USDA National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

NIFA Reporting System Monthly Webinar Recap

Date of Webinar: August 10, 2023, 1:00 p.m. CT/ 2:00 p.m. ET via Zoom

Purpose: Beginning with Fiscal Year (FY) 2022, all capacity projects and programs will be managed in the NIFA Reporting System (NRS). The monthly NRS webinars are intended to inform NRS users of ongoing system modifications and enhancements, communicate critical dates, and gather end user feedback. A recording of this event can be found on www.nifa.usda.gov/nrs-resources.

Agenda
- User Management Module & Updates
- Q&A

User Management Module
The User Management module, formerly known as Manage Roles, was redesigned in July 2023. Additional enhancements were released in August 2023 to include:

Additional Editing – Organizational Administrators now have the ability to edit user information such as email, name and funding source.

Archive Users – Organizational Administrators can now archive users. Archiving the user will deactivate the NRS account and cannot be undone by any role within the institution. The associated projects/programs of archived users will not be archived or deleted and will need a new Project Director or Program Initiator assigned.

Bulk editing – Organizational administrators now have the ability to update profile information, save, and archive multiple users at once.

eAuthentication Verification – A blue check mark now displays with the email address on the profile page, User Details, if the user has successfully logged into NRS and is level 2 verified with eAuthentication with the listed email address. A red "X" denotes users that have not yet logged in successfully with the listed email address.

IMPORTANT DATES

September 14, 2023 – NRS Monthly Webinar
October 19, 2023 – NRS Monthly Webinar

FREQUENTLY ASKED QUESTIONS

Which roles have the ability to perform user management functions in NRS?
Organizational Administrators can perform user management functions such as adding and archiving users and editing profile information.

How do I archive a user?
From the User Management module, search the user you would like to archive and press the 'ARCHIVE' button. Users can also be archived from their profile page, 'User Details'.

How do I edit user profile information?
To edit user profile information, select edit on the User Detail page.

Which user profile fields can be edited by an Organizational Admin?
Name, address, email address, phone, and funding type can be edited by an Organizational Administrator.

Can users edit their own profile information?
Users are able to modify their name, address, email address and phone number.

Will NRS allow a Project Director/Program Initiator with an active project/program to be archived?
NRS does not prevent Project Directors/Program Initiators on active projects or programs from being archived. When a user is archived, the associated projects/programs will need to be reassigned.

Can an archived user be reinstated if they return to the institution or were archived in error?
At this time, archived users cannot be reinstated to NRS without a help desk ticket. To request to reinstate a user, please contact nrs@usda.gov.

Does archiving a Project Director/Program Initiator change the status of the associate projects/programs?
No, archiving a Project Director/Program Initiator does not change the status of projects/programs they were assigned to. When a user is archived, any projects they were assigned to must be reassigned to active users.

Can the list of users be exported?
At this time, a list of users cannot be exported however this feature is currently planned for an upcoming release.

Where can I view all archived users at my institution?
You can view all archived users by clicking the archived filter from the manage roles page.

How long will archived users display in NRS?
NRS will not remove the list of archived users. Archived users will remain viewable at any time.

Can archived users still access NRS?
No, archived users cannot access NRS.