Accessing SAM Portal Information Instructions

Good morning/afternoon,

**PLEASE READ THE INSTRUCTIONS FOR EACH HEADER THROUGHLY……**
**********CRIMINAL HISTORY REPORTS (CHRI) are not in the SAM Portal**********

The link is below to access the portal.

On the left side of the Portal screen click on Agency Administration. Then you will choose a header to work in.

**1. Authorization Roster:**
Once you go into the Authorization Roster just click on the search button. The list of employees/licensees will appear and this is where you will hire/license them. You will put a check in the YES/NO block and submit.

**2. Employee Roster:**
Once you go into the Employee Roster just click on the search button. The list of active employees will appear. To deactivate an employee just uncheck the active box and scroll down to confirm. Please deactivate one employee at a time.

If your agency deactivates an employee in error you will need to have them fingerprinted at the agency cost.

**3. Validation Roster:**
Once you go into the Validation Roster just click on the search button. The list of active employees will appear there. If they are still active you check the yes box if they are no longer with your agency you check the no box. This needs to be done annual.

**4. Fingerprint Activity Report:**
Once you hit the Reports tab you can do this report. You will see a list of employee fingerprints. If you see employees' fingerprints that say Expired. That means that they sat in your agency's Authorization Roster too long so their fingerprints expired. They will need to be fingerprinted again.

**Previous Log In**

If you have previously logged into SAM, please click on the following internet address to access your SAM account. You have the option of resetting your password from the same page.

https://samportal.dpscs.state.md.us/DPSCSAppPortal/Default

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