

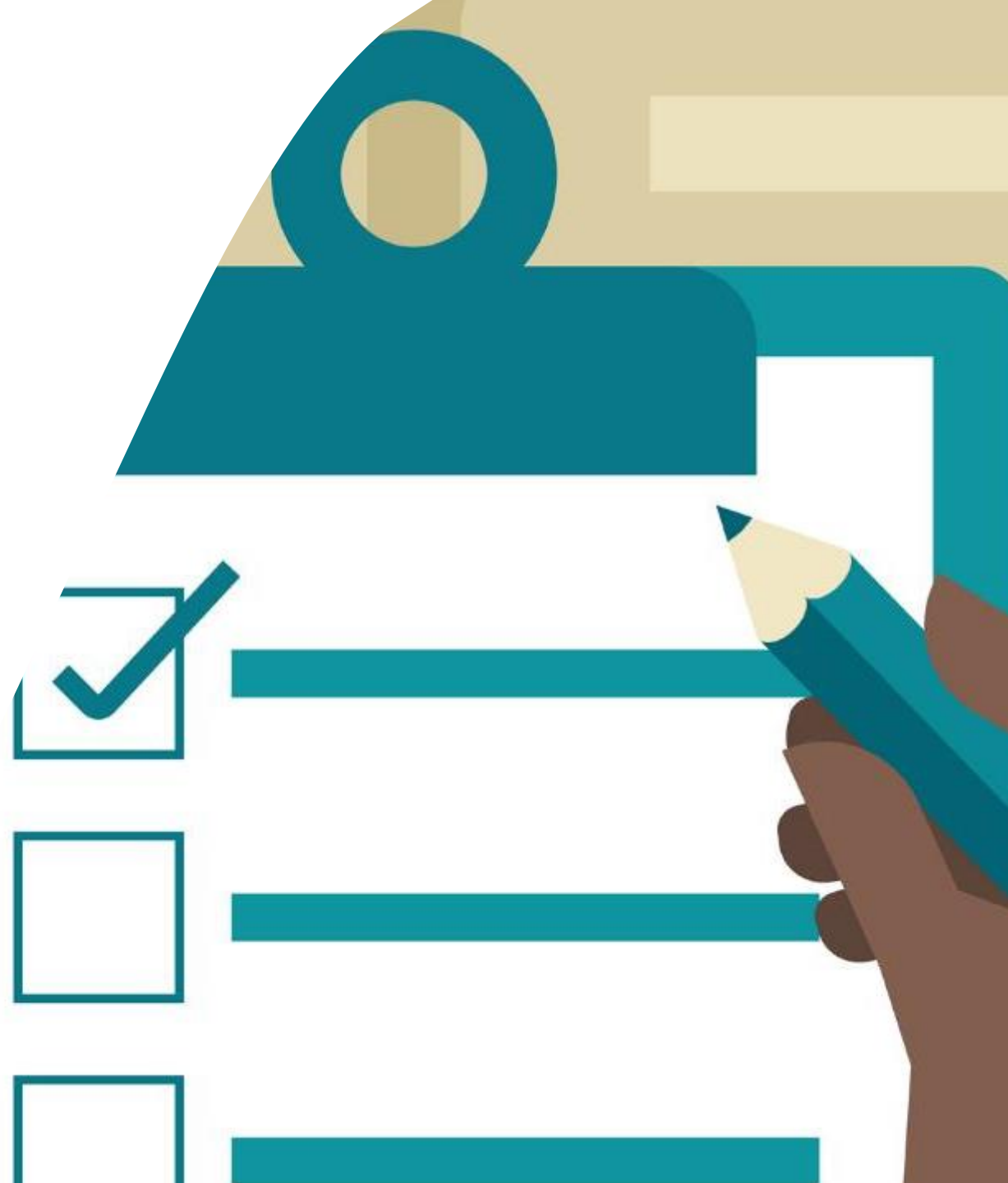


# Host Institution Administrator Guide

# Learning Objectives

In this session, you will learn:

- Who is a HI Admin
- HI Admin roles and responsibilities
- How to viewing institution profile
- How to updating institution profile
- How HI Admin add users in IGMS
- How HI Admin remove users from IGMS
- How HI Admin change role in IGMS
- How HI Admin approves users in IGMS



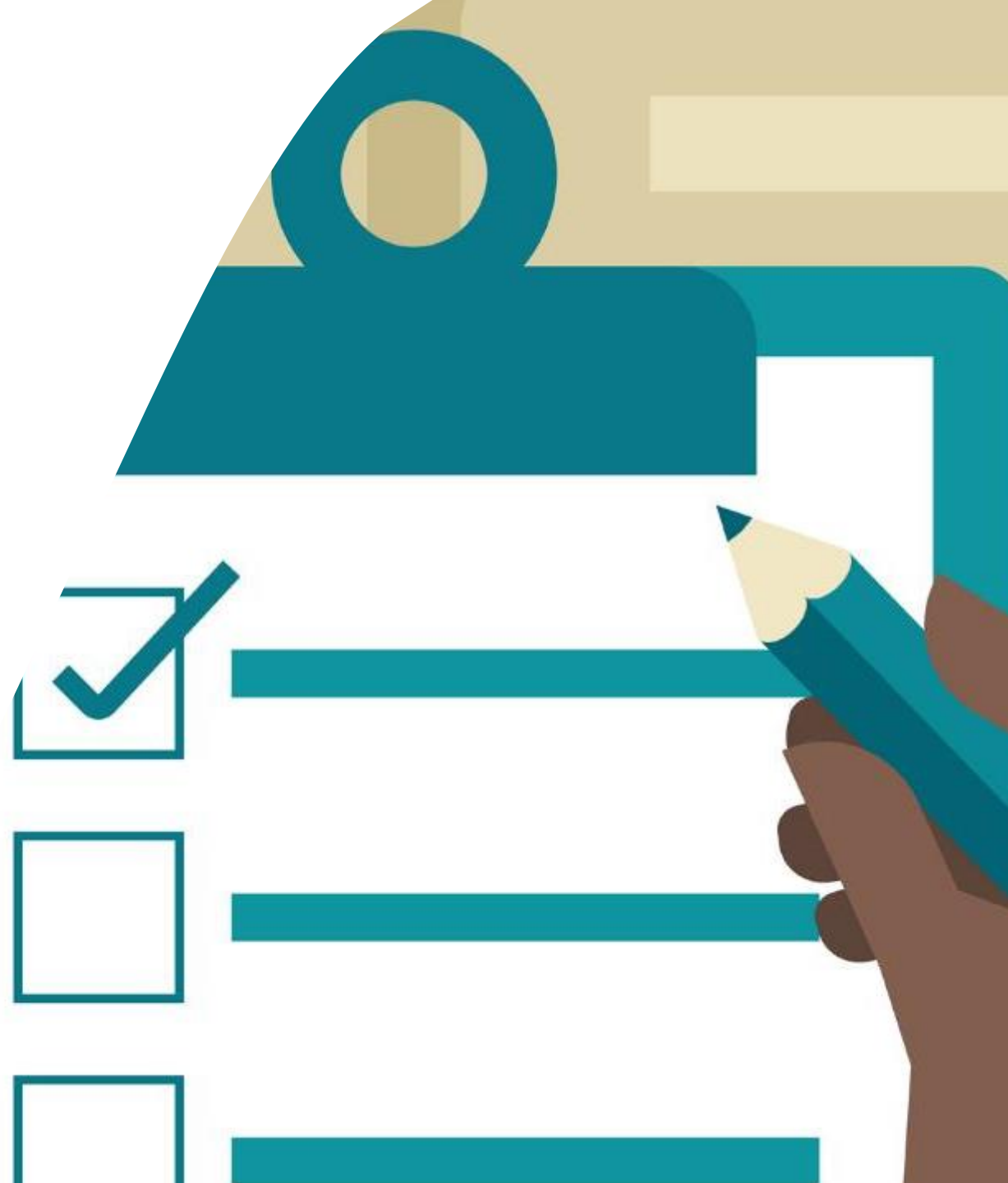
# Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	HI	Host Institution
4	HI ORE	Host Institution Office of Research
5	DOR	Director of Research
6	AI ORE	Academic Institution Office of Research
7	AI Dean	Academic Institution Dean
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	RGO	Research Grant Office

# Learning Objectives

In this session, you will learn:

- **Who is a HI Admin**
- HI Admin roles and responsibilities
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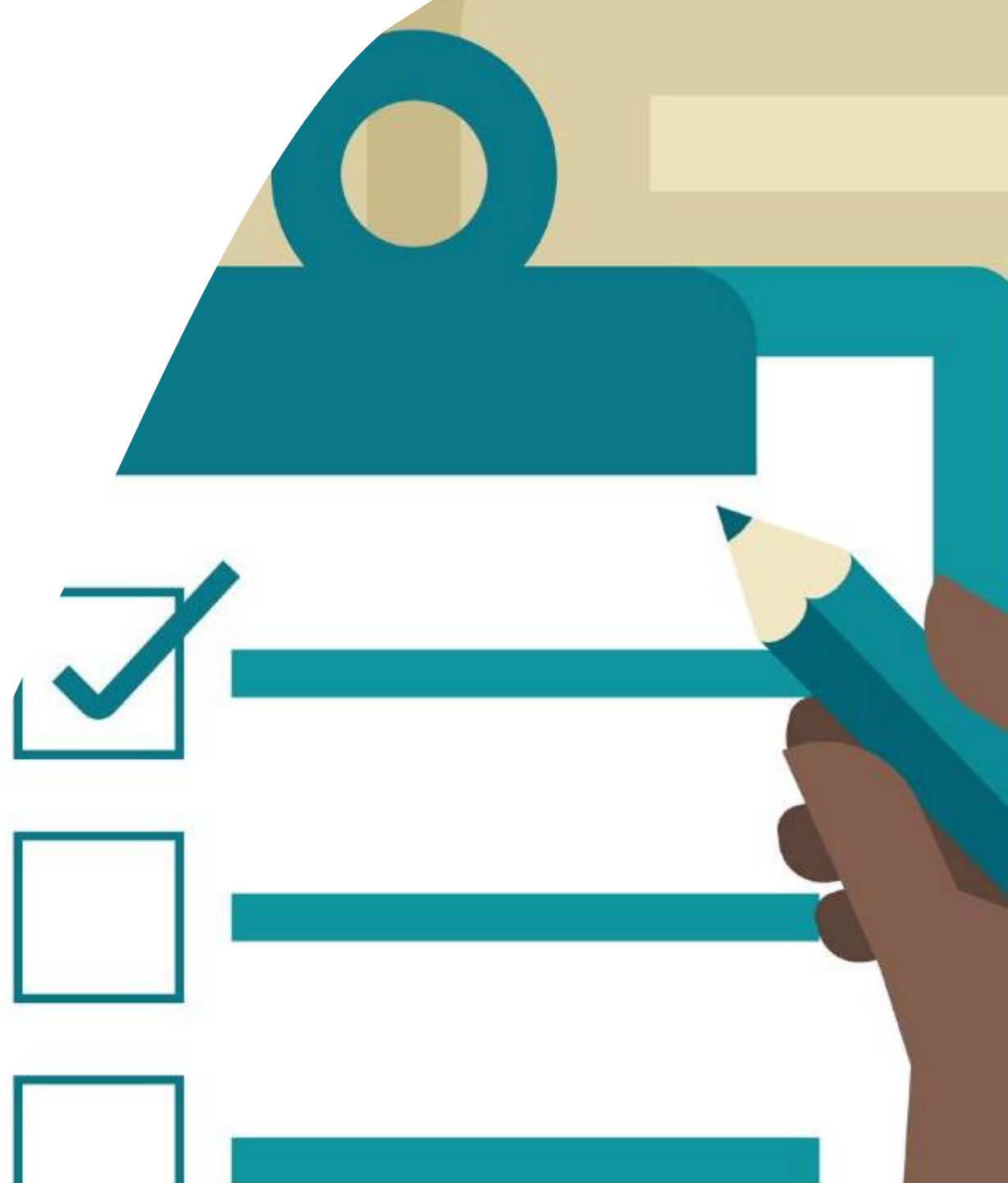
# Who is a HI Admin?

- HI Admin is a person appointed by the Host Institution to manage the IGMS users of the Host Institution
- HI Admin can be the same person or different person from Corppass Admin

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# Roles and responsibilities of HI Admin in IGMS



**RGO**

RGO user is from the **funding agency**

RGO **creates** Host Institutions in IGMS

RGO creates and assigns **1 person** from the Host Institution as the HI Admin

## To Note

\* All users must register in the system before HI Admin can assign the roles



**HI Admin**

HI Admin user is from the **Host Institution**

HI Admin **maintain** institution profile in IGMS

HI Admin assigns ORE, DOR, AI ORE, AI Dean and HI Admin roles for the Host Institution \*

HI Admin **approves** users where multiple Host Institutions share the same UEN number

HI Admin **manages** all the users in the Host Institution



**Principle Investigator, ORE, DOR, AI ORE, AI Dean**

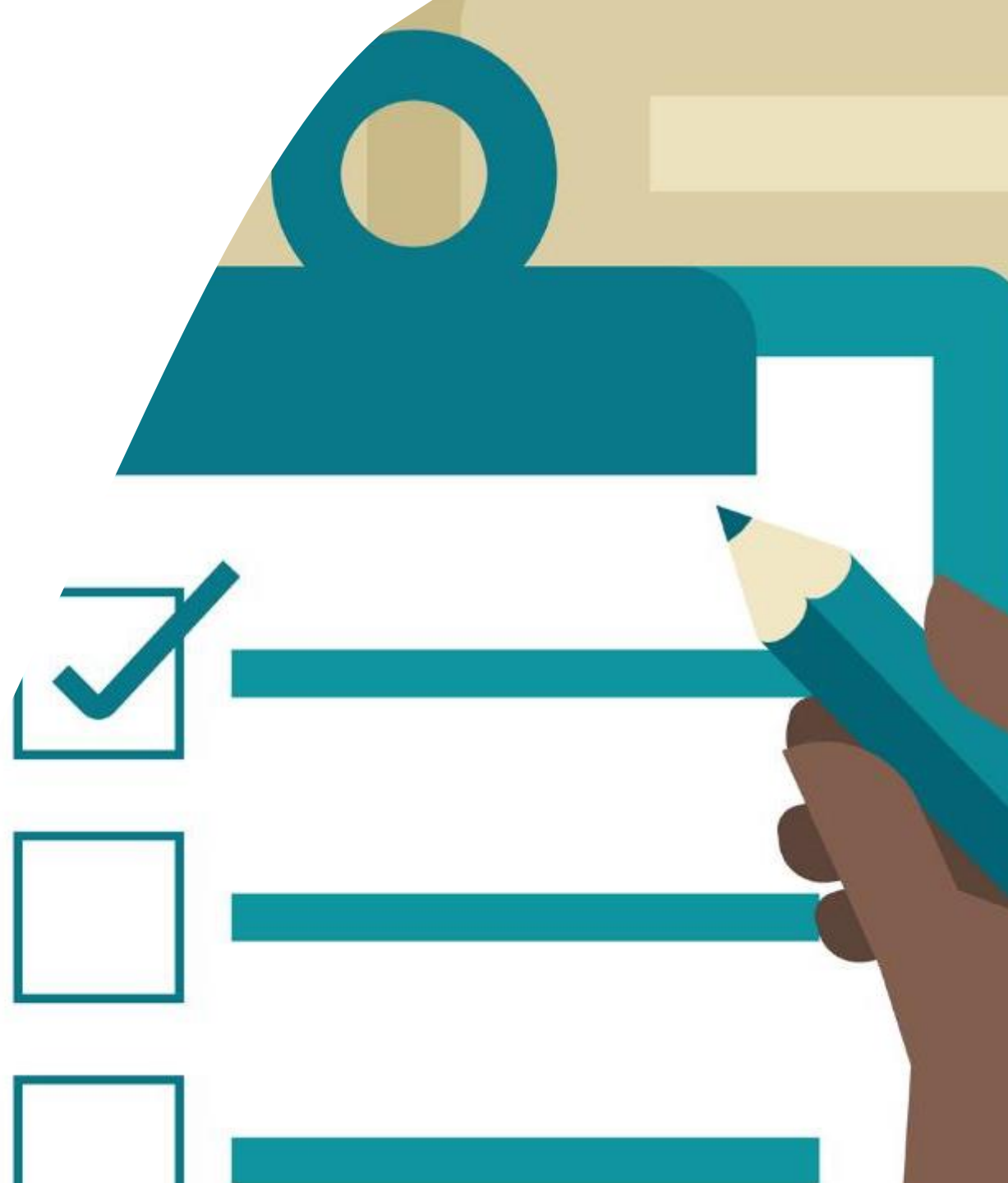
Principle Investigator, ORE, DOR, AI ORE, AI Dean is from the **Host Institution**

The system **automatically** assigns Principle Investigator role to all users registering in the system

# Learning Objectives

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# Viewing Institution Profile in IGMS – 1

Dashboard Grants ▾ Proposals ▾

1 ORE 1 (ORE) ▾

- User Profile
- 2 Maintain Institution
- Logout

Proposals

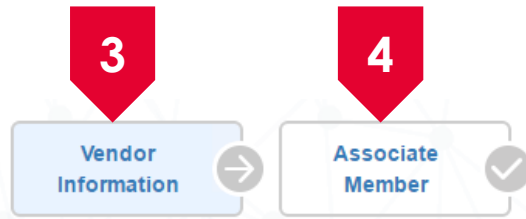
1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

# Viewing Institution Profile in IGMS – 2



**Vendor Information screen:**  
Contains the institution details of the logged in user.

## Institution information

### General information

UEN no.	<input type="text" value="R1D1C0770U57Y5M4RT"/>
* Name	<input type="text" value="National Institution of Technology"/>
* Acronym	<input type="text" value="NIT"/>

### Address and contact information

* Country	<input type="text"/>	
* Postal code	<input type="text"/>	
* Overseas address	<input type="text"/>	
* Mobile no.	<input type="text"/>	
Telephone no.	<input type="text"/>	
Fax	<input type="text"/>	

**Associate Member screen:**  
Contains the details of all the people who have access to the user's institution. The list will include PIs, OREs, DORs, AI OREs and AI DOR.

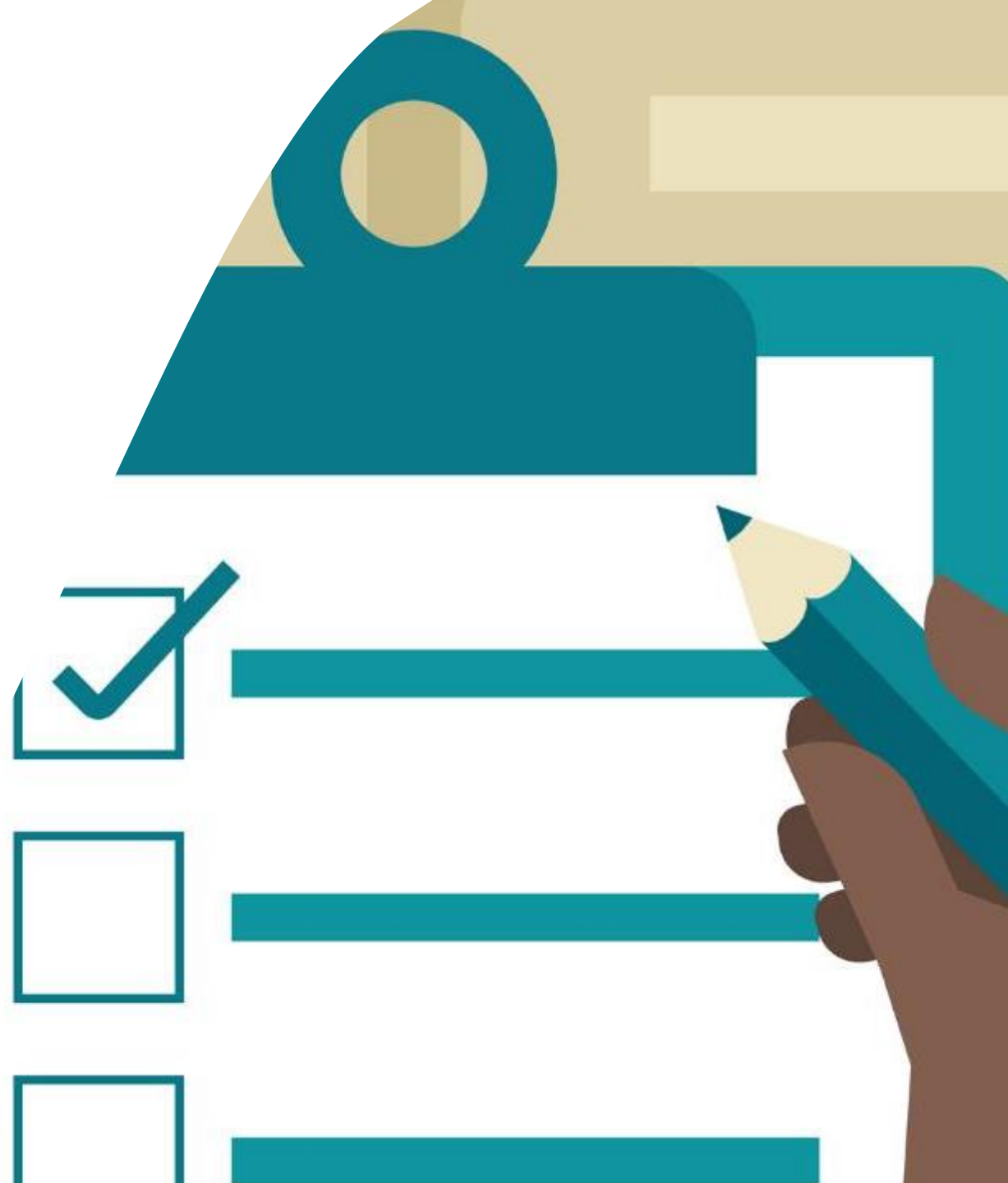
< Back

Submit >

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# Updating Institution Profile in IGMS – 1

Dashboard Grants Proposals

ORE 1 (ORE)

Proposals

1 - 10 of 30 matching results found

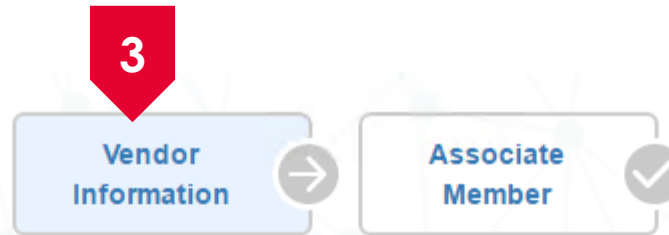
Date	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

- User Profile
- Maintain Institution
- Logout

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

# Updating Institution Profile in IGMS – 2



Institution information Expand All Sections

General information ^

UEN no.	<input type="text" value="R1D1C0770U57Y5M4RT"/>
* Name	<input type="text" value="Default Vendor"/>
* Acronym	<input type="text" value="BMRC"/>

Address and contact information v

4

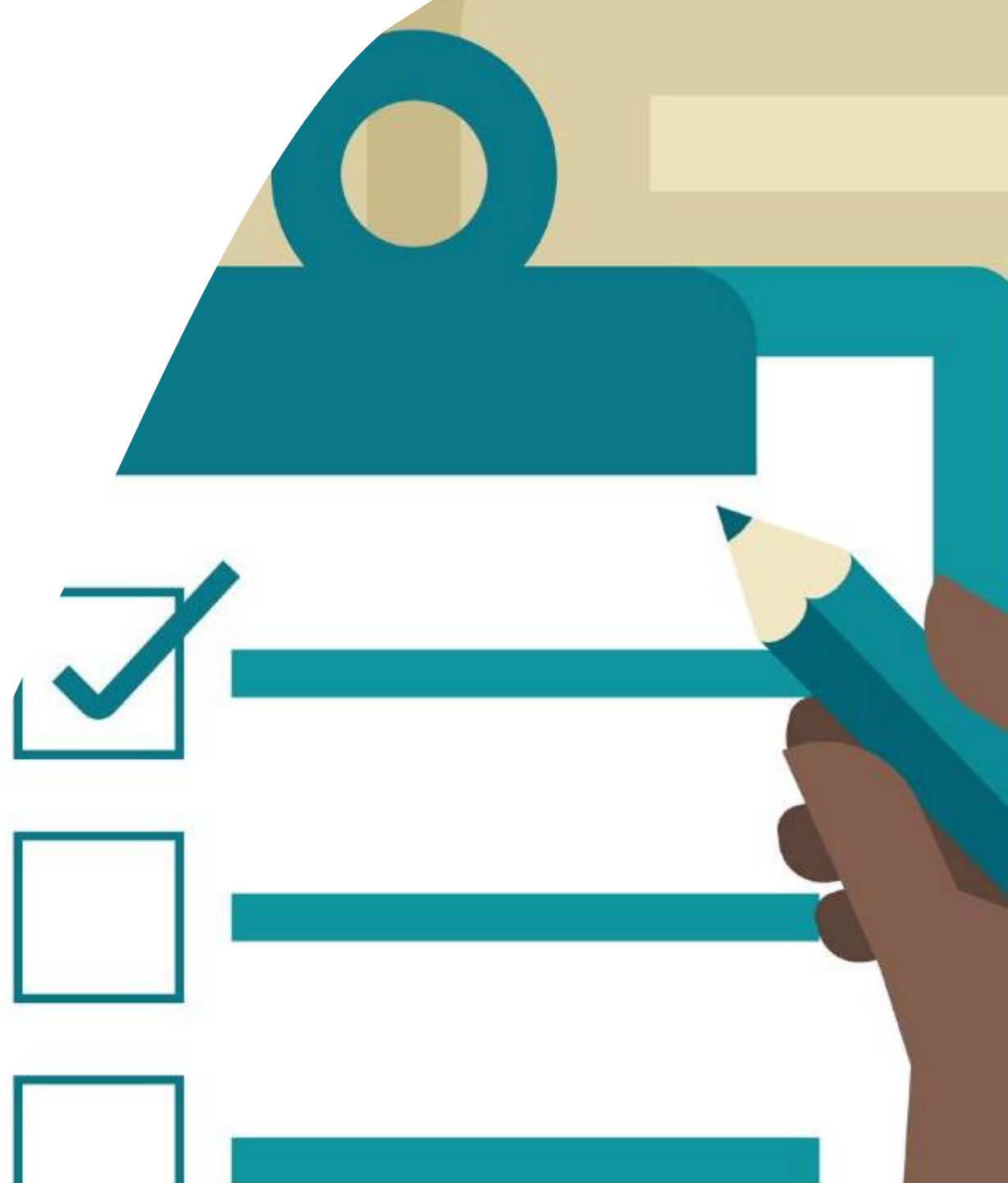
**3** Fill up the Vendor Information page.  
*Note: All the mandatory fields must be filled up.*

**4** Click on **Submit** button to update the profile.

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# Adding users into IGMS – 1

Dashboard Grants Proposals

1 ORE 1 (ORE)

User Profile  
Maintain Institution  
Logout

2

Proposals

1 - 10 of 30 matching results found

Date	Subject	Reference ID	Lead PI	Read/Unread
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07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

# Adding users into IGMS – 2

Vendor Information → Associate Member

3

Institution information Expand All Sections

General information

UEN no. R1D1C0770U57Y5M4RT

Name Default Vendor

Acronym BMRC

Address and contact information

Back Submit

3 Click on the **Associate Member** Screen

Vendor Information → Associate Member

3

Associate member

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS



# Adding users into IGMS – 3

Employee information ✓

1 - 10 of 25 matching results found

« 1 2 3 »

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>
*****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	<input type="checkbox"/>
*****	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	<input type="checkbox"/>
*****	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	<input type="checkbox"/>
*****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	<input type="checkbox"/>
*****	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	<input type="checkbox"/>

Remove - Add +

**4** Click on Add button

# Adding users into IGMS – 4

**Add Employee Information**

\* Identification no.  Name

E-mail

\* UEN  \* Functional role

**Search Results**

Only the top 20 results are displayed. If you do not find the person you are looking for please refine your search

1 - 1 of 1 matching results found

Name	E-mail	
P1	p1@gmail.com	<input checked="" type="checkbox"/>

5 Search for the user using Identification Number, Name or Email. Click **Search**

6 Select the user by clicking on the **checkbox** and click **Select**

7 Choose the functional role

8 Click on **Save**

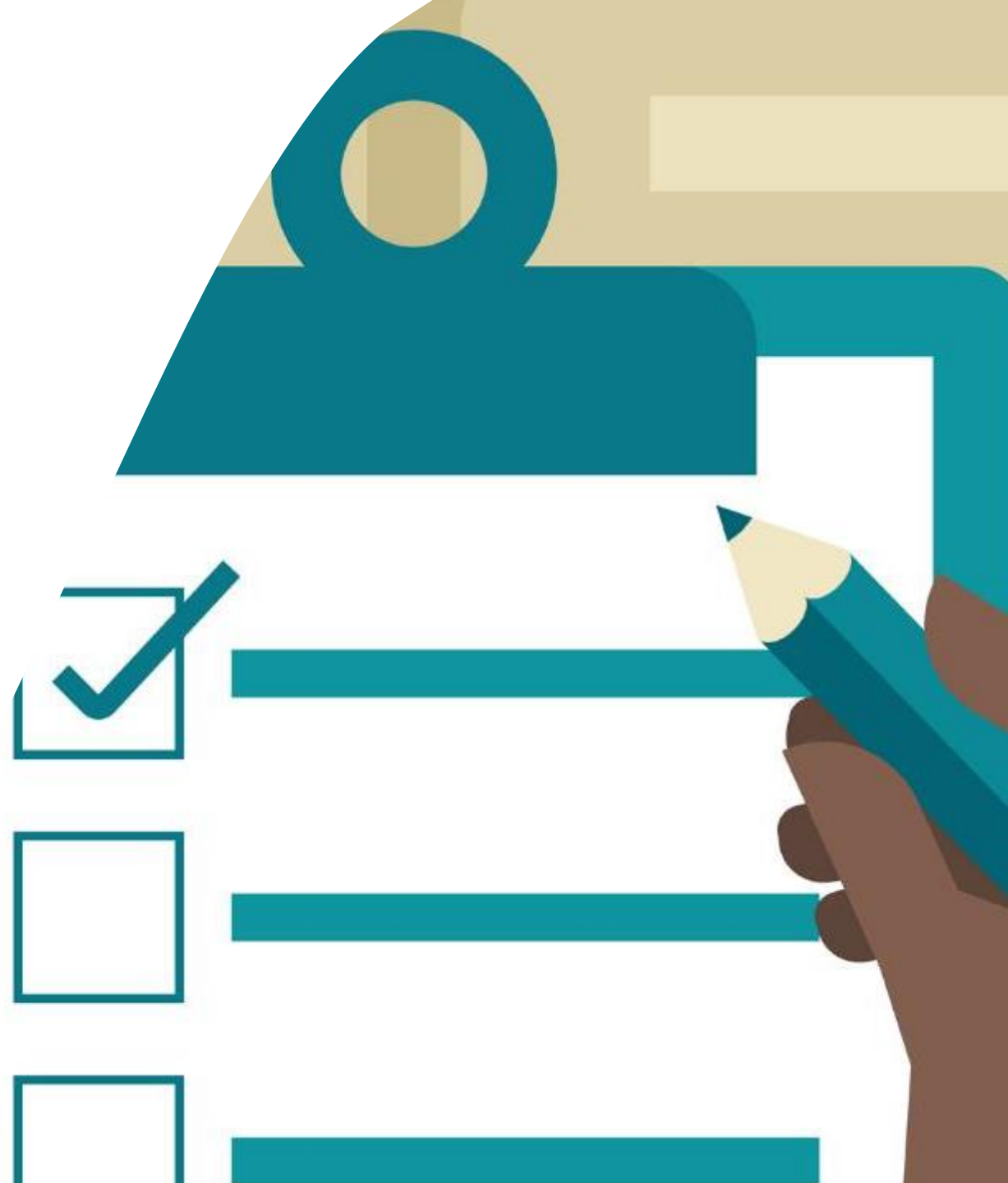
## To Note

Only the top 20 results are displayed. If the person is not found then refine the search using identification number or email address.

# Learning Objectives

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# Removing users from IGMS (Option A) – 1

Dashboard Grants ▾ Proposals ▾

1 ORE 1 (ORE) ▾

- User Profile
- 2 Maintain Institution
- Logout

Proposals

1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

# Removing users from IGMS (Option A) – 2

Vendor Information → Associate Member

Institution information Expand All Sections

General information

UEN no. R1D1C0770U57Y5M4RT

Name Default Vendor

Acronym BMRC

Address and contact information

Back Submit

3 Click on the **Associate Member** Screen

Vendor Information → Associate Member

Associate member

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>



To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

# Removing users from IGMS (Option A) – 3

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>
*****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	<input type="checkbox"/>
*****	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	<input type="checkbox"/>
*****	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	<input type="checkbox"/>
*****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	<input type="checkbox"/>
*****	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Rev	

Remove - Add +

 Select the user to remove

 Click on Remove button

# Removing users from IGMS (Option B) – 1

Dashboard Grants ▾ Proposals ▾

1 ORE 1 (ORE) ▾

- User Profile
- 2 Maintain Institution
- Logout

Proposals

1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

# Removing users from IGMS (Option B) – 2

Vendor Information → Associate Member

3

Institution information Expand All Sections

General information

UEN no. R1D1C0770U57Y5M4RT

Name Default Vendor

Acronym BMRC

Address and contact information

Back Submit

3 Click on the **Associate Member** Screen

Vendor Information → Associate Member

Associate member

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS



# Removing users from IGMS (Option B) – 3

Employee information

1 - 10 of 25 matching results found

« 1 2 3 »

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>
*****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	<input type="checkbox"/>
*****	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	<input type="checkbox"/>
*****	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	<input type="checkbox"/>
*****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	<input type="checkbox"/>
*****	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	<input type="checkbox"/>

Remove - Add +

4

4

Click on the **Identification no**

# Removing users from IGMS (Option B) – 4

The screenshot shows the 'Edit Employee Information' form with the following fields and values:

- Identification type: Passport
- Name: P1
- \* Login Allowed:  Yes  No
- E-mail: p1@gmail.com
- \* Identification no.: .....
- \* UEN: R1D1C0770U57Y5M4RT
- \* Functional role: PI

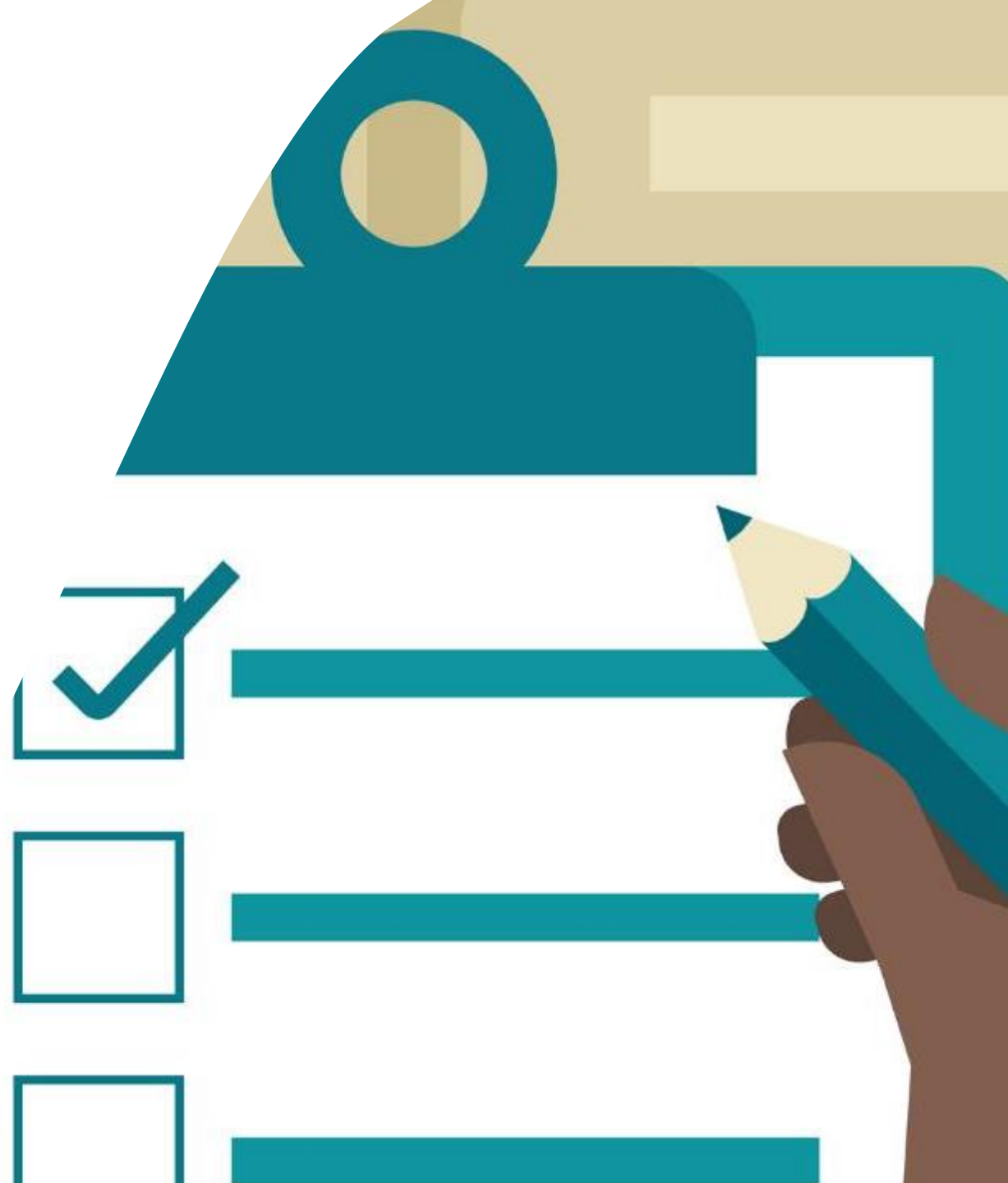
Annotations:

- Step 5: A red arrow points to the 'Login Allowed' field. A callout box below the form says: 'Set the Login Allowed field as **No**'.
- Step 6: A red arrow points to the 'Save' button. A callout box below the form says: 'Click on the **Save** button'.

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# Changing user roles in IGMS – 1

Dashboard Grants ▾ Proposals ▾

1 ORE 1 (ORE) ▾

- User Profile
- 2 Maintain Institution
- Logout

Proposals

1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

# Changing user roles in IGMS – 2

Vendor Information → Associate Member

Institution information Expand All Sections

General information

UEN no. R1D1C0770U57Y5M4RT

Name Default Vendor

Acronym BMRC

Address and contact information

Back Submit

3 Click on the **Associate Member** Screen

Vendor Information → Associate Member

Associate member

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

# Changing user roles in IGMS – 3

Employee information ▼

1 - 10 of 25 matching results found « 1 2 3 »

<b>4</b> <a href="#">Information</a>	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>
*****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	<input type="checkbox"/>
*****	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	<input type="checkbox"/>
*****	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	<input type="checkbox"/>
*****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	<input type="checkbox"/>
*****	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	<input type="checkbox"/>

Remove - Add +

**4** Click on the hyperlink

# Changing user roles in IGMS – 4

**Edit Employee Information**

Identification type: Passport

Name: P1

\* Login Allowed:  Yes  No

E-mail: p1@gmail.com

\* Identification no.: .....

\* UEN: R1D1C0770U57Y5M4RT

\* Functional role: PI

Select Role

PI

ORE

DOR

AI ORE

AI DOR

R1	R1D1C0770U57Y5M4RT	No	Yes
----	--------------------	----	-----

5

Click on **Functional Role**

5

6

6

Select the Role

**Edit Employee Information**

Identification type: Passport

Name: P1

\* Login Allowed:  Yes  No

E-mail: p1@gmail.com

\* Identification no.: .....

\* UEN: R1D1C0770U57Y5M4RT

\* Functional role: PI

Cancel ✕ Save

7

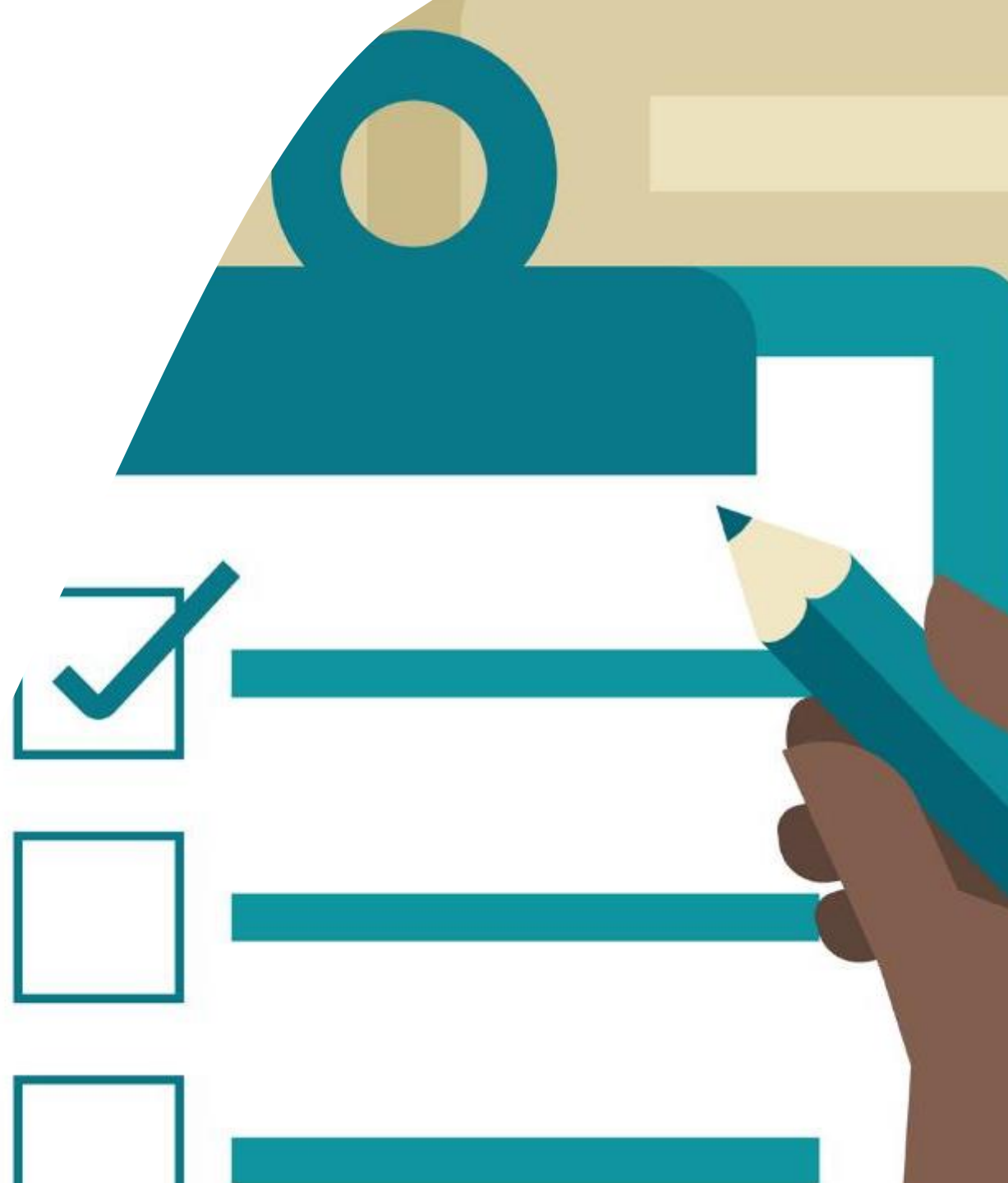
Click on **Save**

7

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- **How HI Admin approves users in IGMS**





# Things to take note

1

Users whose Host Institution shares the same UEN as another Host Institution will require HI Admin approval before they can access IGMS

2

Users will be prompted to choose the Host Institution when system detects that the UEN is shared with another Host Institution

3

Use this function when users Host Institution shares the same UEN as another Host Institution

4

HI Admin will be notified via email when users register in IGMS

# Approve user in IGMS – 1

File Message  Tell me what you want to do...



Approve user registration

1

Action Items

Dear HI Admin,

A new user has registered under your institution. Please login to IGMS and approve the registration.

Regards,  
IGMS Administrator

1

An email would be send to the HI Admins when users registers in IGMS

# Approve user in IGMS – 2

Dashboard Grants ▾ Proposals ▾

2 ORE 1 (ORE) ▾

- User Profile
- 3 Maintain Institution
- Logout

Proposals

1 - 10 of 30 matching results found

Date ▲	Subject	Reference ID	Lead PI	Read/Unread
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000182	P1	Yes
07-Apr-2017	Proposal is pending your verification. To verify the proposal click on the Reference ID.	NRF-000183	P1	Yes
07-Apr-2017	Nomination request is pending your action. To nominate PI for the Grant Call click on the Reference ID.	NRFNOM-000000 67		Yes

2 Click on the **name** which is displayed on the top right hand corner of the screen

3 Click on the **Maintain Institution** link

# Approve user in IGMS – 3

Vendor Information → Associate Member ✓

Institution information Expand All Sections

General information

UEN no. R1D1C0770U57Y5M4RT

Name Default Vendor

Acronym BMRC

Address and contact information

Back Submit

4 Click on the **Associate Member** Screen

Vendor Information → Associate Member ✓

Associate member

Employee information

1 - 10 of 25 matching results found

Identification No.	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>

Back

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

# Approve user in IGMS – 4

Employee information ▼

1 - 10 of 25 matching results found

« 1 2 3 »

Information	Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role	
*****	P1	R1D1C0770U57Y5M4RT	No	Yes	p1@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	PI	<input type="checkbox"/>
*****	P2	R1D1C0770U57Y5M4RT	No	Yes	p2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R1	R1D1C0770U57Y5M4RT	No	Yes	r1@gmail.com	Reviewer	<input type="checkbox"/>
*****	R2	R1D1C0770U57Y5M4RT	No	Yes	r2@gmail.com	Reviewer	<input type="checkbox"/>
*****	R3	R1D1C0770U57Y5M4RT	No	Yes	r3@gmail.com	Reviewer	<input type="checkbox"/>
*****	R4	R1D1C0770U57Y5M4RT	No	Yes	r4@gmail.com	Reviewer	<input type="checkbox"/>
*****	R5	R1D1C0770U57Y5M4RT	No	Yes	r5@gmail.com	Reviewer	<input type="checkbox"/>
*****	R6	R1D1C0770U57Y5M4RT	No	Yes	r6@gmail.com	Reviewer	<input type="checkbox"/>
*****	R7	R1D1C0770U57Y5M4RT	No	Yes	r7@gmail.com	Reviewer	<input type="checkbox"/>

Remove Add

4

Click on the hyperlink

# Approve user in IGMS – 5

**Edit Employee Information**

Identification type	Passport	* Identification no.	.....
Name	P1	* UEN	R1D1C0770U57Y5M4RT
* Login Allowed	<input type="radio"/> Yes <input checked="" type="radio"/> No	* Functional role	PI
E-mail	p1@gmail.com		

Cancel **X** Save **H**

5 Set the Login allowed field as **Yes**

6 Select the Functional Role

**Edit Employee Information**

Identification type	Passport	* Identification no.	.....
Name	P1	* UEN	R1D1C0770U57Y5M4RT
* Login Allowed	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Functional role	PI
E-mail	p1@gmail.com		

Cancel **X** Save **H**

7 Click on **Save**

## Some questions you may have

# Some questions you may have – 1

1

**Q:** How many users can have HI Admin role in a Host Institution?

**A:** There is no limit to the number of people who are assigned HI Admin role in a Host Institution.

2

**Q:** Is there a limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution?

**A:** There is no limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution.

3

**Q:** An IGMS user has resigned from the Host Institution. How will I ensure the person does not login to IGMS?

**A:** As a HI Admin you are required to login to IGMS and remove the user access for IGMS system. HI Admin is responsible for managing users under the Host Institution.



# Some questions you may have – 2

4

**Q:** Can I assign multiple roles for the same person?

**A:** Yes. You can assign multiple roles for the same person. Use the add button on the associate member page to assign multiple roles to the same person.

5

**Q:** Is there a need to approve all PIs registration before PIs is allowed to IGMS?

**A:** HI Admin has to approve registration of PIs only when the UEN is shared by multiple Institutions.

6

**Q:** Will the system automatically assign ORE, DOR, AI ORE, AI Dean and HI Admin roles?

**A:** No. HI Admin has to assign ORE, DOR, AI ORE, AI Dean and HI Admin roles. System will assign PI role by default to all users who are registering in the system.

SINGTEL GROUP ENTERPRISE   

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