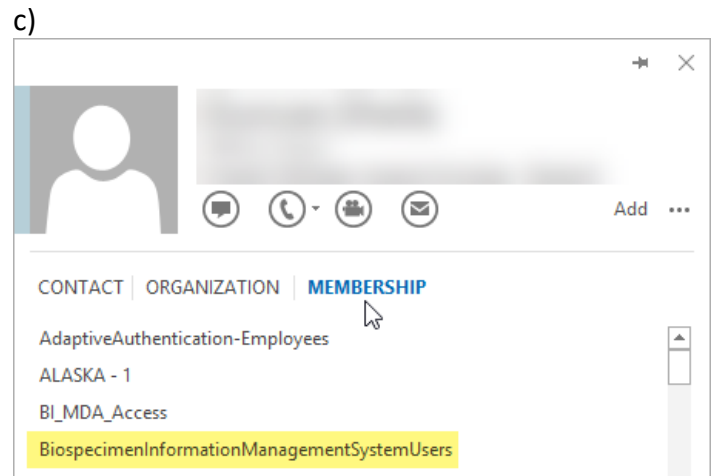
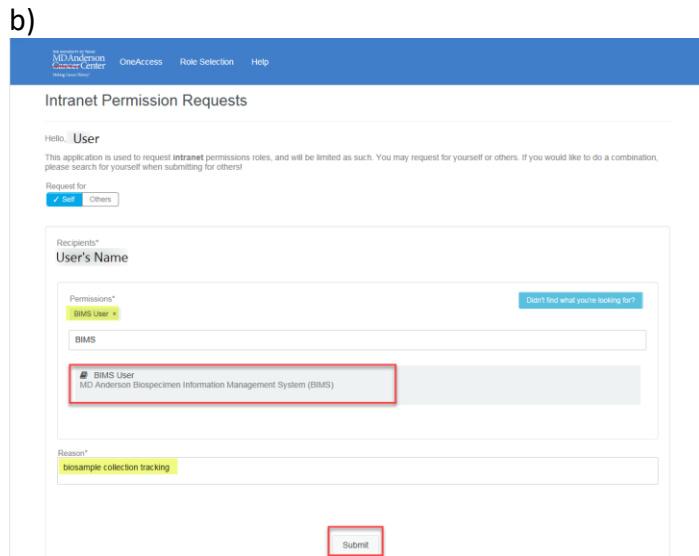
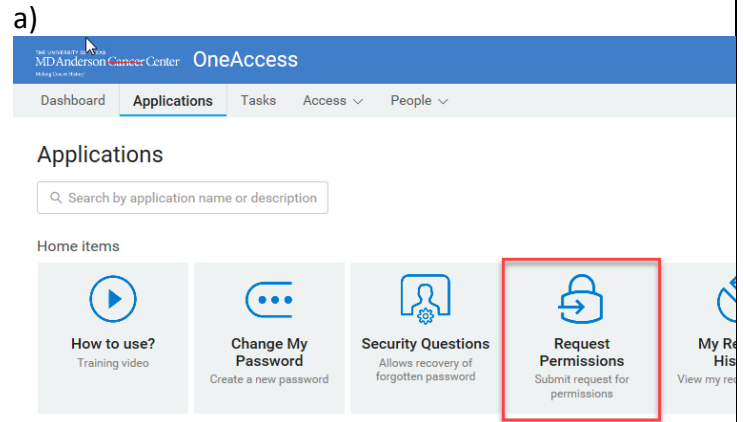


# BIMS Access

2-step process for BIMS (MD Anderson Biospecimen Information Management System) login access.

## 1. Active Directory (AD) group membership

- Login to the OneAccess**  
(<https://oneaccess.mdanderson.org/>) and select "Request Permissions" tab.
- In the "Permissions" field, type BIMS and system returns matching role. Include a reason (ie. "Biosample collection tracking"). Click **Submit** button.  
Note: Request requires manager approval. User will be notified via email when request is "provisioned" by Account Services.
- Verify group memberships via Outlook.**  
Open Outlook address book -> Find the user -> Right Click on user and select Properties -> Select "Member Of" tab -> View User's memberships (BiospecimenInformationManagementSystemUsers)



## 2. Assigned Protocol/Bank User Role

The PI, Bank Director, or Administrator are authorized to grant user roles per protocol/bank.

- PI/Director/Administrator - login to [BIMS](#) and select the Administration module.
- Click on hyperlinked protocol number/ bank name.
- Select the "Personnel" tab. Click **Add New** button.
- Query employee by name and select appropriate person from search results.
- Select appropriate user role(s) based on designated privileges.  
Note: The "Pick Up" role alone does not include login privileges.
- Click **Save & Return**. User will receive automated email notification of access granted for specified protocol/bank.

