

Add a User - PFM Super Admin initiated

Navigating the Login and User Management Process

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Created By: Mark Lingerman

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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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