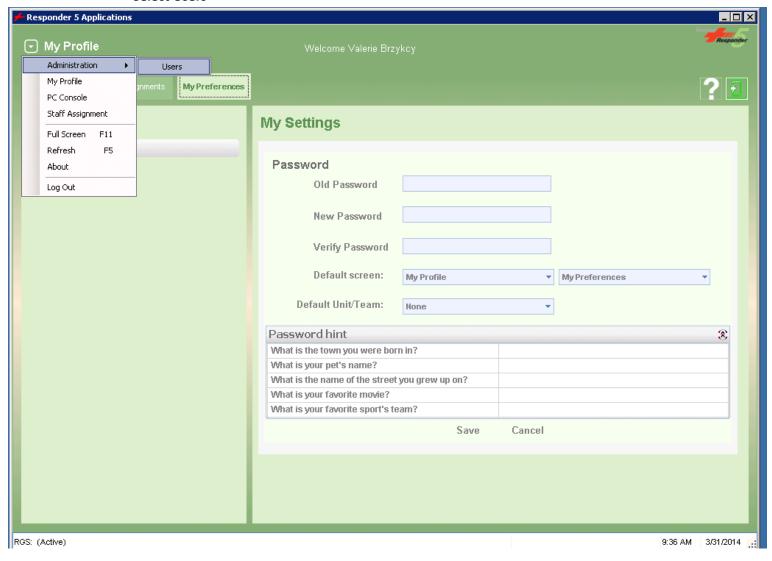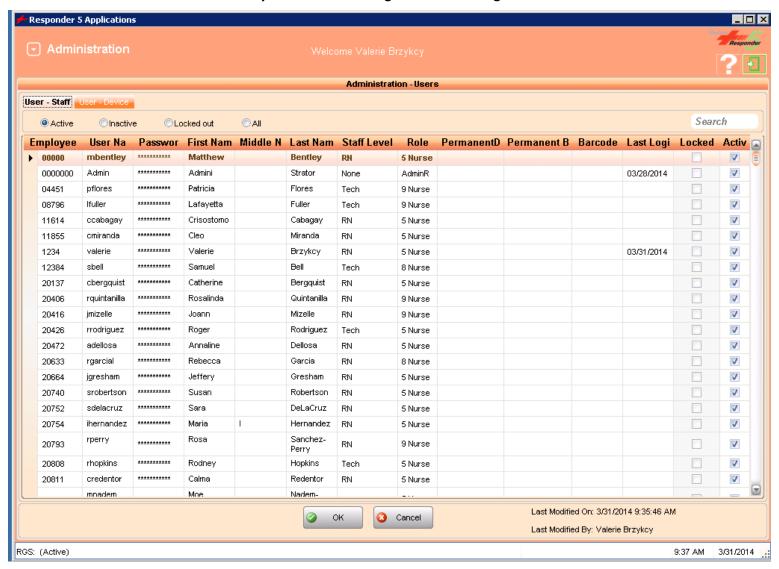# Adding a New Staff Member

- **From your profile screen – go to where it says My Profile**
- **Go to Administration**
- **Select Users**

- Go to the User – Staff Tab
  - Scroll all the way to the bottom using the bar on the right side.

Employee	User Na	Passwor	First Nam	Middle N	Last Nam	Staff Level	Role	PermanentD	Permanent B	Barcode	Last Logi	Locked	Activ
00000	mbentley	************	Matthew		Bentley	RN	5 Nurse					☐	☑
0000000	Admin	************	Admini		Strator	None	AdminR				03/28/2014	☐	☑
04451	pflores	************	Patricia		Flores	Tech	9 Nurse					☐	☑
08796	lfuller	************	Lafayetta		Fuller	Tech	9 Nurse					☐	☑
11614	ccabagay	************	Crisostomo		Cabagay	RN	5 Nurse					☐	☑
11855	cmiranda	************	Cleo		Miranda	RN	5 Nurse					☐	☑
1234	valerie	************	Valerie		Brzykcy	RN	5 Nurse				03/31/2014	☐	☑
12384	sbell	************	Samuel		Bell	Tech	8 Nurse					☐	☑
20137	cbergquist	************	Catherine		Bergquist	RN	5 Nurse					☐	☑
20406	rquintanilla	************	Rosalinda		Quintanilla	RN	9 Nurse					☐	☑
20416	jmizelle	************	Joann		Mizelle	RN	9 Nurse					☐	☑
20426	rrodriguez	************	Roger		Rodriguez	Tech	5 Nurse					☐	☑
20472	adellosa	************	Annaline		Dellosa	RN	5 Nurse					☐	☑
20633	rgarcial	************	Rebecca		Garcia	RN	8 Nurse					☐	☑
20664	jgresham	************	Jeffery		Gresham	RN	5 Nurse					☐	☑
20740	srobertson	************	Susan		Robertson	RN	5 Nurse					☐	☑
20752	sdelacruz	************	Sara		DeLaCruz	RN	5 Nurse					☐	☑
20754	ihernandez	************	Maria	I	Hernandez	RN	5 Nurse					☐	☑
20793	rperry	************	Rosa		Sanchez-Perry	RN	9 Nurse					☐	☑
20808	rhopkins	************	Rodney		Hopkins	Tech	5 Nurse					☐	☑
20811	credentor	************	Calma		Redentor	RN	5 Nurse					☐	☑
	mnadem		Moe		Nadem-							☐	☐

Responder 5 Applications

Administration

Welcome Valerie Brzykcy

Administration - Users

User - Staff User - Device

○ Active ○ Inactive ○ Locked out ○ All

Search

OK Cancel

Last Modified On: 3/31/2014 9:35:46 AM

Last Modified By: Valerie Brzykcy

RGS: (Active) 9:37 AM 3/31/2014

You will need to enter the following information:

- **Employee Number (THIS CAN NOT BE BLANK)**
- **User Name (first initial last name – no spaces)**
- **Password (start with 234567) will need to change after first login**
- **First Name**
- **Middle Name (if applicable)**
- **Last Name**
- **Staff Level – use the arrow to get to a dropdown list and select the appropriate level.**
- **Role you can use the arrow to get to a dropdown list (or just type the floor, e.g., 5, 6, 7, etc)**
  - **unit you work in i.e., 5 Nurses/Techs, 6 Nurses/Tech – these give you access to Acute and ICU for that floor**
- **Make certain Active is checked (it is by default)**
- **Click OK**