

# 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 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

---

Revision #3

Created 12 October 2023 19:17:45 by Mark Lingerma

Updated 16 October 2023 19:40:52 by Mark Lingerma