

Add/Edit a User

This chapter describes how users are added and edited.

- Add a User - PFM Super Admin initiated
- Add a User - Warden Initiated
- Add a User - User Initiated
- Edit Users

Add a User - PFM Super Admin initiated

Navigating the Login and User Management Process

Creation Date: October 16, 2023

Created By: Mark Lingeran

[View most recent version on Tango.us](#)

Login page

1. Type email address

Type email address

2. Type password

Type password

3. Click on Log In

Click on Log In

4. Click on Add | Edit user

Click on Add | Edit user

5. Click on Add users

Click on Add users

6. Type work email address of user

Type work email address of user

7. Click on highlight

Click on highlight

8. Click on Facility Admin

Click on Facility Admin

9. Click on Save changes

Click on Save changes

10. Click on Requests

Click on Requests

11. Click on Active user

Click on Active user

Add a User - Warden Initiated

Add a User - User Initiated

Edit Users