

# Prison Culture Assessment

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# Add/Edit a User

This chapter describes how users are added and edited.

Add/Edit a User

# 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

Add/Edit a User

# Add a User - Warden Initiated

Add/Edit a User

# Add a User - User Initiated

Add/Edit a User

# Edit Users

# Add an Assessment

How to add a new assessment and connect it with an intervention