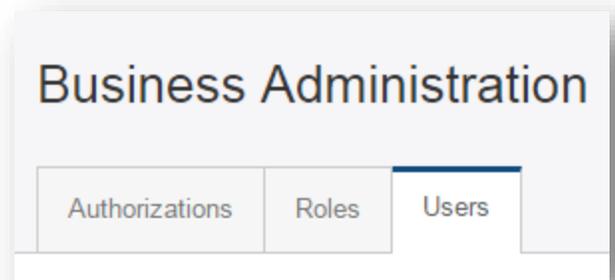


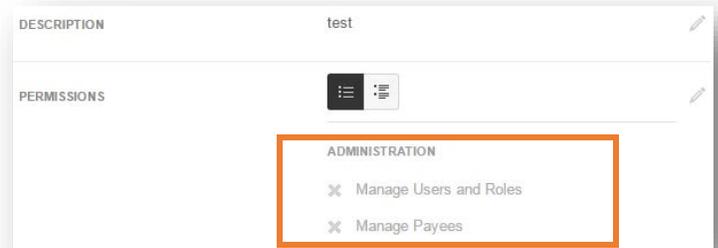
Users

This service allows Users to add, edit and delete Sub Users.



Role Permissions

Users must be assigned "Manage Users and Roles" before working with Sub Users and Roles



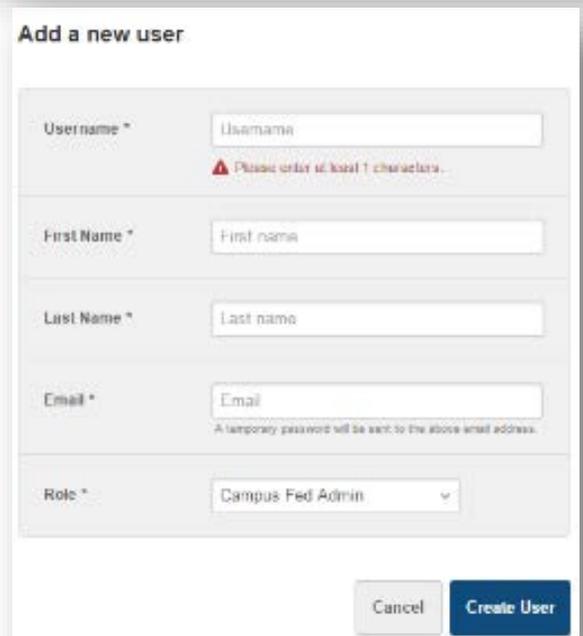
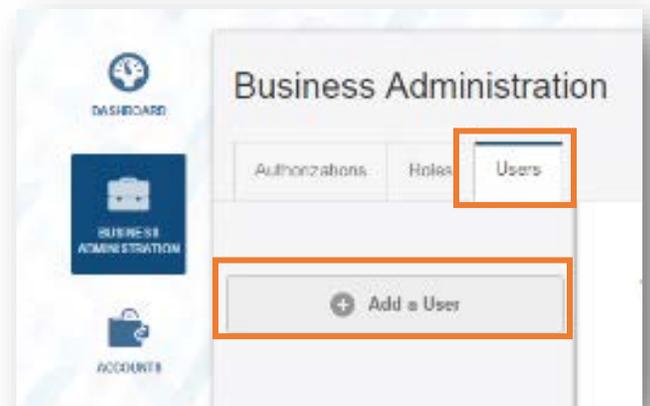
Creating New Users

1. Click "Users" in Business Administration
2. Click "Add a User" and enter a Username, First Name, Last Name and email for the new Sub User
3. Click the "Check Availability" button.

Note: *Username must be unique. If the username you entered is in use, the system will prevent you from assigning duplicate Usernames.*

4. Select a Role
5. Click "Create User"

A temporary password is sent to the Sub User, however you must communicate the username that was created for the Sub User in order for the user to complete the registration process.



The image shows the 'Add a new user' form. It contains the following fields:

- Username ***: A text input field with the placeholder 'Username'. Below it is a red warning triangle icon and the text 'Please enter at least 1 character'.
- First Name ***: A text input field with the placeholder 'First name'.
- Last Name ***: A text input field with the placeholder 'Last name'.
- Email ***: A text input field with the placeholder 'Email'. Below it is a note: 'A temporary password will be sent to the above email address.'
- Role ***: A dropdown menu with 'Campus Fed Admin' selected.

At the bottom right of the form are two buttons: 'Cancel' and 'Create User'.