



## Help Documentation

# Manage Partners

This module summarizes options for managing Partner accounts

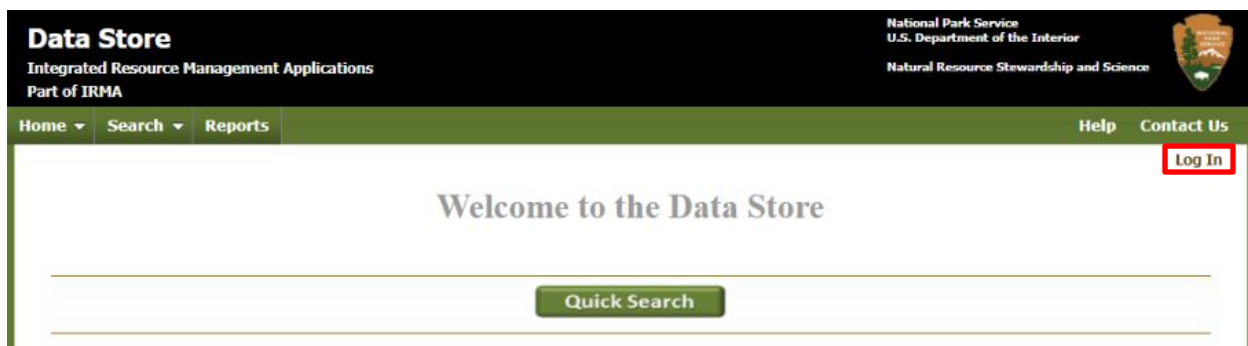
## Introduction

Non-NPS users may create a Data Store Partner account in order to access additional Data Store resources. Partner Access accounts are used to establish credentials for non-NPS employees. Once created, these accounts can be sponsored by an Unit Point of Contact (UPOC). Sponsored Partners will be able to discover 'internal' records, and create or modify data in Data Store.

## Sponsoring Partners

### Step 1

Non-NPS user creates a Partner account. User navigates to Data Store, and then clicks on **Log In**.



They will be taken to the <https://irma.nps.gov/Portal/> page. Here, they will create a new account, or sign into Data Store using an existing account.

Partner Access

Partner Security Token Service

Part of IRMA (NPS\_PartnerSTS-3.1.0.9995\_20160824:13:09:48)

National Park Service

U.S. Department of the Interior

Natural Resource Stewardship and Science



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User Name / Password Sign In

[Log On]

Welcome to IRMA Partner Access.

Irma Partner Access is a user registry and authorization service for Non NPS staff members to securely gain login access to various NPS IRMA applications.

Enter your user name and password.

User Name\*

Password\*

Sign In

Click [here](#) to create a new account.

Click [here](#) if you have forgotten your password.

Click [here](#) if you have forgotten your username.

## Step 2

UPOC sponsors new Partner account. Select the **UPOC** menu item, then **Manage Partners**.

Data Store

Integrated Resource Management Applications

Part of IRMA (nps\_DataStore-3.1.0.14312\_20180907:13:10:07)

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UPOC Dashboard

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Manage UPOCs

Manage Partners

Review References

Confirm that references contain information specific to the unit you represent.

Manage UPOCs

Add/remove UPOCs for your unit(s).

Manage Partners

Grant permission to non-NPS partners to add content to Data Store.

Manage Partners, Last edited April 30, 2018

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The Manage Partners grid will load showing all current and expired sponsored partners.

**Data Store**  
Integrated Resource Management Applications  
Part of IRMA

National Park Service  
U.S. Department of the Interior  
Natural Resource Stewardship and Science

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Manage Partner(s) »

Current and Expired Partner Sponsorships

+ Sponsor

| Last Name | First Name | Email | Sponsored By             | Works For | Unit Code | Unit Name |
|-----------|------------|-------|--------------------------|-----------|-----------|-----------|
| X Albee   |            |       | Abraham Miller-Rushing ( | Abraha    |           |           |
| X Brooks  |            |       | Mark Koontz (            | Mark K    |           |           |

**Sponsor New Partner**

\* Unit: Inventory and Monitoring Division (IMD)

\* Partner: Kathleen I

\* Works For: Margaret

\* Expiration Date: 03/12/2019

Notes:

Cancel Save

Page 1 of 1 Records per Page 25 Displaying 1 - 9 of 9

Select the **Sponsor** button. Populate the following fields and then select **Save**.

- **Unit** - Unit that is sponsoring the Partner
- **Partner** - Partner account being sponsored.
- **Works For** - Point of contact at Organization.
- **Expiration Date** - Date the sponsorship will expire (defaults to expire one year from date sponsored).
- **Notes** - Additional information regarding sponsorship.

**Sponsor New Partner**

\* Unit: Inventory and Monitoring Division (IMD)

\* Partner: Kathleen I

\* Works For: Margaret

\* Expiration Date: 03/12/2019

Notes:

Cancel Save

## Remove Sponsorship

Locate the sponsored Partner account in the Manage Partners grid and then click on the cancel sponsorship button (the 'x' button on the left).

| Current and Expired Partner Sponsorships    |            |       |                            |           |           |           |
|---------------------------------------------|------------|-------|----------------------------|-----------|-----------|-----------|
| <div> <div></div> <div>Sponsor</div> </div> |            |       |                            |           |           |           |
| Last Name                                   | First Name | Email | Sponsored By               | Works For | Unit Code | Unit Name |
| X Albee                                     |            |       | Abraham Miller-Rushing ( ) | Abraha    |           |           |
| X Brooks                                    |            |       | Mark Koontz ( )            | Mark K    |           |           |