



# Manage Partners

This module summarizes options for managing Partner accounts.

## Introduction

Non-FWS users may create a ServCat Partner account in order to access additional ServCat resources. Partner Access accounts are used to establish credentials for non-FWS employees. Once created, these accounts can be sponsored by an Organizational Point of Contact (OPOC). Sponsored Partners will be able to discover 'internal' records, and create or modify data in ServCat.

## Sponsoring Partners

### Step 1

Non-FWS user creates a Partner account.

User navigates to [ServCat](#), and then clicks on **Log In**.



They will be taken to the [Partner Access to ServCat](#) page. Here, they will create a new account, or sign into ServCat using an existing account.

U.S. Fish and Wildlife Service  
**Partner Access to ServCat**  
Fish & Wildlife Service Catalog

Home Help Contact Us

### User Name / Password Sign In

The login below is intended for individuals who have an active partnership with the USFWS and need to contribute content to ServCat.  
Please note that Three failed attempts to login will result in a temporary lockout of your account.  
New users must use the link below to register for an account.

Enter your user name and password.

User Name\*

Password\*

[Sign In](#)

[Click here](#) to create a new account.  
[Click here](#) if you have forgotten your password.  
[Click here](#) if you have forgotten your username.

## Step 2

OPOC sponsors new Partner account.

Select the **OPOC** menu item, then **Manage Partners**.

U.S. Fish and Wildlife Service  
**ServCat**  
Fish & Wildlife Service Catalog

richard\_easterbrook

Home Search Reports Create My Content OPOC Administrator Help Contact Us

- Review References
- Manage OPOCs
- Manage Partners**

Quick Search

The Manage Partners grid will load showing all current and expired sponsored partners.

U.S. Fish and Wildlife Service  
**ServCat**  
 Fish & Wildlife Service Catalog

richard\_easterbrook

Home Search Reports Create My Content OPOC Administrator Help Contact Us

## Manage Partner(s) »

Current and Expired Partner Sponsorships

+ Sponsor

Last Name	First Name	Email	Sponsored By	Works For	Org. Code	Org. Name
Applegate	Jeff	jlappegate@comcast.net	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Baatar	Bilegt	bbaatar@ucdavis.edu	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Bancroft	Michael	mjbancroft@ucdavis.edu	Richard Easterbrook (richard_easter...	Kaylene Keller (Kaylene_Keller@fws...	FF08R00000	Assistant Regional Direct...
Barr	Elaine	elainebarr@gmail.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Buffett	Jimmy	mercator737@comcast.net	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Chadwick-C...	Melissa	melissaoubre@yahoo.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Davis	Oliver	od2300@aol.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Drake	Sarah	saritadracula@gmail.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Holmes	Charlotte	cmholmes@ucdavis.edu	Kaylene Keller (Kaylene_Keller@fws...	Kaylene Keller (Kaylene_Keller@fws...	FF08R00000	Assistant Regional Direct...
Johnson	Steve	steve@arlis.org	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Kocol	Dan	dan_kocol@contractor.nps.gov	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Kornegay	Mary	mes77@live.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...
Leisz	Nicholas	nleisz@usgs.gov	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra...

Page 1 of 1 Records per Page 25 Displaying 1 - 20 of 20

Select the **Sponsor** button. Populate the following fields and then select **Save**.

- **Organization** - Organization that is sponsoring the Partner
- **Partner** - Partner account being sponsored.
- **Works For** - Point of contact at Organization.
- **Expiration Date** - Date the sponsorship will expire.
- **Notes** - Additional information regarding sponsorship.

**Sponsor New Partner**

\* Organization: Tetlin National Wildlife Refuge (FF07RTET00)

\* Partner: Jimmy Buffett (mercator737@comcast.net)

\* Works For: Richard Easterbrook (richard\_easterbrook@fws.gov)

\* Expiration Date: 09/28/2017

Notes: Will be entering margarita recipes into ServCat

Cancel Save

## Remove Sponsorship

Locate the sponsored Partner account in the Manage Partners grid and then click on the cancel sponsorship button.



U.S. Fish and Wildlife Service

ServCat

Fish & Wildlife Service Catalog

richard\_easterbrook

Home Search Reports Create My Content OPOC Administrator

Help Contact Us

## Manage Partner(s) »

### Current and Expired Partner Sponsorships

							<a href="#">+ Sponsor</a>
Last Name	First Name	Email	Sponsored By	Works For	Org. Code	Org. Name	
Applegate	Jeff	jlaplegate@comcast.net	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Baatar	Bilegt	bbaatar@ucdavis.edu	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Bancroft	Michael	mjbancroft@ucdavis.edu	Richard Easterbrook (richard_easter...	Kaylene Keller (Kaylene_Keller@fws...	FF08R00000	Assistant Regional Direct..	
Barr	Elaine	elainebarr@gmail.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Buffett	Jimmy	mercator737@comcast.net	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF07RTET00	Tetlin National Wildlife R..	
Chadwick-C...	Melissa	melissaoubre@yahoo.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Davis	Oliver	od2300@aol.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Drake	Sarah	saritracula@gmail.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Holmes	Charlotte	cmholmes@ucdavis.edu	Kaylene Keller (Kaylene_Keller@fws...	Kaylene Keller (Kaylene_Keller@fws...	FF08R00000	Assistant Regional Direct..	
Johnson	Steve	steve@arlis.org	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Kocol	Dan	dan_kocol@contractor.nps.gov	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Kornegay	Mary	mes77@live.com	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Leisz	Nicholas	nleisz@usgs.gov	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	
Manfull	Valerie	vmanfull@alaska.edu	Richard Easterbrook (richard_easter...	Richard Easterbrook (richard_easter...	FF09R23000	Natural Resources Progra.	

Page 1 of 1 Records per Page 25 Displaying 1 - 21 of 21