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

   ![Eligibility Application Tile]

2. In the left navigation pane, select Personnel

3. Select Add New User

   ![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**: 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](#).