



DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Office of Technology Solutions

Identity and Credentialing Tool (ICT)
Roster Owner Guide

November 18, 2024

Version 1.1

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Purpose

This guide provides instructions for Roster Owners to manage their contract. The selected Roster Owner is responsible for managing the users on a contract. A key role for the Roster Owner is the offboarding process. When a user leaves a contract, the Roster Owner will initiate the offboarding process by removing the user from the contract in ICT.

The removal process requires the Roster Owner to select a date for the user's removal from the contract in EUA.

If removal is selected for a user that has the contract listed as their primary in EUA, their account will be revoked on the specified date and a delete request will be submitted for the user's account in EUA. If the contract is only a secondary contract for the user, the contract will be removed from their EUA profile on the specified date.

How to Manage a Contract

1. Select Manage Contracts from the ICT Manage drop-down menu.

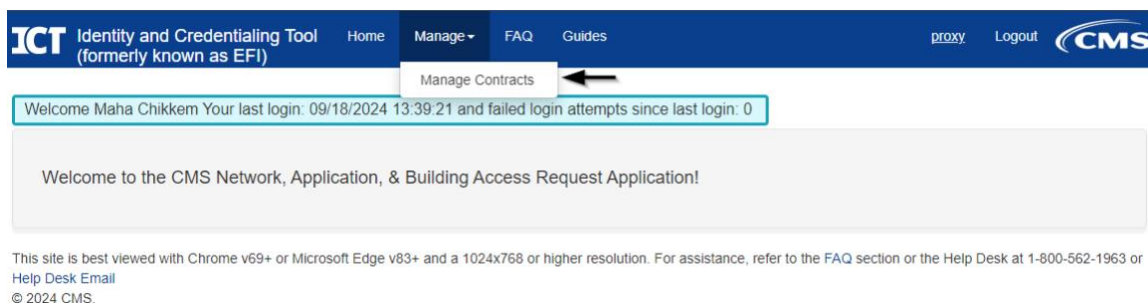


Figure 1: Manage Contract Drop-Down.

2. The Manage Contracts page will display all the contracts you can manage as a Roster Owner. **Click** Details in the Action column to proceed.

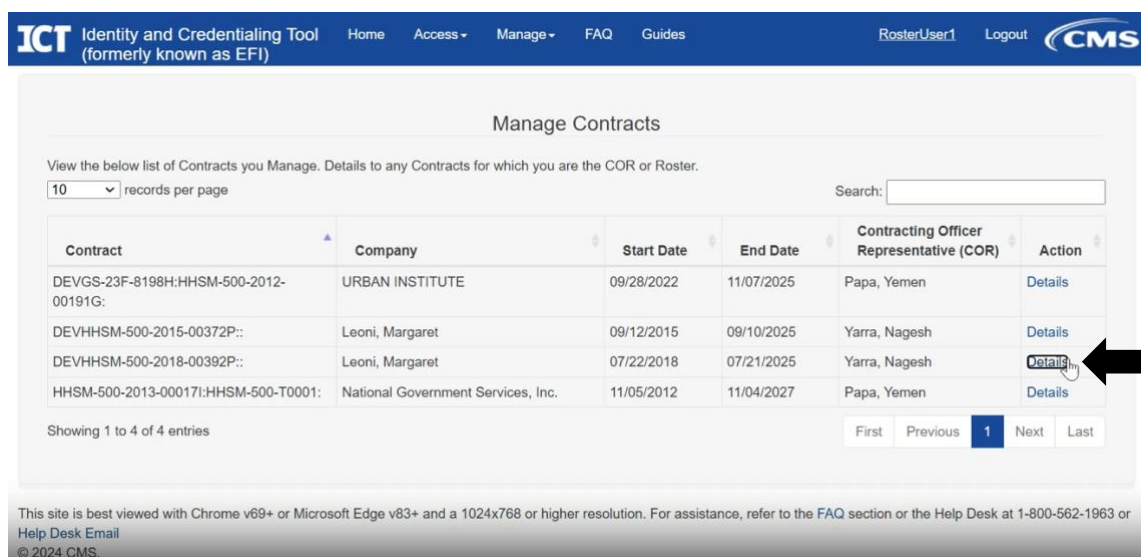


Figure 2: Manage Contracts Page

3. On the Contract Details page, **click** the Update Roster button or View Users tab to manage the roster. The roster for the contract must be updated every 30 days.

Contract 75325702, Acme, LLC.

TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD

Contract Details View Users ←

Contract Number: 75325702
Source: DHS
Company: Alcor
Effective Date: 10/12/2018
Ultimate Completion Date: 10/31/2025
POC Name: Joseph Parker
POC Email: JosephParker@email.com
POC Phone: (443) 555-4567
Federal Approver ID: ABCD
Contractor Officer: ZYXW
Contract Status: Active

Last Roster Update Date: 1/5/2021
 Next Roster Update Due: 2/5/2021

Update Roster ←

EFI Contract POC Name: Alfred E. Neuman
EFI Contract POC Email: alfred.neuman@alcor.com
Roster Owner Name: Draco Malfoy
Roster Owner Email: draco.malfoy@alcor.com

Labor Category	Risk Level
IT Developer	T1
Graphic Designer	T2
Chef	T1
Systems Analyst	T4
Project Manager	T1

Back

Figure 3: Contract Details Page Example

4. On the View Users tab, **select** the Labor Category for each user and **select** Keep or Remove. If Remove is selected, a date must be entered. **Click** Update Roster.

CMS ICT Identity and Credentialing Tool formerly known as CIT

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Contract 75325702, Acme, LLC.

TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD

Contract Details View Users

10 records per page Search:

User ID	First Name	Last Name	Org Path	Labor Category	Keep	Remove
DSSS	Scooby	Doo	/DHHS/CMS/OA/COO/OIT/IUSG/DOM	IT Developer	<input checked="" type="radio"/>	<input type="radio"/>
PPTB	Peter	Pan	/DHHS/CMS/OA/COO/OIT/IUSG/DOM	Fantasy Flyer	<input checked="" type="radio"/>	<input type="radio"/>
HCTT	Captain	Hook	/DHHS/CMS/OA/COO/OIT/IUSG/DOM	Fulltime Pirate	<input type="radio"/>	<input checked="" type="radio"/>
B100	Johnny	Bravo	/DHHS/CMS/OA/COO/OIT/IUSG/DOM	Amazing Superhero	<input checked="" type="radio"/>	<input type="radio"/>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Back Update Roster ←

Figure 4: Roster Update Page

- On the View Users tab, **type** the number of Total people on this Contract in the blank, or **click** the up/down arrows to increase/decrease the number. **Click** “Update Roster” to proceed.

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Contract Details View Users

Total people on this Contract: 43

If the above total is not equal to the list below, there may be some people on the waiting list for this Contract.

10 records per page Search:

User ID	First Name	Last Name	Org Path	Labor Category	Keep	Remove
UIC6	Juliet	Turkey	COMPUSEARCH SOFTWARE SYSTEMS	Developer	<input checked="" type="radio"/>	<input type="radio"/>
VA1Z	U05302024DCF	U05302024DCL	COMPUSEARCH SOFTWARE SYSTEMS	Developer	<input checked="" type="radio"/>	<input type="radio"/>
Ze27	U02272023DF	U02272023DL	COMPUSEARCH SOFTWARE SYSTEMS	Select	<input checked="" type="radio"/>	<input type="radio"/>

Showing 41 to 43 of 43 entries

Cancel Update Roster

← Previous 1 2 3 4 5 Next →

This site is best viewed with Chrome v69+ or Microsoft Edge v83+ and a 1024x768 or higher resolution. For assistance, refer to the FAQ section or the Help Desk at 1-800-562-1963 or Help Desk Email © 2024 CMS.

Figure 5: Total people on this Contract

- Confirm** roster update. Any users set to “Keep” will remain on the Contract. Users set to “Remove” will be removed from the Contract on the assigned dates.

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Contract Details View Users

Total people on this Contract: 43

If the above total is not equal to the list below, there may be some people on the waiting list for this Contract.

10 records per page Search:

User ID	First Name	Last Name	Org Path	Labor Category	Keep	Remove
UIC6	Juliet	Turkey	COMPUSEARCH SOFTWARE SYSTEMS	Developer	<input checked="" type="radio"/>	<input type="radio"/>
VA1Z	U05302024DCF	U05302024DCL	COMPUSEARCH SOFTWARE SYSTEMS	Developer	<input checked="" type="radio"/>	<input type="radio"/>
Ze27	U02272023DF	U02272023DL	COMPUSEARCH SOFTWARE SYSTEMS	Select	<input checked="" type="radio"/>	<input type="radio"/>

Showing 41 to 43 of 43 entries

Cancel Update Roster

← Previous 1 2 3 4 5 Next →

This site is best viewed with Chrome v69+ or Microsoft Edge v83+ and a 1024x768 or higher resolution. For assistance, refer to the FAQ section or the Help Desk at 1-800-562-1963 or Help Desk Email © 2024 CMS.

Are you sure you want to update this roster?

Any Users set to "Keep" will remain on the Contract. Users set to "Remove" will be removed from the Contract on the assigned dates.

Cancel Confirm

Figure 6: Confirm Roster Update

7. After a successful roster update you will be returned to the contract details page. The Last Roster Update Date and Next Roster Update Due fields will be updated accordingly.

Roster for Contract XXXXXX has been updated on X/X/XXXX.

Contract 75325702, Acme, LLC.

TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD TBD

Please choose Labor Categories as needed. Please choose a Date of Removal for all users to be removed from the Roster.

Contract Number: 75325702

Source: DHS

Company: Alcor

Effective Date: 10/12/2018

Ultimate Completion Date: 10/31/2025

POC Name: Joseph Parker

POC Email: JosephParker@email.com

POC Phone: (443) 555-4567

Federal Approver ID: ABCD

Contractor Officer: ZYXW

Contract Status: Active

Last Roster Update Date: 1/5/2021 [Update Roster](#)

Next Roster Update Due: 2/5/2021

EFI Contract POC Name: Alfred E. Neuman

EFI Contract POC Email: alfred.neuman@alcor.com

Roster Owner Name: Draco Malfoy

Roster Owner Email: draco.malfoy@alcor.com

Labor Category	Risk Level
IT Developer	T1
Graphic Designer	T2
Chef	T1
Systems Analyst	T4
Project Manager	T1

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Figure 7: Contract Details Page Following Successful Submission Example

Revision History

Date	Version	Description of Changes
11/18/2024	1.1	Added new field "Total people on this contract" in the Contract Details screen and added corresponding screenshots.