



Managing Users in Strong Bonds ANG

User Guide

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Strong Bonds

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Overview

About this Guide

This guide illustrates how to use the *User Management* page to view, edit, manage, update, enable and disable user accounts in your state. Additionally, this guide also demonstrates how to manage your own account information in Strong Bonds ANG. Keep in mind that having an up-to-date account information ensures that you have timely access to Strong Bonds ANG's many features and receive important email notifications.

Who Should Use this Guide

This guide aims to assist all Strong Bonds ANG users in managing their accounts. Moreover, this guide aids ANG SBPM and ANG P&P Div Chief users in not only managing other user accounts in their states but also their various system permissions in Strong Bonds ANG.

How this Guide Can Help

This guide provides step-by-step instructions on how to:

- Manage your own user account.
- Search for Strong Bonds ANG users.
- Edit another user's account by:
 - Updating account details such as name, contact information, user role, location etc.
 - Updating account status
 - Associating CAC
 - Associating 2FA
 - Updating Password
 - Select which automated email notifications can be received

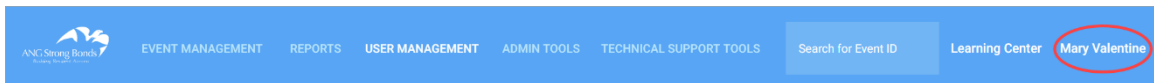
Managing Your Own User Account

Your account contains all your personal information that you have entered in the Strong Bonds ANG system. This includes your first and last name, your contact information such as email and telephone number, your user role, your com location, etc.

Updating Your Own User Account

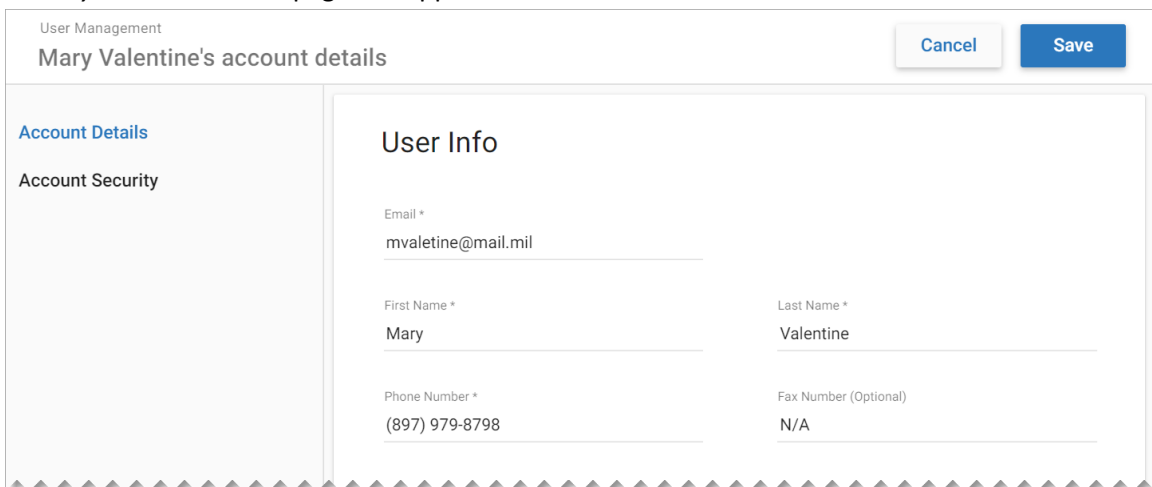
- To update your own account:

1. Click your name that will be featured in the top-right corner of the page.



2. Click *My Profile* in the drop-down.

The *My Account Details* page will appear.



User Management

Mary Valentine's account details

Cancel Save

Account Details

Account Security

User Info

Email *
mvalentine@mail.mil

First Name *
Mary

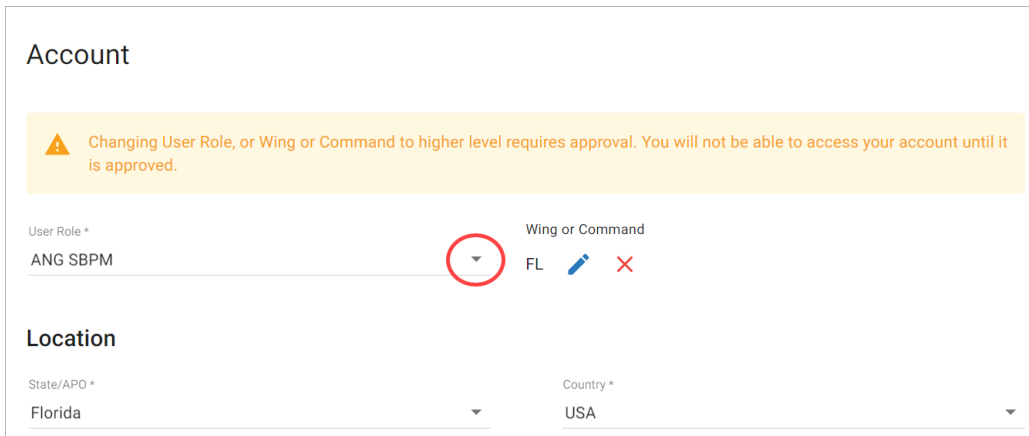
Last Name *
Valentine

Phone Number *
(897) 979-8798

Fax Number (Optional)
N/A

3. Update all the following fields in the *User Info* section of the page. Note that all mandatory fields are marked with an asterisk.
 - Email*
 - First Name*
 - Last Name*
 - Phone Number*
 - Fax Number

- Select your role from the *User Role* drop-down in the *Account* section.



Account

Warning: Changing User Role, or Wing or Command to higher level requires approval. You will not be able to access your account until it is approved.

User Role *
ANG SBPM

Wing or Command
FL

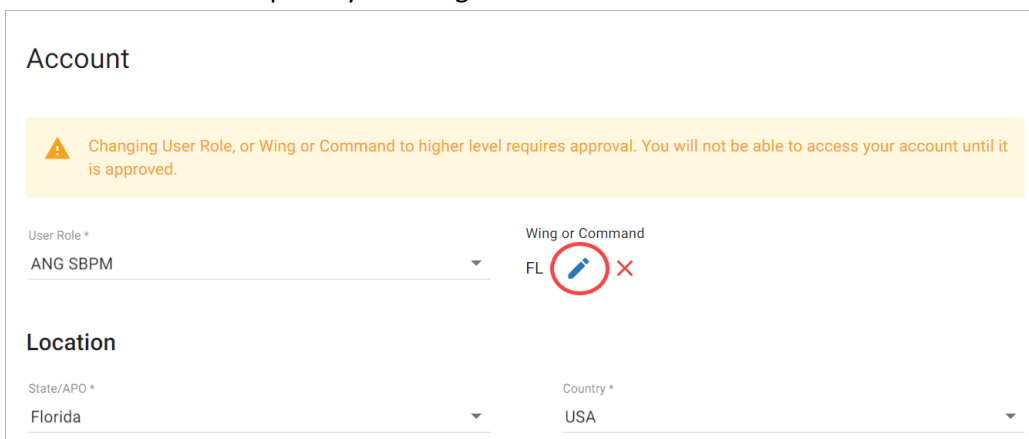
Location

State/APO *
Florida

Country *
USA

Note that if you select Wing PM or ANG SBPM you will also be prompted to select a *Wing or Command*. Selecting ANG P&P Div Chief will not prompt a wing/command selection.

- Click the *Edit* icon to update your Wing or Command.



Account

Warning: Changing User Role, or Wing or Command to higher level requires approval. You will not be able to access your account until it is approved.

User Role *
ANG SBPM

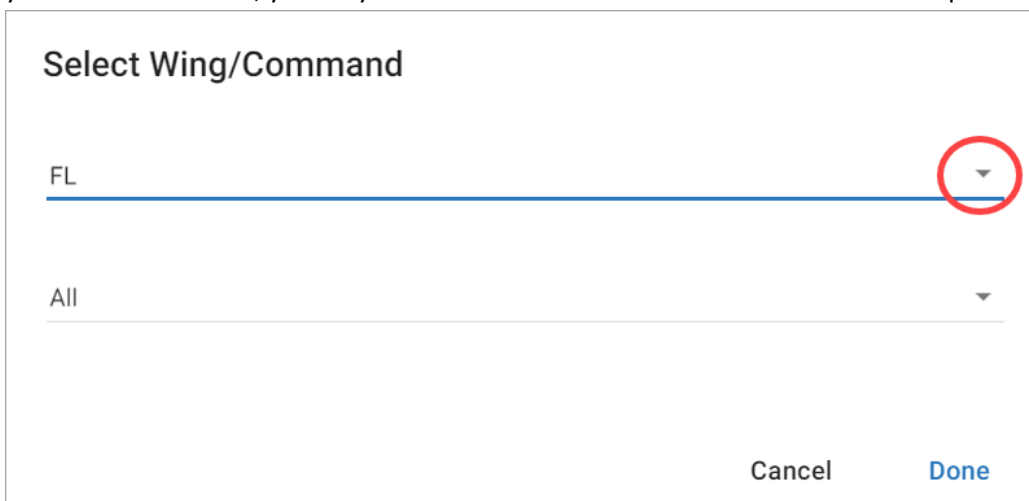
Wing or Command
FL

Location

State/APO *
Florida

Country *
USA

- In the *Select Wing/Command* window, use the drop-downs to select the Tier 1. Depending on your section in Tier 1, you may have to make an additional selection in a subsequent drop-down.



Select Wing/Command

FL

All

Cancel Done

- Click *Done* to finalize your Wing/Command selection.
- In the *Location* section, select your State/APO and Country.

Account

⚠ Changing User Role, or Wing or Command to higher level requires approval. You will not be able to access your account until it is approved.

User Role *

ANG SBPM ▼

Wing or Command

FL ✎ ✕

Location

State/APO *

Florida ▼

Country *

USA ▼

- In the *Email Notification* section, use the checkboxes to select which automated emails you would like to continue receiving from Strong Bonds ANG.

Email Notifications

i Emails informing you of standard Strong Bonds operations, e.g. account changes, password updates etc., will continue to be generated as per normal.

Please select the types of Strong Bonds email notifications you wish to receive:

- Account Approval**
These emails are sent to notify you of new user role requests in Strong Bonds.
- AAR Reminder**
These emails remind you that the After Action Report is still pending.
- Event Status**
These emails notify you when your event has been Reviewed and Approved. You also receive notifications if the event has been rejected at any stage.
 - Event Request Rejected (daily)
 - Event Reviewed (daily)
 - Events Not Approved (daily)
 - Events Approved (daily)

Please note that regardless of your selections in the *Email Notification* section, you will continue to receive emails pertaining to standard Strong Bonds ANG operations.

- To review your role history, scroll down to the *User Role History* section.

User Role History

Date	Updated By	Action	User Role
04/04/2019 15:44:24	Mary Valentine (mvalentine@mail.mil)	Requested	ANG SBPM

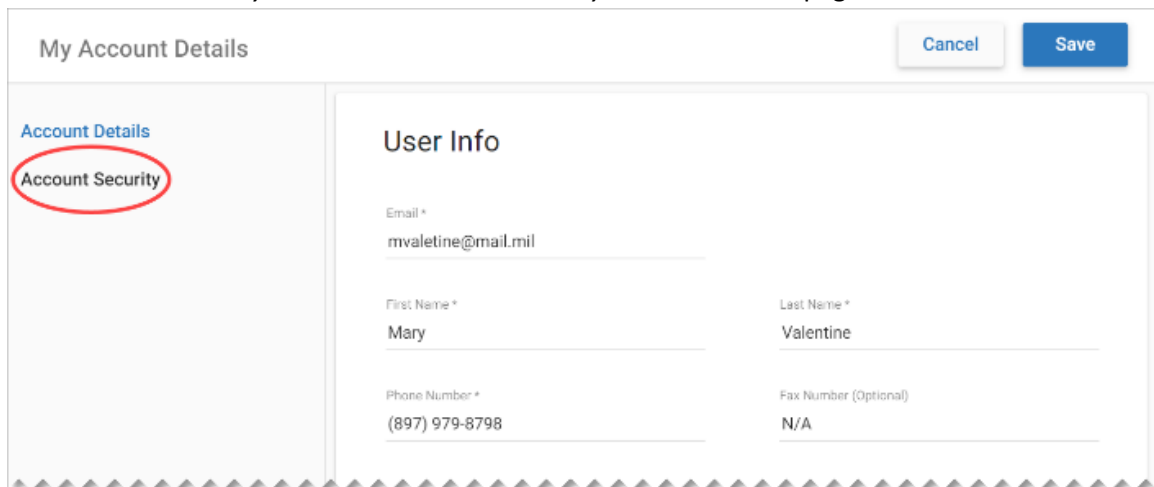
- To finalize your changes, click the *Save* button in the top-right corner of the page. Otherwise, click *Cancel*.

Notes:

- Your updates will not be automatically saved. As such, navigating away from the page or closing the browser will result in loss of data.
- If you change your User Role or Wing/Command, then your account will need to be re-approved. As such, you will be unable to access your account until it is approved.
- Selecting any other country besides USA will replace the State/APO field with Region. Depending on your selected country, the region field will be automatically populated with a corresponding region i.e. Army Forces Europe (AE), Army Forces Americas (AA), or Army Forces Pacific (AP).
- If you select Wing PM as your user role, you will be automatically assigned to events that are being hosted by your wing or any wing below your wing’s chain of command.
- If you select ANG P&P Div Chief as your user role, then you will not be required to select a Wing/Command.

Resetting Your Password

- To reset your password:
 - Navigate to your user account, as shown in the previous section.
 - Click *Account Security* in the left sidebar of the *My Account Details* page.



My Account Details Cancel Save

Account Details
Account Security

User Info

Email *
 mvalentine@mail.mil

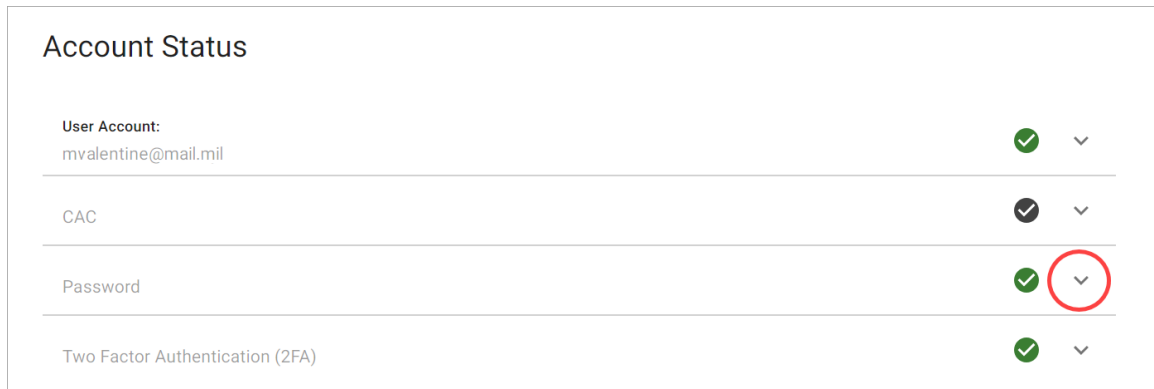
First Name *
 Mary

Last Name *
 Valentine

Phone Number *
 (897) 979-8798

Fax Number (Optional)
 N/A


3. Click the *Password* drop-down in the *Account Status* section.



Account Status

User Account: mvalentine@mail.mil	✓	▼
CAC	✓	▼
Password	✓	▼
Two Factor Authentication (2FA)	✓	▼

4. Click *Reset Password*.



Account Status

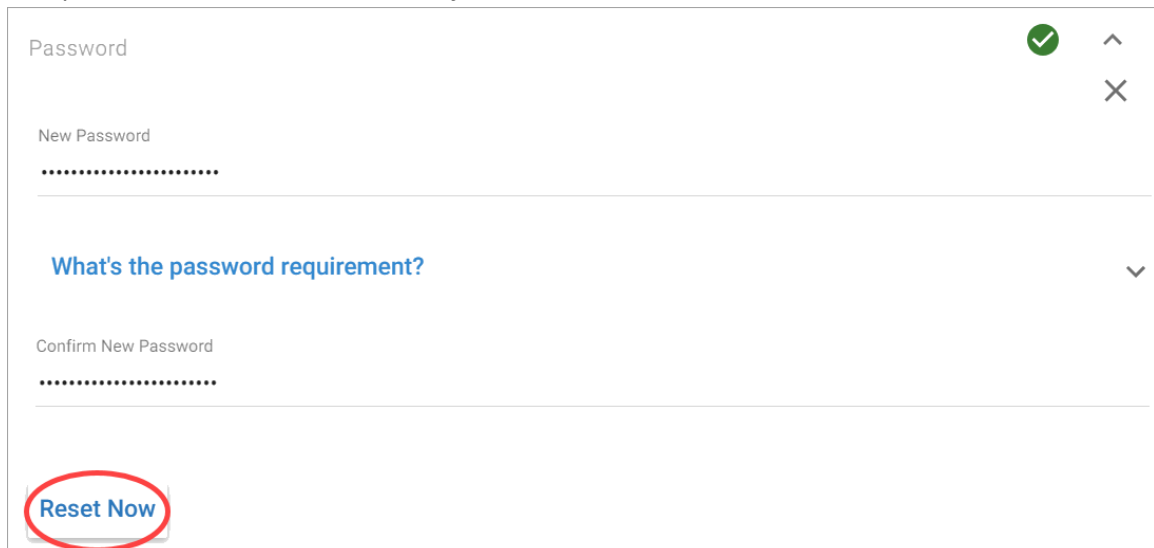
User Account: mvalentine@mail.mil	✓	▼
CAC	✓	▼
Password	✓	^

Password Login: Ok
Password Expires: in 2 months (06/04/2019)

[Reset Password](#)

Two Factor Authentication (2FA)	✓	▼
---------------------------------	---	---

5. Complete the *New Password* and *Confirm New Password* fields. Then click *Reset Now*.



Password ✓ ^

New Password
.....

[What's the password requirement?](#) ▼

Confirm New Password
.....

[Reset Now](#)

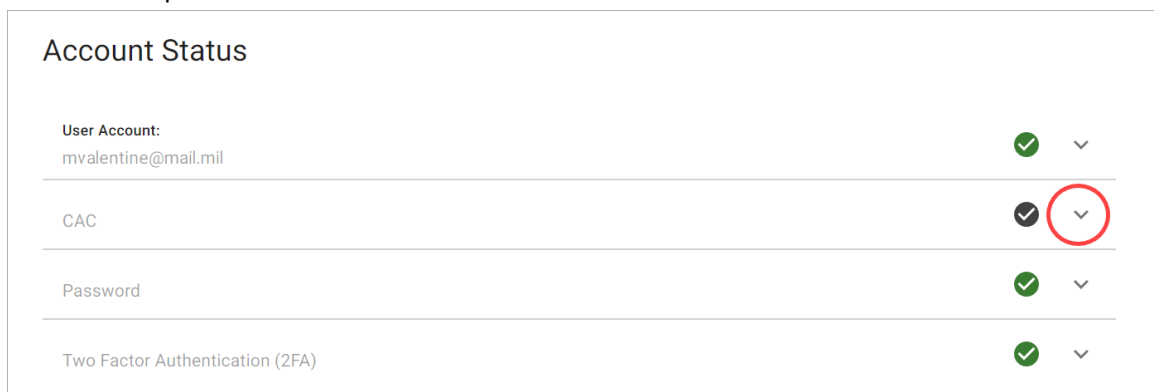
Notes:

- All mandatory fields are marked with an asterisk.
- Click *What's the password requirements?* to familiarize yourself with all DoD password requirements.

Associating Your Common Access Card (CAC)

In order to expedite the logging in process and ensure maximum security, Strong Bonds ANG allows its users to log in using a CAC. Please note that to log in using this method you will need a CAC-enabled machine.

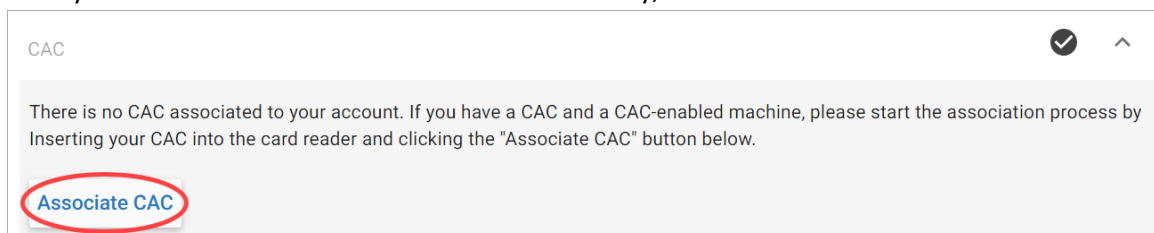
- To associate your CAC:
 1. Navigate to the *Account Security* page as show in the previous section.
 2. Click CAC drop-down in the *Account Status* section.



The screenshot shows the 'Account Status' section with the following details:

Field	Status	Action
User Account: mvalentine@mail.mil	✓	▼
CAC	✓	▼ (highlighted with a red circle)
Password	✓	▼
Two Factor Authentication (2FA)	✓	▼

3. With your CAC and CAC-enabled machine at the ready, click *Associate CAC*.



The screenshot shows the CAC association interface with the following text:

CAC [Status: ✓] [Dropdown: ^]

There is no CAC associated to your account. If you have a CAC and a CAC-enabled machine, please start the association process by Inserting your CAC into the card reader and clicking the "Associate CAC" button below.

Associate CAC (button highlighted with a red circle)

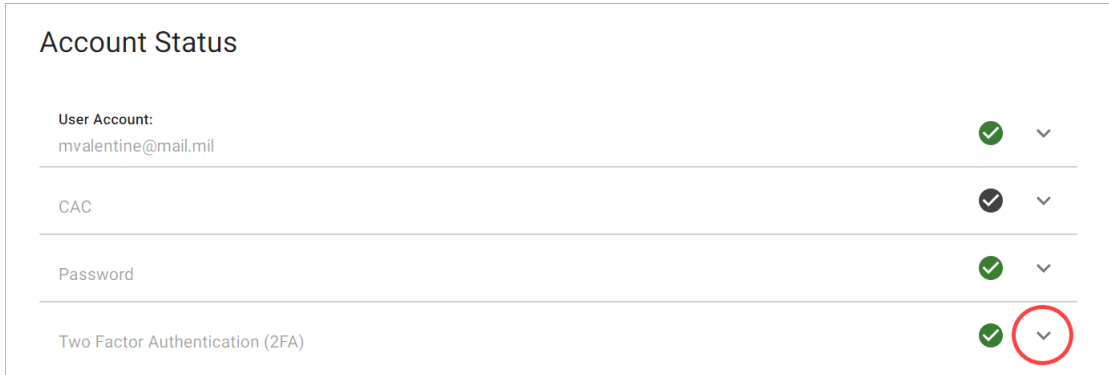
4. Your Strong Bonds ANG account will now be associated with your CAC. For more information on CAC, see the Strong Bonds ANG *Logging in Using CAC Quick Start Guide*.

Viewing Your Two-Factor Authentication (2FA) QR Code

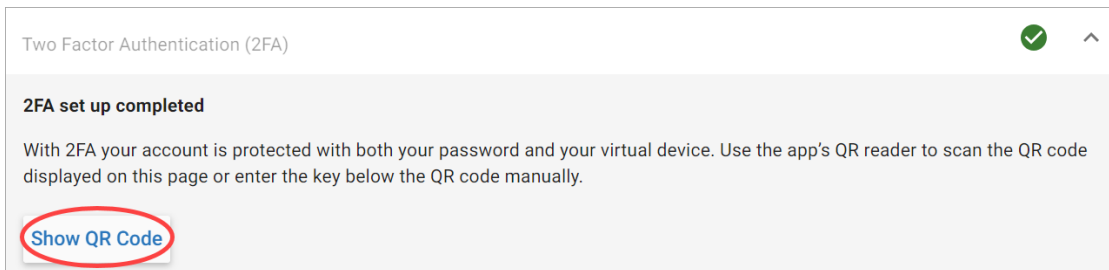
Strong Bonds ANG allows its users to set up 2FA on multiple devices to ensure that you maintain access, even if your original device is lost or stolen.

- To view your Two-Factor Authentication (2FA):

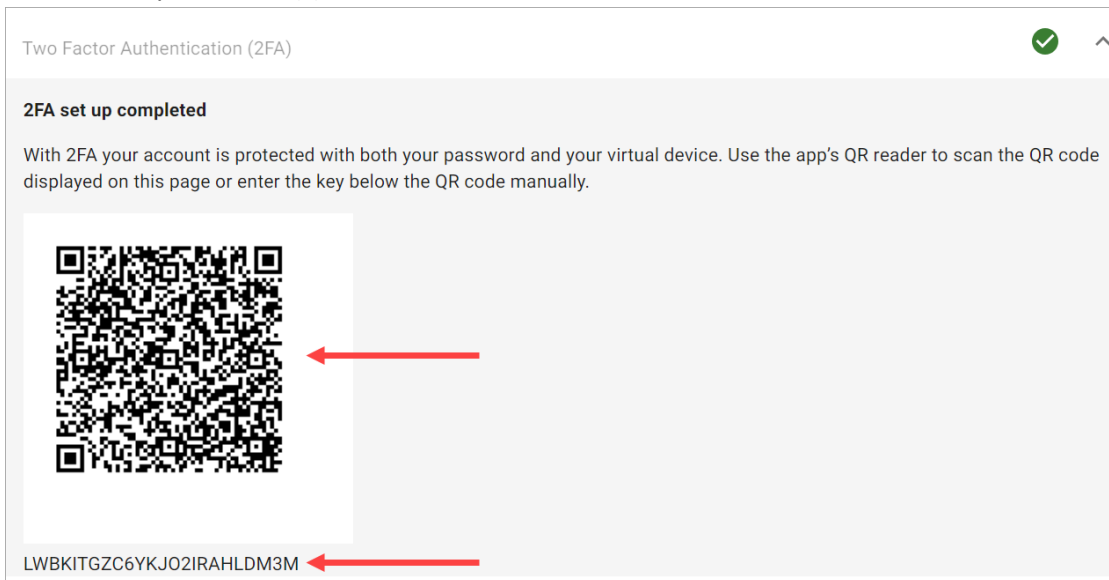
1. Navigate to the *Account Security* page as shown in the **Resetting Your Password** section of this guide.
2. Click *Two Factor Authentication (2FA)* drop-down in the *Account Status* section.



3. Click *Show QR Code* to view the QR Code and/or the QR Key.



4. You can either scan the QR Code or you can simply copy the QR Key on the Google authenticator software on your device(s).



Note:

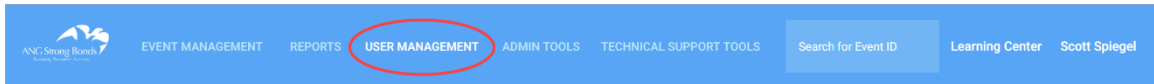
For more information on 2FA, see the Strong Bonds ANG **Logging in Using 2FA Quick Start Guide**.

Managing Other User Accounts

As an ANG SBPM and ANG P&P Div Chief user, you enjoy system permissions that allow you to manage other user accounts i.e. activate other user accounts, maintain the information available in another user’s account, search for users, and generate user reports.

Updating another User’s Account

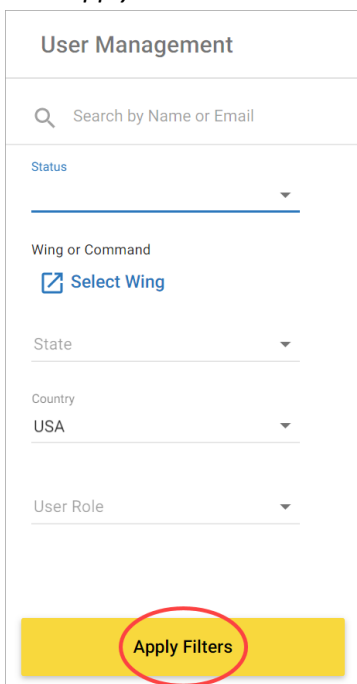
- To update another user’s account:
 - Click *User Management* in the Strong Bonds ANG menu bar.




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

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


- Click *Apply Filters*.



All users that match your selected criteria will appear in the main section of the *User Management* page.

								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 Manage Status	
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending Manage Status	
Tim Tess	Wing PM	AK	AK	AZ	ttessl@mail.mil	Logged In 03/27/2019	Active Manage Status	
Jason Haynes	Wing PM	AK	AK	AL	haynes@mail.mil	Logged In 2 days ago	Active Manage Status	

- Click the user's name to access the user's *Account Details* page.

								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 Manage Status	
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending Manage Status	
Tim Tess	Wing PM	AK	AK	AZ	ttessl@mail.mil	Logged In 03/27/2019	Active Manage Status	
Jason Haynes	Wing PM	AK	AK	AL	haynes@mail.mil	Logged In 2 days ago	Active Manage Status	

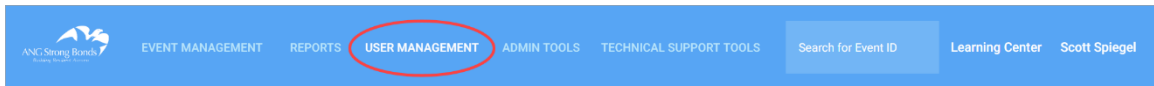
- Now repeat the steps highlighted in the *Updating Your Own User Account* section of this guide.

Approving or Rejecting a User's Account Request

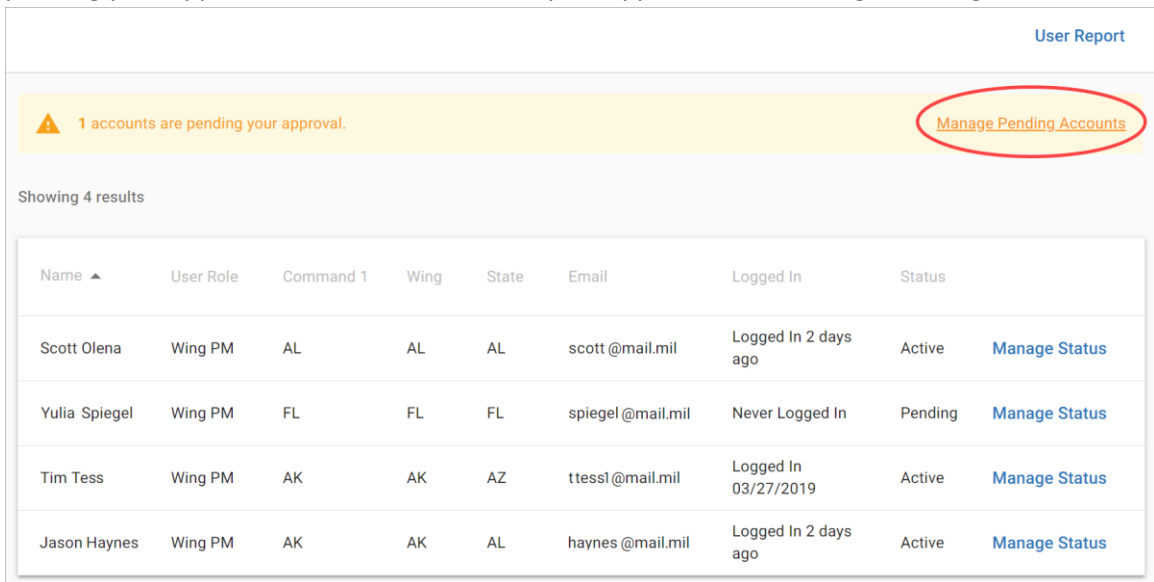
Users who first sign-up with Strong Bonds ANG need to have their account approved. If your role in Strong Bonds ANG grants you system permissions to approve or reject users (ANG SBPM or ANG P&P Div Chief), then you will receive an email from Strong Bonds ANG informing you of any new user(s) who has signed up with Strong Bonds ANG. You can then, approve or reject this sign-up request from the *User Management* page.

● To approve or reject a user’s account request:

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



2. In the filter sidebar, make sure to select *Pending* in the *Status* drop-down to search for all users currently pending approval. For more information, see x section of this guide.
3. Repeat steps 2-3 from the previous section to further refine your search, if needed.
4. The *User Management* page also features a notification informing you how many accounts are pending your approval. To view the accounts your approval, click *Manage Pending Accounts*.



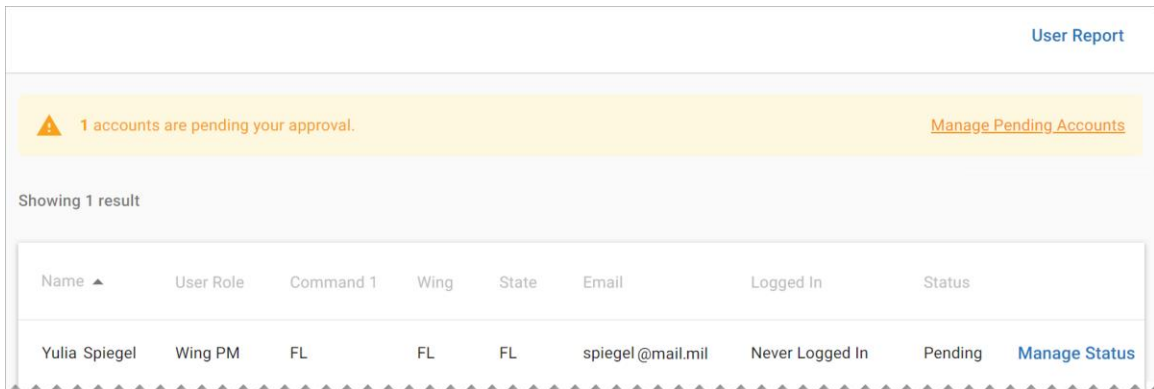
User Report

⚠️ 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 Manage Status
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending Manage Status
Tim Tess	Wing PM	AK	AK	AZ	ttess1@mail.mil	Logged In 03/27/2019	Active Manage Status
Jason Haynes	Wing PM	AK	AK	AL	haynes@mail.mil	Logged In 2 days ago	Active Manage Status

The account awaiting your approval will appear.



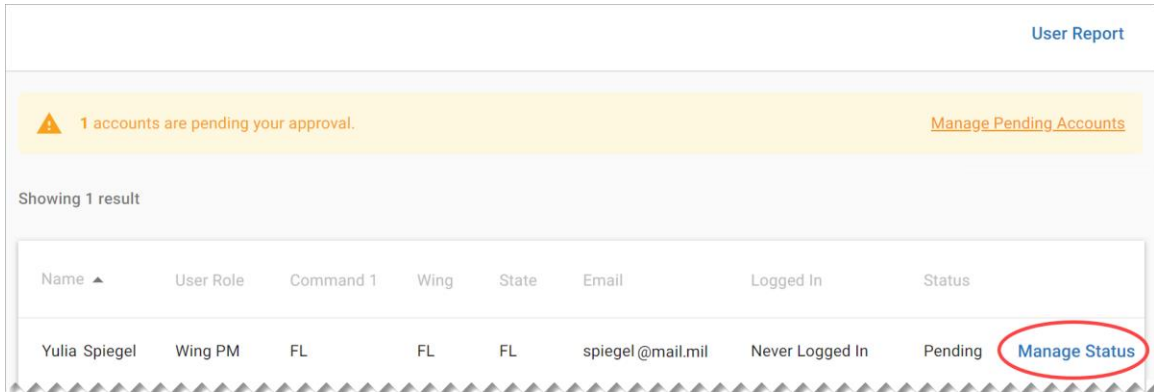
User Report

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

Showing 1 result

Name ▲	User Role	Command 1	Wing	State	Email	Logged In	Status
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending Manage Status

- Click *Manage Status* to access the user's *Account Security* page.



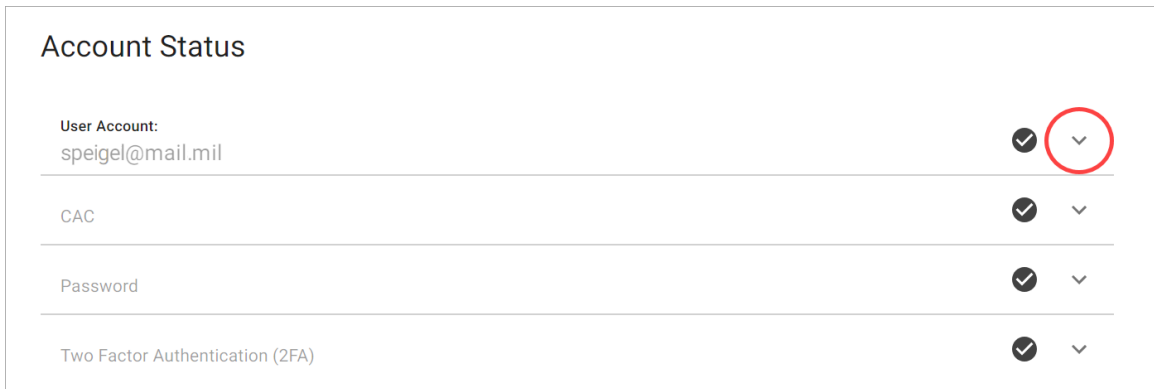
User Report

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

Showing 1 result

Name ▲	User Role	Command 1	Wing	State	Email	Logged In	Status
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending Manage Status

- To approve or reject a user's account request, click *User Account* drop-down in the *Account Status* section.



Account Status

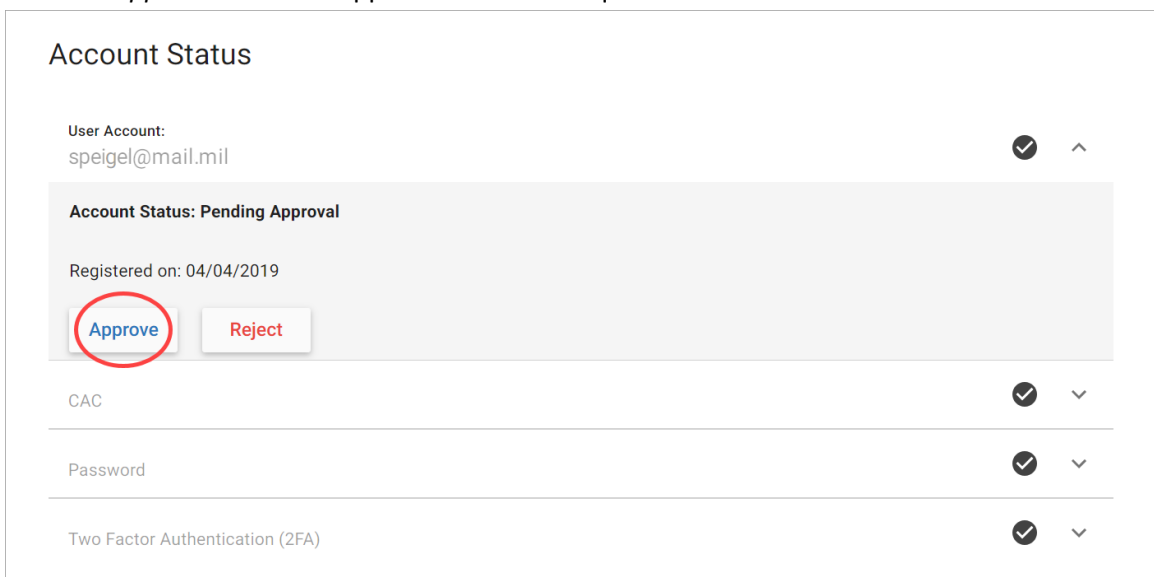
User Account: speigel@mail.mil ✓ ▾

CAC ✓ ▾

Password ✓ ▾

Two Factor Authentication (2FA) ✓ ▾

- Click the *Approve* button to approve the user's request.



Account Status

User Account: speigel@mail.mil ✓ ^

Account Status: Pending Approval

Registered on: 04/04/2019

[Approve](#) [Reject](#)

CAC ✓ ▾

Password ✓ ▾

Two Factor Authentication (2FA) ✓ ▾

The user will receive an email informing them how to log into Strong Bonds ANG.

- Otherwise, click the *Reject* button to reject the user's request.

The user will receive an email informing them that their request has been declined.

Notes:

- ANG P&P Div Chief are responsible for approving all ANG SBPMs and other ANG P&P Div Chiefs.
- ANG SBPMs are responsible for approving all Wing PMs.
- ANG P&P Div Chiefs and ANG SBPMs can manage all events on the *Event Management* page.
- If your request has been rejected, you can sign up again with a different user role and/or contact your leadership.

Enabled or Disabling a User’s Account

Users who first sign-up with Strong Bonds ANG need to have their account approved. If your role in Strong Bonds ANG grants you system permissions to approve users, then you can do so from the *User Management* page.

- To enable or disable a user’s account:
 1. Click *User Management* in the Strong Bonds ANG menu bar.
 2. Repeat steps from the **Updating another User’s Account** section of this guide to further refine your search, if needed.
 3. Click *Manage Status* to access the user’s *Account Security* page.

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	Manage Status
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending	Manage Status
Tim Tess	Wing PM	AK	AK	AZ	ttess1@mail.mil	Logged In 03/27/2019	Active	Manage Status
Jason Haynes	Wing PM	AK	AK	AL	haynes@mail.mil	Logged In 2 days ago	Active	Manage Status

- To disable or enable a user's account request, click the *User Account* drop-down in the *Account Status* section.

Account Status

User Account: speigel@mail.mil	✔ ^
CAC	✔ v
Password	✔ v
Two Factor Authentication (2FA)	✔ v

- Click the *Disable Account* button to disable the user's account. The user will not be able to log into Strong Bonds ANG.

Account Status

User Account: speigel@mail.mil	✔ ^
<div style="background-color: #f0f0f0; padding: 5px;"> <p>Account Status: Active</p> <p>Approved by: Mary Valentine (mvalentine@mail.mil)</p> <p>Approved on: 04/05/2019</p> <p style="margin-top: 5px;"> Disable Account </p> <p style="margin-top: 5px;"> Resend Approval Email </p> </div>	
CAC	✔ v
Password	✔ v
Two Factor Authentication (2FA)	✔ v

- Click *Disable Now* in the pop-up notification that appears.

Disable Account

Are you sure you want to disable this account?

Once disabled, user will not be able to access the account until it is enabled again.

Cancel
Disable Now

The account will now be disabled

7. Click the *Enable* button to enable the user's account. The user now be able to log into Strong Bonds ANG.

Account Status

User Account: speigel@mail.mil ✓ ^

Account Status: Active

Approved by: Mary Valentine (mvalentine@mail.mil)

Disabled on: 04/05/2019

Enable

CAC ✓ ∨

Password ✓ ∨

Two Factor Authentication (2FA) ✓ ∨

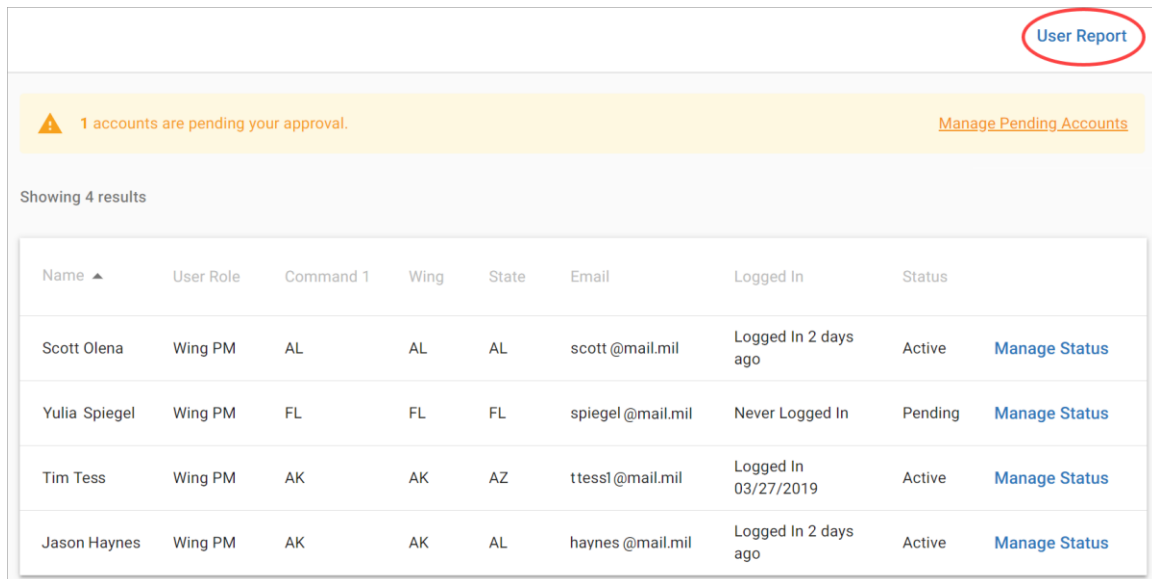
Note:

You can make changes to the report by enabled the edit option in MS Excel.

Generating the User Report

ANG P&P Div Chief users can generate a report on Strong Bonds ANG users based on your selected criteria.

- To generate the user report:
 1. Click *User Management* in the Strong Bonds ANG menu bar.
 2. Repeat steps from the **Updating another User's Account** section of this guide to select your criteria for this report i.e. the users' status, state, country, wing/command, and/or their user role(s).
 3. Click *User Report* in the top-right corner of the page.



The screenshot shows a web interface for user management. In the top right corner, a button labeled "User Report" is circled in red. Below it, a yellow notification bar states "1 accounts are pending your approval." with a "Manage Pending Accounts" link. The main content area shows "Showing 4 results" and a table with the following data:

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	Manage Status
Yulia Spiegel	Wing PM	FL	FL	FL	spiegel@mail.mil	Never Logged In	Pending	Manage Status
Tim Tess	Wing PM	AK	AK	AZ	ttess1@mail.mil	Logged In 03/27/2019	Active	Manage Status
Jason Haynes	Wing PM	AK	AK	AL	haynes@mail.mil	Logged In 2 days ago	Active	Manage Status

The User Report will now be ready for your viewing.

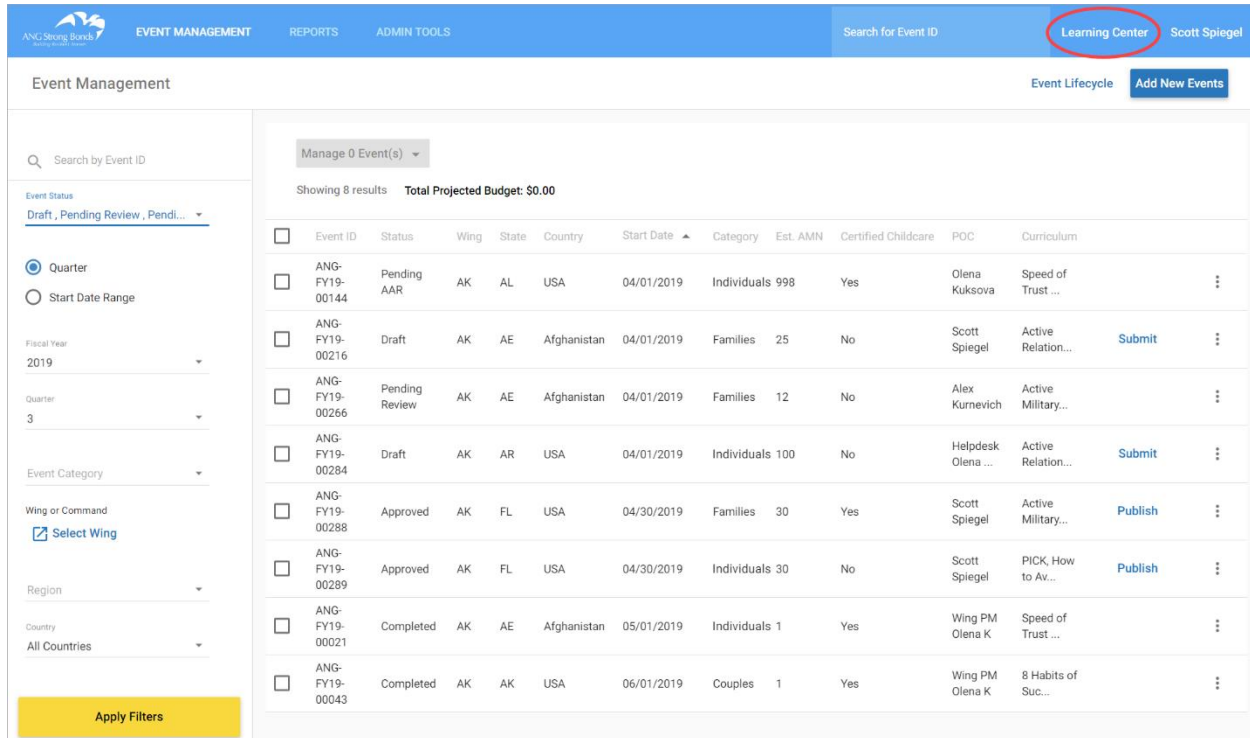
First Name	Last Name	User Role	Email	State/Region	Country	Command 1	Unit	Last Logged In	Status
Scott	Olena	Wing PM	scott@mail.mil	AL	USA	AL	AL	2019-04-03	Active
Yulia	Speigel	Wing PM	spiegel@mail.mil	FL	USA	FL	FL	2019-04-05	Active
Tim	Tess	Wing PM	ttess1@mail.mil	AK	USA	AK	AK	2019-04-02	Active
Jason	Haynes	Wing PM	haynes@mail.mil	AK	USA	AK	AK	2019-03-27	Active

Note:

You can make changes to the report by enabled the edit option in MS Excel.

Next Steps

Congratulations! You have completed the Strong Bonds **Managing Users in Strong Bonds ANG User Guide**. For more information, please visit the Strong Bonds ANG Learning Center.



Event Management Event Lifecycle [Add New Events](#)

Search for Event ID [Learning Center](#) Scott Spiegel

Event Status: [Draft, Pending Review, Pendi...](#)

Quarter: Quarter Start Date Range

Fiscal Year: 2019

Quarter: 3

Event Category: [Select Wing](#)

Region: [Select Wing](#)

Country: All Countries

[Apply Filters](#)

Manage 0 Event(s)

Showing 8 results **Total Projected Budget: \$0.00**

<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00144	Pending AAR	AK	AL	USA	04/01/2019	Individuals 998	Yes		Olena Kuksova	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00216	Draft	AK	AE	Afghanistan	04/01/2019	Families 25	No		Scott Spiegel	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00266	Pending Review	AK	AE	Afghanistan	04/01/2019	Families 12	No		Alex Kurnevich	Active Military...	⋮
<input type="checkbox"/>	ANG-FY19-00284	Draft	AK	AR	USA	04/01/2019	Individuals 100	No		Helpdesk Olena ...	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00288	Approved	AK	FL	USA	04/30/2019	Families 30	Yes		Scott Spiegel	Active Military...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals 30	No		Scott Spiegel	PICK, How to Av...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00021	Completed	AK	AE	Afghanistan	05/01/2019	Individuals 1	Yes		Wing PM Olena K	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00043	Completed	AK	AK	USA	06/01/2019	Couples 1	Yes		Wing PM Olena K	8 Habits of Suc...	⋮

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