

How To Guide - Creating an Admin User Account

There are a number of different user types in this system. If there are multiple people who need access to the system as an **Administrator** then it is recommended that you create a separate "**admin**" account for each person. This is so that you can track activity in the system and if necessary delete an account to remove admin access for an individual.

1. Go to "**ADMINISTRATION**" tab => select "**User Accounts**".
2. Click the "**Add New**" button at the top of the page.
3. Enter a user id for the new admin account and set an initial password. When they login they will be able to change their password.
4. Enter their name and email address and select user type "**System Administrator**", or "**Application Administrator**" or one of the other admin level user types.
5. If your school has multiple web addresses defined, you can specify that this user can only access certain sites by selecting sites in the "**Linked Site Access**" field. This field is visible only if you have multiple sites.
6. When you have finished click "**Insert New**" to create the user account.
7. On the next screen click the "**email**" icon to send the account info to the new user.

