

[VIDEO] Add Users

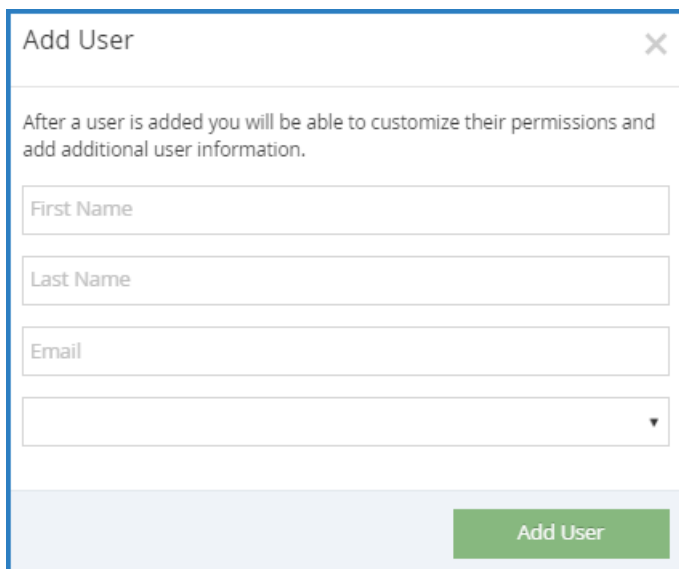
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When you add a user, you only need to provide a few simple pieces of information.

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.



The screenshot shows a modal window titled "Add User" with a close button (X) in the top right corner. Below the title bar, there is a message: "After a user is added you will be able to customize their permissions and add additional user information." The form contains four input fields: "First Name", "Last Name", "Email", and a dropdown menu. At the bottom right of the form is a green button labeled "Add User".

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**.