

Creating User Names For Your Staff

As a System Administrator, you are able to set up your staffs' Agile log in information and assign permissions to their user role.

1. In Administration, Click on the **Corporate Organization** icon (see image) to see all of your administrative folders.



2. Click and open the **Security** folder.



3. Under the **Security** folder, select **Users**.



4. Right click and select **New**.

Username	FullName	AKA Name	Home Org
agiletheatre	Agile Theatre	agiletheatre	Agile Thea
awhite	Allen	White	Agile Thea
jagile	Joe Agile		Agile Thea

A screenshot of a context menu for a user, showing options: "New", "Set Password", and "Properties".

New
Set Password
Properties

5. The **User: New** pop up screen will appear.

User: New

Agile Theatre

General Roles Notes

User Name

Full Name

AKA Name

Email Address

Phone Number

Corp Organization Agile Theatre

Associated Sales Channel AMS

Password

Confirm Password

Require password change at next login

Enabled

OK Cancel Apply

6. Create a **User Name**.

NOTE: Usernames must be at least 6 characters long. (For this example we used the first initial of his first name and his entire last name).

User Name jagile

7. Next, Enter their **Full Name**

Full Name Joe Agile

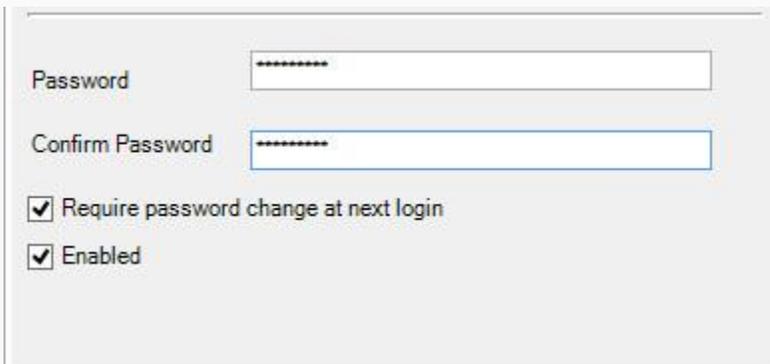
8. Enter their **Email Address**

Email Address noreply@email.com

9. Create a **Password**.

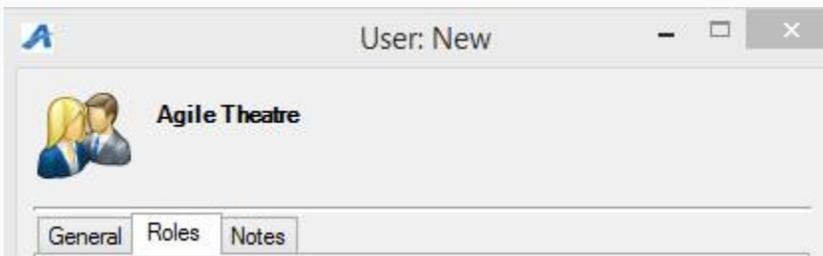
NOTE: You should create a temporary password when you are setting up a new user. Make sure to have **Require password change at next login** checked (see image). This will force the user to create a

new password that only they will know. Passwords must be at least 8 characters long, and must have at least (1) uppercase alphabetic character and at least on numeric character. They will be required to change their password every 90 days.



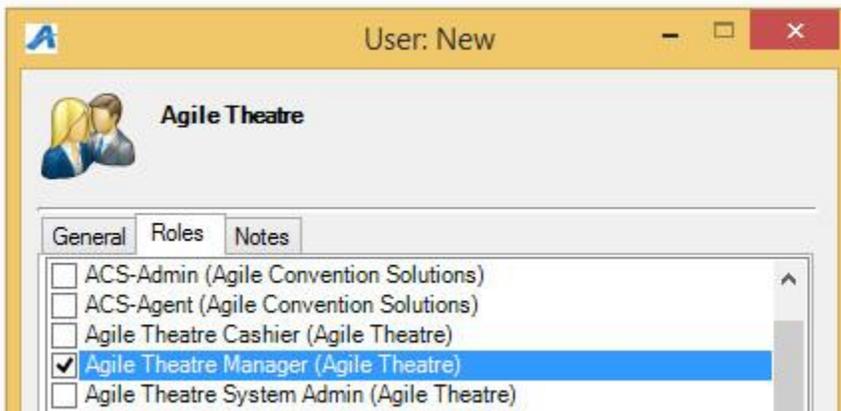
A screenshot of a user creation form. It features two text input fields for 'Password' and 'Confirm Password', both containing masked characters (dots). Below the fields are two checked checkboxes: 'Require password change at next login' and 'Enabled'.

10. Once you have their user information filled out on the **General** tab, click on the **Roles** tab.



A screenshot of a window titled 'User: New' for 'Agile Theatre'. The window has three tabs: 'General', 'Roles', and 'Notes'. The 'Roles' tab is currently selected and highlighted.

11. You will see a list of Roles to choose from. Check the appropriate **Role** for this user (i.e. System Administrator, Manager, Cashier, etc.).



A screenshot of the 'User: New' window for 'Agile Theatre', showing the 'Roles' tab. A list of roles is displayed with checkboxes. The role 'Agile Theatre Manager (Agile Theatre)' is selected, indicated by a blue highlight and a checked checkbox. Other roles include 'ACS-Admin (Agile Convention Solutions)', 'ACS-Agent (Agile Convention Solutions)', 'Agile Theatre Cashier (Agile Theatre)', and 'Agile Theatre System Admin (Agile Theatre)'.

12. Once you have completed filling out this form, click **Apply** and then **OK** to close the screen.

13. Your staff member is now ready to log in with their new credentials.