

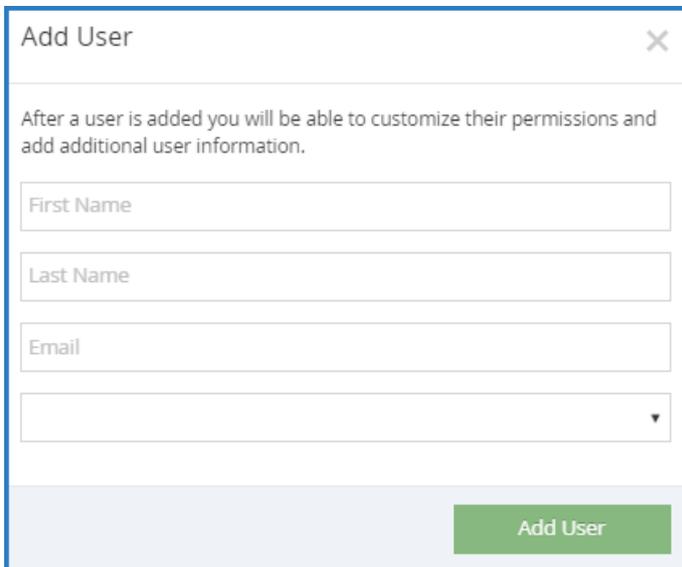
[VIDEO] Add Center Staff

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Note: This article is for adding center staff accounts as a sponsor of centers. If you operate in an independent center or are a sponsored center user needing to add staff to your account, see [Add Users](#).

To add **center** staff members:

1. From the menu to the left, click **Tools**.
2. Select **Center User Permissions**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to add users.
4. Click **Add User**. The Add User pop-up opens.



Add User

After a user is added you will be able to customize their permissions and add additional user information.

First Name

Last Name

Email

Role

Add User

5. Click the **First Name** and **Last Name** boxes and enter the user's first and last name.
6. Click the **Email** box and enter the user's email address.
7. Click the **Role** drop-down menu and select the user role to assign to this user.
8. Click **Add User**. The User Added message displays.
9. Set a password for the user.
 - If you provided an email address, click **Email User Instructions** to send the user an email containing instructions for accessing their account.
 - If you did not provide an email address, enter a password for the user and click **Set Password**.