

# 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

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### # 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

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# Add a User - Warden Initiated

# Add a User - User Initiated

# Edit Users