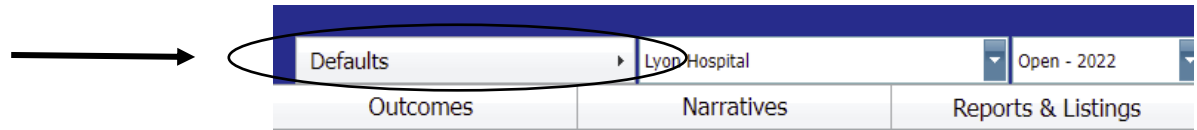
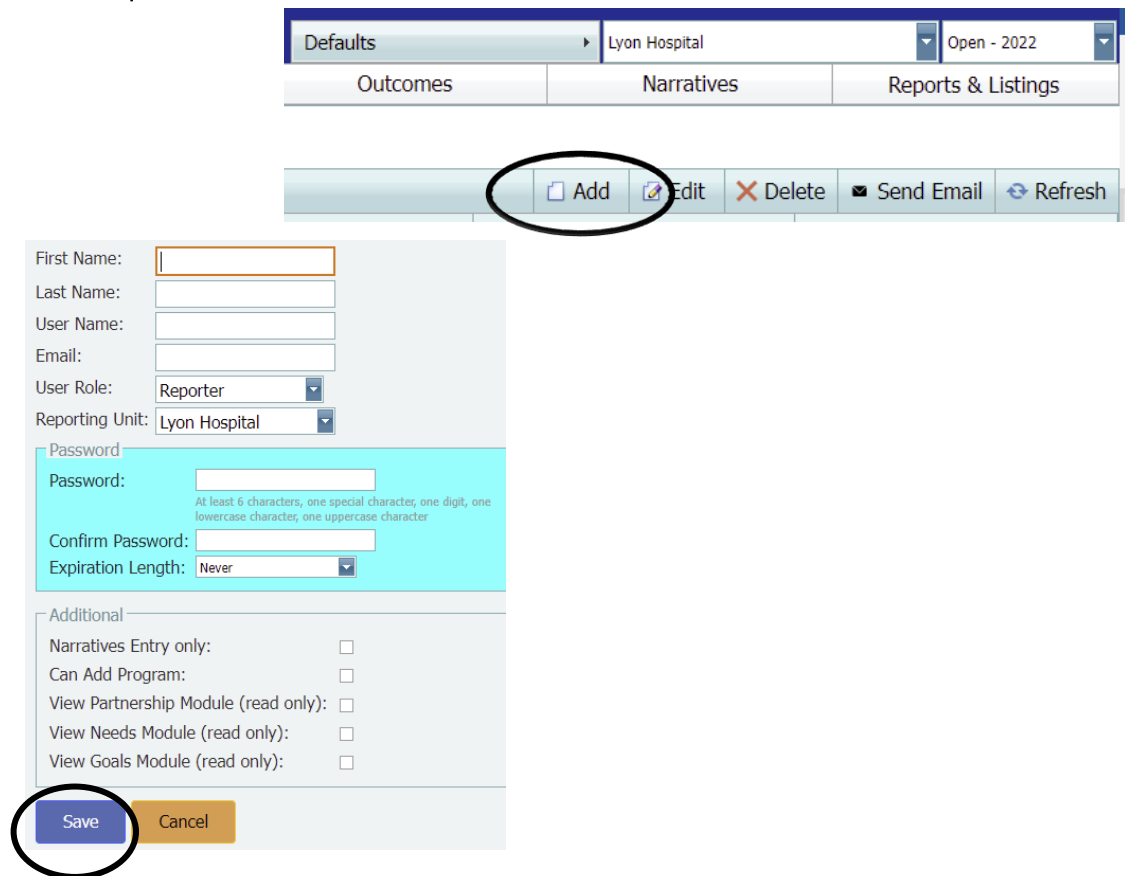


## Adding a New User Account

1. A System Administrator or Coordinator (with user provisioning rights) will log into <http://www.cbisa.com>.
2. Click on **Defaults** (upper-right corner of the screen)



3. Click on the **User** option and then select **Add**.

A screenshot of the user management interface. The 'Add' button in the toolbar is circled in black. Below the toolbar is a form for creating a new user. The form includes fields for First Name, Last Name, User Name, Email, User Role (set to Reporter), and Reporting Unit (set to Lyon Hospital). There is a Password section with fields for Password and Confirm Password, and an Expiration Length dropdown set to Never. Below the Password section is an 'Additional' section with several checkboxes: Narratives Entry only, Can Add Program, View Partnership Module (read only), View Needs Module (read only), and View Goals Module (read only). At the bottom of the form are 'Save' and 'Cancel' buttons, with the 'Save' button circled in black.

4. Add in all the information for the new user and then **Save**.

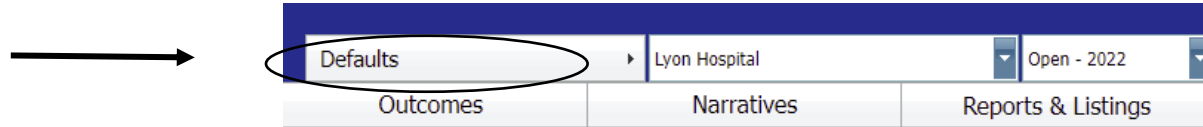
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Note: Ensure your email address is entered correctly. If you forget your password and use the password reset feature, your reset password will be sent to this email address.

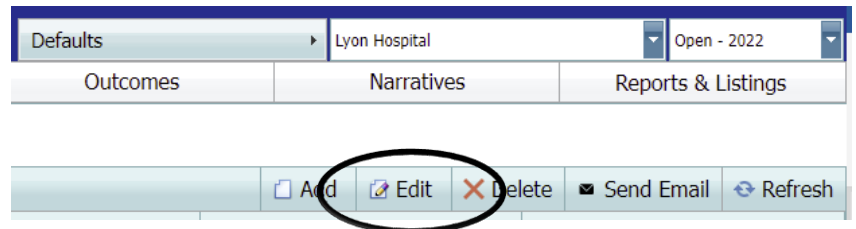
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## Editing Existing User Accounts

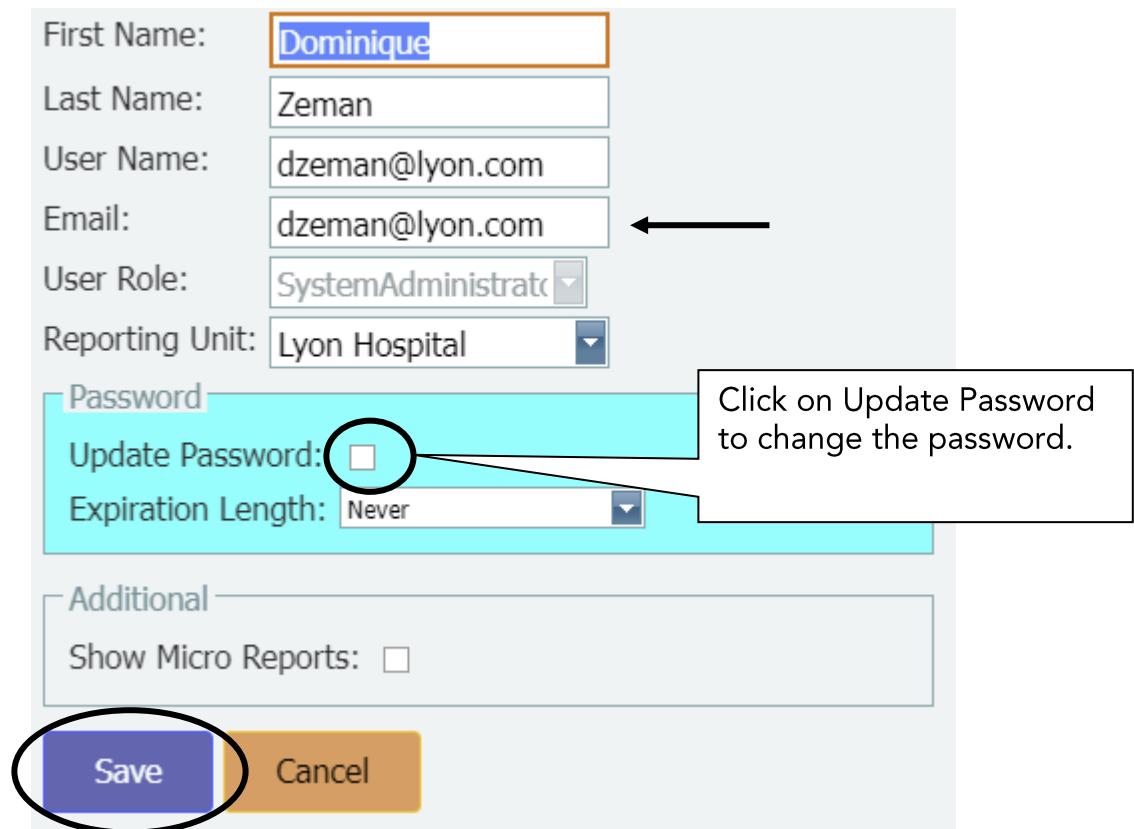
1. Click on **Defaults** (upper-right corner of the screen)



2. Click on the **User** option, select the user account, and click **Edit**.



3. Check to make sure your email address is entered correctly. Create a unique password, confirm it, and then **Save** your changes.

A screenshot of the user edit form. The 'Email' field is circled in blue with an arrow pointing to it. The 'Update Password' checkbox is circled in black with a callout box that says 'Click on Update Password to change the password.' The 'Save' button is circled in black. The form fields include: First Name: Dominique, Last Name: Zeman, User Name: dzeman@lyon.com, Email: dzeman@lyon.com, User Role: SystemAdministrat, Reporting Unit: Lyon Hospital, Password section with Update Password checkbox and Expiration Length: Never, and an Additional section with Show Micro Reports checkbox.

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Note: Ensure your email address is entered correctly. If you forget your password and use the password reset feature, your reset password will be sent to this email address.

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