

## Practical 07A

### Adding and Modifying a Person Category – Adding a Person Category

#### **Scenario:**

Your new hire retired from the Army last week and you must add an industry category before he can begin work on an existing program. You log into JCAVS and input his SSN and an Active Duty–Officer (USA) category appears on the **Person Summary** screen.

#### **Directions:**

Log in as a JCAVS user and use the scenario information below to add a category for a Non-DoD Person.

To log on to the system select the appropriate user ID from the “Select a training user:” drop down menu. The user ID is provided below under log in information; then click on the Sign-In button.

#### **Log In Information:**

User ID: stude1203

Log in Category: **Industry (KMP) 1L028-I**

User Level: **4**

#### **Scenario Information:**

\*SSN: **XYZ-AB-0017**

\*First Name: **PAT**

\*Last Name: **PARENT**

Cage Code: **Cage001-I**

Category: **Industry**

Category Classification: **Contractor**

Service Agency: **DoD Contractor Company**

#### **Job Aid:**

For more information about how to complete this process, see **Checklist 07A: Adding and Modifying a Person Category – Adding a Person Category**.

### Practical Exercise 07A: Self-Check

#### **To verify that you have completed the scenario correctly:**

Log in as a JCAVS User. Click **Select Person**. Enter the person’s **SSN**. Click the **Display Person Summary** radio button. Click the gray **Display** button. The **Person Summary** screen for the SSN used should display with the **Personal Identification Data** and **Category** you entered.

