[VIDEO] Add Users

When you add a user, you only need to provide a few simple pieces of information.

This allows you to quickly add your staff and assign standard roles. Later, you can edit user profiles and add more detailed information.

> **Required Permissions:** You must have the **Staff** permission enabled on your account to modify user accounts.

1. Log in to **app.kidkare.com**.
2. From the menu to the left, click **Administration.**
3. Click **User Permissions**. The User Permissions page opens.
4. Click **Add User**. The Add User pop-up opens.

5. Enter the user's **first name**, **last name**, and **email address**. The email address is optional.
6. Select a role for the user.
7. Click **Add User.** The User Added message displays.
8. 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**.