

Adding Users into IGMS

Dashboard | Advanced Search ▾

GCC NRF HI Admin 1 (HI Admin) ▾

- User Profile
- Maintain Institution
- Logout

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1 After logging in, click on the **Name** of user and then **Maintain Institution**

Dashboard | Advanced Search ▾ | GCC NRF HI Admin 1 (HI Admin) ▾

Home > Administration > Maintain Institution > Associate Member

Institution Information → Associate Member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

1 - 10 of 126 matching results found

Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role
ASTAR PST DOR 7	200604346E	No	Yes	astarTSTdor7@email.com	DOR
ASTAR PST ORE 7	200604346E	No	Yes	astarTSTore7@email.com	ORE

Remove - Add +

2 Click on the **Associate Member** tab and click **Add**

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

Add Employee Information

* Identification no. [] Name []

E-mail [p1@gmail.com]

Search [] Clear Selection []

* UEN [R1D1C0770U57Y5M4RT]

* Functional role [Select Role]

Select Role
PI
ORE
DOR
AI ORE
AI DOR

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

Select []

Cancel [] Save []

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

4 Select the user by clicking on the **Checkbox** and click **Select**

5 Choose the **Functional Role** and click **Save**

Changing user roles in IGMS

The screenshot shows the IGMS dashboard with the user menu open. The user is logged in as 'GCC NRF HI Admin 1 (HI Admin)'. The menu options are: User Profile, Maintain Institution, and Logout. A red circle with the number '1' points to the 'Maintain Institution' option.

1 After logging in, click on the **Name** of user and then **Maintain Institution**

The screenshot shows the 'Maintain Institution' page. The 'Associate Member' tab is selected, indicated by a red circle with the number '2'. Below the tabs, there is a section for 'Employee information' with a table of matching results. The table has columns for Name, UEN, Is 2FA, Login Allowed, E-mail, and Functional Role. The first row is highlighted with a red circle and the number '2'.

Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role
ASTAR PST DOR 7	200604346E	No	Yes	astarTSTdor7@email.com	DOR
ASTAR PST ORE 7	200604346E	No	Yes	astarTSTore7@email.com	ORE

2 Click on the **Associate Member** tab and click on the **Name** link

The screenshot shows the 'Edit Employee Information' form. The 'Functional role' field is highlighted with a red circle and the number '3'. The form also shows fields for Identification type (Passport), Name (P1), Login Allowed (Yes), E-mail (p1@gmail.com), Identification no. (*****), and UEN (R1D1C0770U57Y5M4RT). A 'Save' button is highlighted with a red circle and the number '4'.

3 Choose the **Functional Role**

4 Click **Save**

Removing users' access in IGMS

The screenshot shows the top navigation bar with 'Dashboard' and 'Advanced Search' on the left, and the user name 'GCC NRF HI Admin 1 (HI Admin)' on the right. A dropdown menu is open under the user name, with a red box highlighting the 'Maintain Institution' option. A red circle with the number '1' points to the user name.

1 After logging in, click on the **Name** of user and then **Maintain Institution**

The screenshot shows the breadcrumb trail: Home > Administration > Maintain Institution > Associate Member. There are two tabs: 'Institution Information' and 'Associate Member'. The 'Associate Member' tab is selected and highlighted with a red box and a red circle with the number '2'. Below the tabs is a section titled 'Employee information' with a dropdown arrow. A blue box contains instructions: 'Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.' Below this is a pagination control showing '1 - 10 of 126 matching results found' and a table of results.

Name	UEN	Is 2FA	Login Allowed	E-mail	Functional Role
ASTAR PST DOR 7	200604346E	No	Yes	astarTSTdor7@email.com	DOR
ASTAR PST ORE 7	200604346E	No	Yes	astarTSTore7@email.com	ORE

At the bottom right of the table are 'Remove' and 'Add' buttons. A red circle with the number '2' points to the 'ASTAR PST DOR 7' name in the table.

2 Click on the **Associate Member** tab and click on the **Name** link

The screenshot shows the 'Edit Employee Information' form. Fields include: Identification type (Passport), Name (P1), E-mail (p1@gmail.com), Identification no. (*****), UEN (R1D1C0770U57Y5M4RT), and Functional role (PI). The '* Login Allowed' field has radio buttons for 'Yes' and 'No', with 'No' selected. A red box highlights the 'No' radio button and a red circle with the number '3' points to it. At the bottom right are 'Cancel' and 'Save' buttons, with a red circle and the number '4' pointing to the 'Save' button.

3 Set the Login Allowed field as **No**

4 Click **Save**

Approving Users in IGMS

Things to take note

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

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

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

To get to the screen below, click on the **Associate Member** tab

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

11 - 20 of 130 matching results found

Name	UEN	is 2FA	Login Allowed	E-mail	Functional Role
ASTAR PST PI 9	200604346E	No	Yes	astarPSTpi9@email.com	PI
GovTech PST AI DOR 1	200604346E	No	Yes	gtPSTaidor1@email.com	AI DOR
GovTech PST AI ORE 1	200604346E	No	Yes	gtPSTaioe1@email.com	AI ORE

1

1 Click on the **Name** link

Edit Employee Information

Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

Identification type: Passport

Name: ASTAR PST PI 9

* Login Allowed: Yes No

E-mail: astarPSTpi9@email.com

* Identification no.:

* UEN: 200604346E

* Functional role: PI

Cancel X Save H

2

2 Set the **Login Allowed** field as **Yes**

3

3 Select the **Functional Role** and **Save**

To access training guides, please go to IGMS website > **Help > Training Guides**. You may also contact IGMS helpdesk at helpdesk@researchgrant.gov.sg or at 6556 8807 or 6556 6971 for assistance.