.

Modify/Delete/Unlock Accounts in your UIC



UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name:
(Last,First Middle)

Email Id:
Official Email Address

Contact Phone:

- If your modifying to add or delete UIC's click on CIMS UIC Access.
- Enter the supervisor's information and submit account.



Modify/Delete/Unlock Accounts in your UIC



- **Questions please call NCCS(SW/AW) Kim Covington
at: kim.covington@navy.mil**