

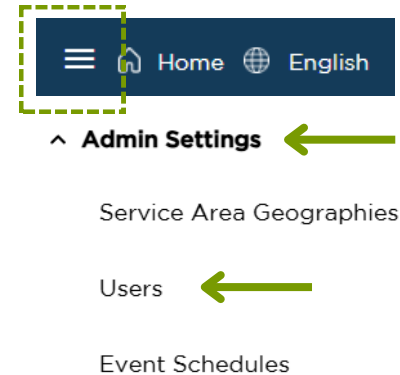
# Service Insights on MealConnect

## Creating New Users



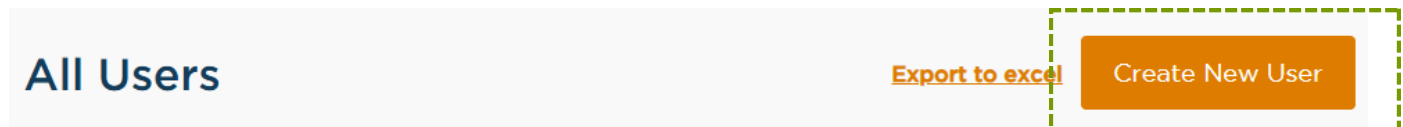
### Step 1: Open Admin Settings

In the top left-hand corner of the screen, click on the 3 horizontal lines to open the menu. Locate and select **Admin Settings**. This will open another menu, where you will select **Users**.



### Step 2: Click Create New User

You will see a list of all users with accounts. You can edit an existing user or create a new user by selecting **Create New User**.



### Step 3: Enter User Information and Save

#### Create New User

##### User Info

\*First Name

\* This is required

\*Last Name

\* This is required

\*Job Title

\* This is required

Phone #

\*Email

?

\* This is required

☐ No email address

\*Password

\* This is required

Confirm Password

?

\*Organization

TEFAP Test Agency

▼

\*User Type

Select

▼

\* This is required

☐ Shared login

Please select the status of the user

☐ Inactive

☒ Active

Cancel

Save

All items outlined in blue are required: first & last name, job title, email or username, password, organization, and user type.

If you do not have an email address for the user, select **No Email Address**, and it will allow you to create a unique username instead.

Next, enter a password for the user, select your organization, and assign the user type.

Ensure the user is marked as **Active**.

Last, hit **Save** to finish adding the user.