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.**

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4. Right click and select **New**.



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



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).



7. Next, Enter their **Full Name**

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8. Enter their **Email Address**

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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.

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



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.).



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.