

HOW-TO: ADD USERS TO MY ORGANIZATION

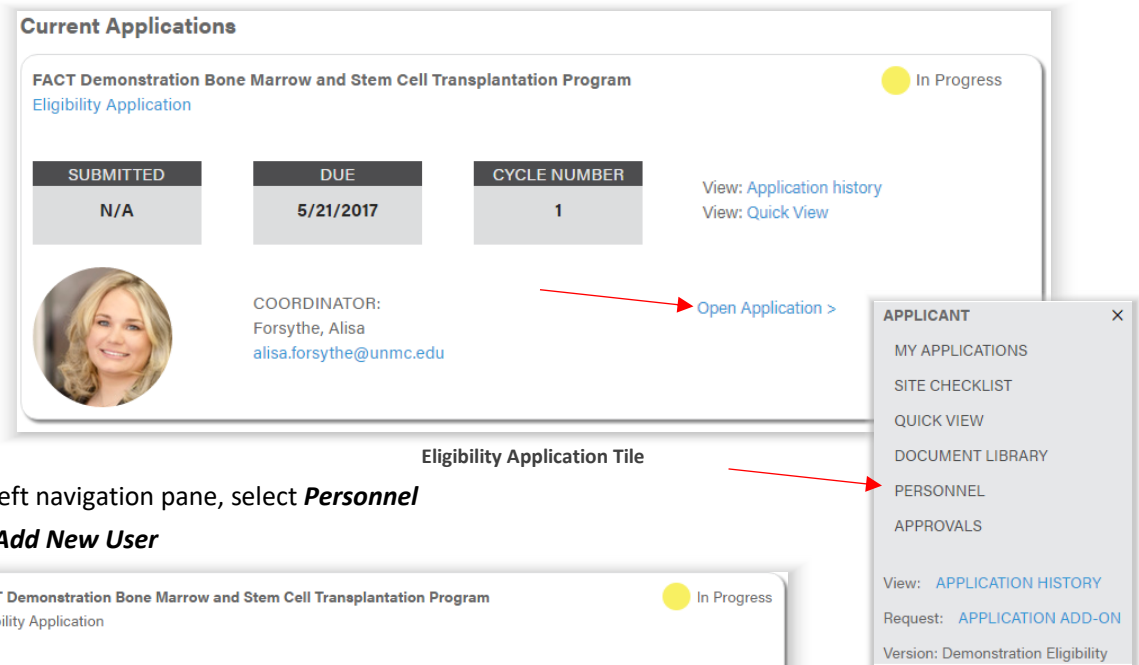
FOR: Applicant

DESCRIPTION: The process for creating a new user within your organization.

PERMISSIONS: To add a user you must be the organizational director, the primary contact, or have permission to manage users within your organization.

PROCESS:

1. In an Application Tile, select **Open Application**




Current Applications

FACT Demonstration Bone Marrow and Stem Cell Transplantation Program ● In Progress
[Eligibility Application](#)

SUBMITTED	DUE	CYCLE NUMBER
N/A	5/21/2017	1

View: [Application history](#)
View: [Quick View](#)



COORDINATOR:
Forsythe, Alisa
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[Open Application >](#)

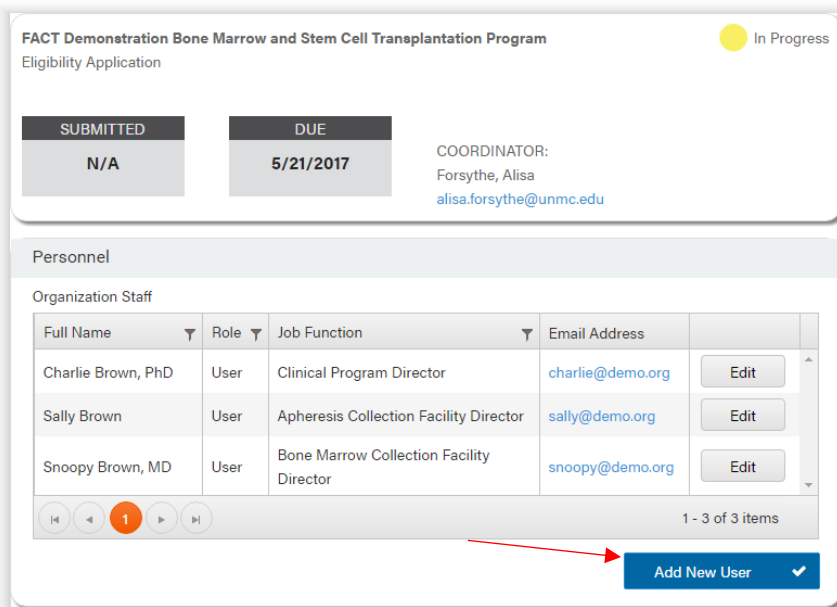
APPLICANT ✕

- MY APPLICATIONS
- SITE CHECKLIST
- QUICK VIEW
- DOCUMENT LIBRARY
- PERSONNEL
- APPROVALS

View: [APPLICATION HISTORY](#)
Request: [APPLICATION ADD-ON](#)
Version: Demonstration Eligibility

Eligibility Application Tile

2. In the left navigation pane, select **Personnel**
3. Select **Add New User**



FACT Demonstration Bone Marrow and Stem Cell Transplantation Program ● In Progress
 Eligibility Application

SUBMITTED	DUE	COORDINATOR:
N/A	5/21/2017	Forsythe, Alisa alisa.forsythe@unmc.edu

Personnel

Organization Staff

Full Name	Role	Job Function	Email Address	
Charlie Brown, PhD	User	Clinical Program Director	charlie@demo.org	<input type="button" value="Edit"/>
Sally Brown	User	Apheresis Collection Facility Director	sally@demo.org	<input type="button" value="Edit"/>
Snoopy Brown, MD	User	Bone Marrow Collection Facility Director	snoopy@demo.org	<input type="button" value="Edit"/>

1 - 3 of 3 items

Personnel List

4. Complete the form. Items with a red * are required.

User Details

- ***Role** *User* *A basic user within an organization that requires portal access*
Non-System User *A user within an organization that does not require access (e.g., Attending Physicians)*
- ***First Name**
- ***Last Name**
- **Credentials**
- ***Email Address** *The email address is the individual's user name*
- **Phone Number**
- **Extension**
- ***Password** *Enter a generic password. The new user will reset their password when logging in for the first time*
- ***Active** *If no, the account is disabled and access will be denied*
- ***Grant user permission to add/edit personnel** *If selected, the individual can create/edit users within their organization*
- **Medical License Expiry Date** *The date the user's medical license expires*

Organizational Assignments

- ***Organization** *Select the name of your organization from the drop down menu*
- ***Job Function** *Select the user's role within your organization*

Languages

Choose all languages where fluent, if known

Individual Memberships

ASBMT, ASFA, EBMT, ISCT, JACIE, WMDA-NetCord

5. Select **Save** to create the user in the database.

Recommended Next Steps

- Notify the user their account was created. Instruct the user to select the "Lost your password? Click [here](#) to Recover" link on the [FACT Accreditation Portal login page](#).