

PNM Password Login tips

UPDATE to PNM Password Screen - Pre-Recruitment/PNM Management/PNM Passwords:

- 1) If PNMs are not receiving email and this screen shows “No” under the “Activated?”, please click “Edit PNM Profile” to update the email address to send the new activation email. Once you click “Submit” the PNM should receive an email to the new email address to activate their account.
- 2) If a PNM's name is highlighted, the PNM's email address was updated in the PNM Review or Enrollee Review screen but does not match the email that was being sent, to fix this, just click “Edit PNM Profile”, then Submit (you don't need to change anything) and the system will automatically match the 2 email addresses. Then click “Send activation email”.
- 3) Once a PNM has activated their account and this screen shows “Yes” under the “Activated?” column, you may update the PNM's email address by clicking “Edit PNM Profile” and updating the PNM's email address to the email address you would like the PNM to receive emails sent during recruitment. The Login Email address will not change (this will be the email address the PNM uses to log into ICS always – just like a username) As long as the PNM has activated their account, the email addresses do not have to match.

PNM Review

PNM Grades

PNM Passwords

Change Status

Recruit Counselor Setup

Assign PNM Numbers and Name Tags

1st Round Setup

Reports

Information

When you see a blue row it means that the username and email do not match and they have not yet activated their account.

☐ Show Enrollees

Print

Export

Mass Send Activation Emails

6 PNMs

	PNM # *	Last *	First *	Email *	Login Email Address *	Activated? *	
<div>Edit PNM Profile</div>	0	Surprise	Surprise	connie+999@icsmg.com	connie+222@icsmg.com	Yes	Send password reset
<div>Edit PNM Profile</div>	1	Bingham	Connie	rrr@aol.com	rrr@aol.com	No	Send activation email
<div>Edit PNM Profile</div>	2	brown	mary	connie+667@icsmg.com	connie+666@icsmg.com	No	Send activation email
<div>Edit PNM Profile</div>	4	Evans	Denise	connie+118@icsmg.com	bingham5@sbcglobal.net	Yes	Send password reset
<div>Edit PNM Profile</div>	5	Smith	Pam	connie+556@icsmg.com	connie+556@icsmg.com	No	Send activation email
<div>Edit PNM Profile</div>	6	Soronty	Susan	bingham5@sbcglobal.net	connie+103@icsmg.com	Yes	

Support

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