

Add/Edit a User

This chapter describes how users are added and edited.

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- [Add a User - User Initiated](#)
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Add a User - PFM Super Admin initiated

Navigating the Login and User Management Process

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Login page

1. Type email address

Type email address type unknown

2. Type password

Type password type unknown

3. Click on Log In

Click on Log In type unknown

4. Click on Add | Edit user

Click on Add | Edit user type unknown

5. Click on Add users

Click on Add users type unknown

6. Type work email address of user

Type work email address of user type unknown

7. Click on highlight

Click on highlight type unknown

8. Click on Facility Admin

Click on Facility Admin type unknown

9. Click on Save changes

Click on Save changes type unknown

10. Click on Requests

Click on Requests type unknown

11. Click on Active user

Click on Active user type unknown

Add a User - Warden Initiated

Add a User - User Initiated

Edit Users