

# Updating Your AMS Login



**NDMS Portal**  
National Disaster Medical System

Home

NDMS Teams

NDMS@Work

VCOP

Training

Responder Support

Working Groups

My Virtual Desktop

**IMPORTANT:** These instructions provide a quick start summary of the steps needed to login and setup your access to the NDMS Portal

**NOTICE:** If any technical issues are encountered during the login process **DO NOT** contact the AMS Helpdesk. Fill out the web form with the following information using the url below.

<http://www.phe.gov/inquiry/pages/NDMSWebteam.aspx>

- 1) Error Message or code provided (as listed on screen)
- 2) Url of page you are on when you receive message
- 3) Whether you were using "First Time Login link", "ID and Password", or accessing page inside the NDMS Portal site

## Begin Instructions

1. Enter <http://ndms.hhs.gov> in your browser.
2. Choose the "Forgot Password" link in the AMS Credentials dialog (far right). Your User ID should be firstname.lastname.
3. Enter User ID.
4. Enter Challenge Question Answers
5. If you do not know your challenge answers or an error is received - refer to the "NOTICE" above and wait for assistance (about 1-2 hours except weekends).
6. Set password and make note of your user ID.
7. You will be returned to the AMS login in screen. Login in.
8. You will be placed on the AMS Home page (not the NDMS Portal)

## Adding the NDMS Portal Link to the AMS Login Screen

1. Choose the Link/Delink Applications tab.
2. Choose Link Applications
3. Select NDMS Portal.
4. Click Submit. The NDMS Portal link will be added to the AMS Login screen the next time you login in.

**Please Note:** You must click Logout and log back into AMS to view the NDMS Portal link on the AMS Login screen. The link is not immediately displayed after you click Submit.

5. Go up to your browser URL field and type in [NDMS.hhs.gov](http://ndms.hhs.gov)

# Accessing the NDMS Portal & My Virtual Desktop



## Updating NDMS Portal Virtual Desktop and Profile

**NOTICE:** If any technical issues are encountered during the setup process **DO NOT** contact the AMS Helpdesk. Fill out the web form with the following information using the url below.

<http://www.phe.gov/inquiry/pages/NDMSWebteam.aspx>

- 1) Error Message or code provided (as listed on screen)
- 2) Url of page you are on when you receive message
- 3) Whether you were using “On the AMS Login page”, “AMS Home Page”, or accessing the “My AMS Profile Tab.

## Begin Instructions

**You should now be on the NDMS Portal Home page.**

6. Choose the gray My Virtual Desktop Tab.
  - Skills Information
  - Draft Rostering Information
7. Choose “My Profile” (extreme top left – above the NDMS Header graphic)
10. Save and Close

8. Choose “Edit My Profile” (under the picture graphic on left)
9. Fill out the following information
  - Business Information (Duty Station – normal work location)
  - Personal Contact Information
  - Emergency Contact

**For more information on the NDMS Portal, please review How Things Work at <https://ndms.hhs.gov/htw>**

**IMPORTANT:** If you were unable to enter your challenge answers initially and self-reset your password (ie. Were provided a temporary password) - You must now

1. Return to AMS.hhs.gov
2. Choose My AMS Profile tab
3. Choose Security Question tab

Reset your questions, so you can self-reset your password in the future.