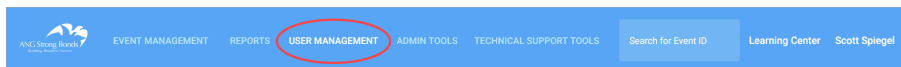


## 1 FINDING USERS:

Users can search for other users using the *User Management* page.

1. Click *User Management* in the Strong Bonds ANG menu bar.



2. Use the left sidebar to refine your user search as follows:.

Field Name	Action/Input
<b>Search by Name or Email</b>	Enter the name or email of the user you wish to find.
<b>Status</b>	Select the status(es) from the drop-down.
<b>Wing or Command</b>	Select a wing or command. Note that this field may be locked depending on your User Role.
<b>State</b>	Select the state(s) from the drop-down.
<b>Country</b>	Select a country from the drop-down.
<b>User Role</b>	Select a user role(s) from the drop-down.

3. Click the *Apply Filter* button.
4. Click the user's name to view/update the user's Role, Address, Email etc.
5. Click *Manage Status* to access a particular user's *Account Security* page of the user's profile.

User Report

▲ 1 accounts are pending your approval. [Manage Pending Accounts](#)

Showing 4 results

Name ▲	User Role	Command 1	Wing	State	Email	Logged In	Status	
Scott Olena	Wing PM	AL	AL	AL	scott@mail.mil	Logged In 2 days ago	Active	<a href="#">Manage Status</a>
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending	<a href="#">Manage Status</a>
Tim Tess	Wing PM	AK	AK	AZ	ttessl@mail.mil	Logged In 03/27/2019	Active	<a href="#">Manage Status</a>
Jason Haynes	Wing PM	AK	AK	AL	haynes@mail.mil	Logged In 2 days ago	Active	<a href="#">Manage Status</a>

### NOTES:

- Click the Reject button to reject a user's registration.
- For more information on user management, see the Strong Bonds *Managing Users in Strong Bonds ANG User Guide*.

## 2 APPROVING USERS:

Users can approve/reject other users from the *User Management* page.

1. Click *Manage Status* to access a particular user's *Account Security*.
2. Click the *User Account* drop-down in the *Account Status* section.

Account Status

User Account: mvalentine@mail.mil ✓ ▾

---

CAC ✓ ▾

---

Password ✓ ▾

---

Two Factor Authentication (2FA) ✓ ▾

3. Click the *Approve* button from the *User Account* drop-down.

Account Status

User Account: speigel@mail.mil ✓ ^

Account Status: Pending Approval

Registered on: 04/04/2019

Approve
Reject

---

CAC ✓ ▾

---

Password ✓ ▾

---

Two Factor Authentication (2FA) ✓ ▾

4. Click *Approve Now* in the pop-up to finalize the approval process.

**Approve User**

Are you sure you want to approve this user?

An Email will be sent to this user to notify the status change.

Cancel
Approve Now

The user will now receive an automated email with details on how to log into Strong Bonds ANG along with information on how to set-up their preferred login method.