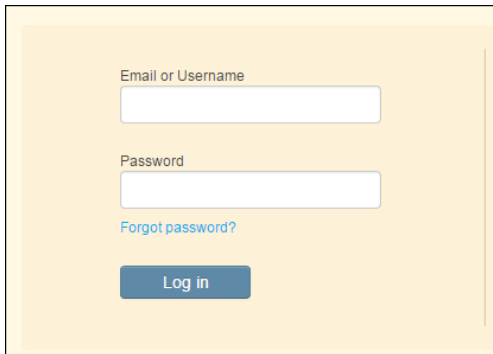


To add new users and assign them their courses



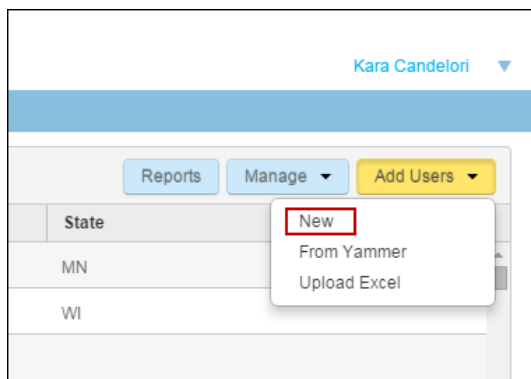
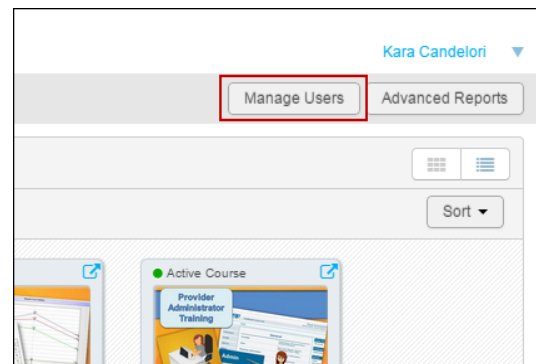
Email or Username

 Password

[Forgot password?](#)

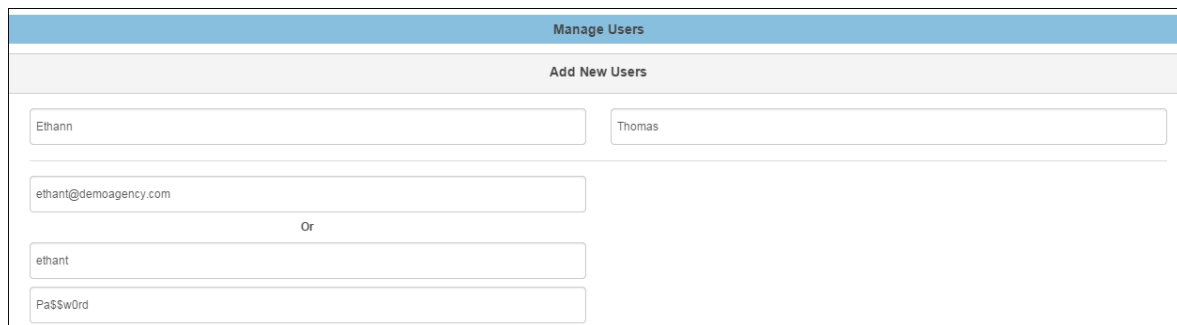
1. Login to your academy account.

2. Click the **Manage Users** button towards the upper right.



3. Then click the **Add Users** button and then select **New**.

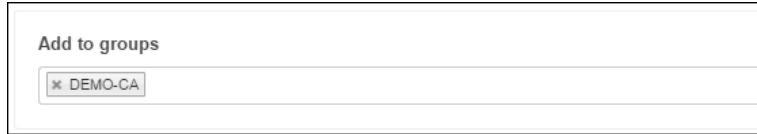
4. Fill out the required information on the **Add New Users** fields.



Manage Users
 Add New Users
 Ethann Thomas
 ethant@demoagency.com
 Or
 ethant
 Pa\$\$w0rd

Quick Guide

5. Assign the user to your group in the **Add to groups** field (Just enter the agency provider code to find and click on).



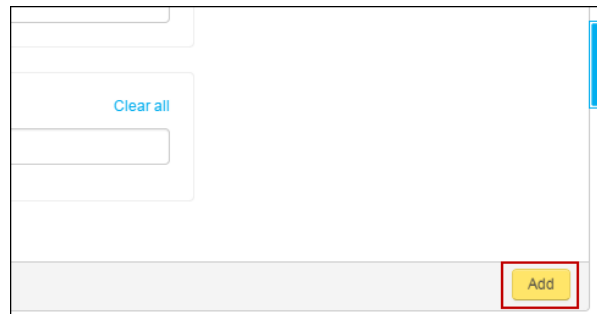
A screenshot of a web form titled "Add to groups". It features a search input field containing the text "x DEMO-CA".

6. In the last field, pick the courses or series you want to invite/assign the user to.



A screenshot of a dropdown menu titled "Invite to course or series". The menu is open, showing a list of course options. At the top, there are four tabs: "x ISP Data", "x ISP Programs & Templates", "x Med. Administration Records (From Setting up to Reporting)", and "x Recording Data in the MAR". The "Courses" section lists the following options: "Entering Behavior Data", "Entering Medication Histories", "General Event Reports", "Health Tracking", "ISP Data Reports", "Personal Finance", "Provider Administration", and "Secure Communications".

7. Finally, click the **Add** button at the bottom right when you have finished.



A screenshot of a web form showing a "Clear all" button and an "Add" button. The "Add" button is highlighted with a red box.