CIMS HOW TO:
Modify/Delete/Unlock Accounts in your UIC
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- Click on Inquire
Modify/Unlock/Delete Accounts in your UIC

- Click on CIMS Access List
Modify/Delete/Unlock Accounts in your UIC

- Enter UIC and Get Records
Select the USERID to edit/delete/unlock by highlighting and copying their USERID.

Once you have selected the USERID click on the Main Menu at the top of the screen and then ERM Security Administration.

It is recommended that the CCC controls who at the command is given access.
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- If you have CCC access you can modify, delete, and unlock accounts.
- Click on ERM Security Administration.
Modify/Delete/Unlock Accounts in your UIC

• Click on SAAR initiate
Modify/Delete/Unlock Accounts in your UIC

- Click on SAAR initiate
• Enter the USERID for the account to be modify, delete, or unlock.
Now you can choose to either Modify/Delete/Unlock Account.

- **If you are attempting to Modify your own account your supervisor (CMC, LCPO, etc) needs to follow these steps and modify your account under their access.**
• If your modifying to add or delete UIC’s click on CIMS UIC Access.
• Enter the supervisor’s information and submit account.
Modify/Delete/Unlock Accounts in your UIC

- Questions please call NCCS(SW/AW) Kim Covington at: kim.covington@navy.mil