1. Log into the Agile Web Portal at portal.agiletix.com

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2. On the left side of the screen, select the **Users** icon.

AgileTIX	Agile Theatre 🔋 🗢				Hannah Stew	ard 🌘 ?
✿ Home Events	My Portal					
Schedule	Add or Edit Events Report Subscriptions Go to Reports					
<b>†</b> Customers		- X				
🖹 Reports	Favorite Reports			Recent Reports		
L Users	You have no reports saved as Favorites! Click the star next to a report to have it listed here.					
	Sales Summary	Last Mon	ith 🕎 🔻	Buyer Type Summary 🖪	Last Mor	ith 💌
	Category > Type	Amount	Quantity	Sales Channel > Buyer Type	Amount	Quantity
	▶ Event	\$140,553.50	15,650	4 AMS	\$190,868.50	36,313
	▶ Concessions	\$80,530.20	13,589	Advanced	\$6,426.00	168
						100
	Membership	\$41,600.00	431	Box Office	\$140,217.30	27,320
	Membership     Gift Card	\$41,600.00 \$18,554.30	431 435	Box Office Member	\$140,217.30 \$44,225.20	27,320
	Membership     Gift Card     Gift Card     Gift Certificate	\$41,600.00 \$18,554.30 \$11,345.00	431 435 166	Box Office Member <sup>4</sup> Web	\$140,217.30 \$44,225.20 \$113,096.00	27,320 8,825 11,069
	Membership Gift Card Gift Card Gift Certificate Donation	\$41,600.00 \$18,554.30 \$11,345.00 \$10,504.50	431 435 166 130	Box Office Member <sup>4</sup> Web Member	\$140,217.30 \$44,225.20 \$113,096.00 \$39,204.00	27,320 8,825 11,069 3,964
	Membership     Git Card     Git Card     Out Card     Donation     Merchandise	\$41,600.00 \$18,554.30 \$11,345.00 \$10,504.50 \$475.00	431 435 166 130 22	Box Office Member Web Member Standard	\$140,217.30 \$44,225.20 \$113,096.00 \$39,204.00 \$73,892.00	27,320 8,825 11,069 3,964 7,105
	Membership     Gift Card     Gift Card     Gift Cardinate     Danation     Merchandse     Delivery Fee	\$41,600.00 \$18,554.30 \$11,345.00 \$10,504.50 \$475.00 \$402.00	431 435 166 130 22 16,959	Box Office Member Web Member Standard Total	\$140,217.30 \$44,225.20 \$113,096.00 \$39,204.00 \$73,892.00 \$303,964.50	27,320 8,825 11,069 3,964 7,105 47,382

3. Click the Add New User icon in the upper left-hand corner.

Agile 1	Theater (QA)	1.0			
+ 4		-	_		
Filter	e.g. Jane				
	Name	AKAName	Username	Home Org	Enabled
1				Agile Theater (QA)	~
				Agile Theater (QA)	
ø				Agile Theater (QA)	

## 4. Enter the Full Name of the individual.

Full Name	Jay Gatsby	

5. Enter user's AKA Name, Email Address, and Phone Number.

AKA Name	James Gatz
Email Address	greenlight@noreply.com
Phone Number	222-333-1111

6. Give the new user a Username. Note: You will not be able to change the username after it is assigned.

Username	TheGreat

7. Give the new user a **Temporary Password**. When the user logs in for the first time, they will be prompted to change their password. The new **Password** must contain at least one uppercase alphabetic character, one numeric character and one of the following special characters: !#\$%&@. The **Password** must also be between 8 to 15 characters in length.

Password	••••••	$\odot$
Password Confirm	•••••	$\odot$
	* Password must contain alphabetic and numeric chara	cters and be between 8 and 15 characters in length. Password may contain the following special characters: ! # \$ % & @

8. Check the **Require Password Change at Next Login** box. This will make the user create a new secure password that only they will know.

Require Password Change At Next Login

9. As the account administrator, you must assign the new user a **Security Role**. This will determine what level of permissions the user has within the software.



10. Once you have entered all the information above, click **Save Changes** to create your new user.

🗟 Save Changes 🛛 📿 Ch	ange Password	× Clear Failed Logins
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