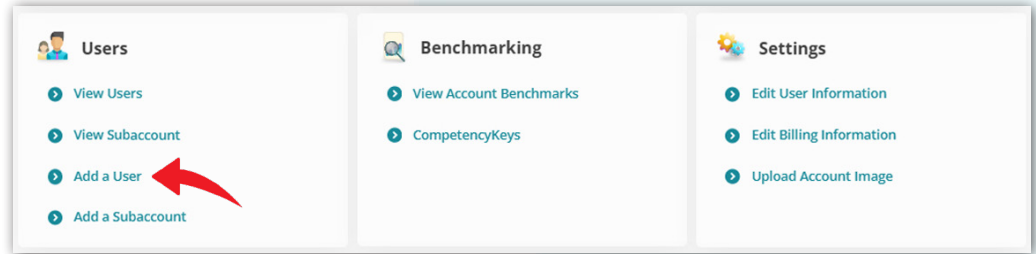


ADDING AN ADMIN, MANAGER, OR USER

1. From your home page, in the **Users Box** click **Add a User**.



2. On the next page enter the following user information:
① **Email Address** ② **First Name** ③ **Last Name**
3. ④ Create a password and ⑤ verify it in the spaces provided.

4. Select the User Permission Level:
Administrator - Has full access to all account features. It is possible to have multiple administrators.

Manager - Has full access to view reports, send invitations, and apply benchmarks. They will not be able to purchase or change account settings.

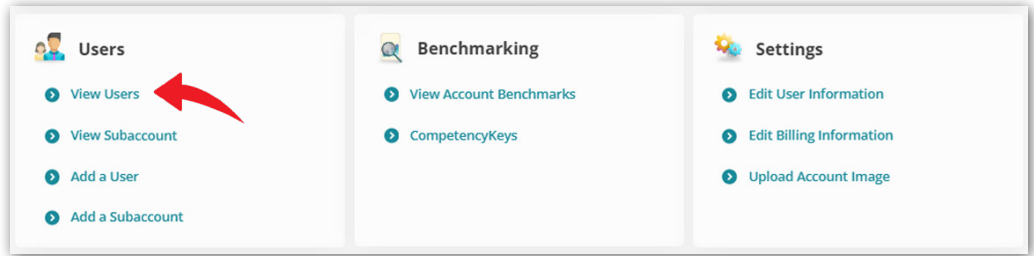
User - Able to view their results once they have completed an assessment.

A screenshot of a 'User Information' registration form. The form is divided into several sections. At the top left, there are two links: 'View Users' and 'Go back'. The main section is titled 'User Information' and contains several input fields: 'Email *' (with a red circle 1), 'First Name *' (with a red circle 2), 'Last Name *' (with a red circle 3), 'Password *' (with a red circle 4), and 'Repeat password *' (with a red circle 5). Below these fields is a section for 'Automatic password' with a checkbox and the text 'Generate a password automatically and send to user email'. To the right of the form is a 'Password policy' box with a list of requirements: 'Length from 8 to 20', 'Not contain the user's First or Last Name', and 'Not contain the user's Accounts names'. Below these are four categories: 'Uppercase letters', 'Lowercase letters', 'Base 10 digits (0 through 9)', and 'Special characters'. At the bottom of the form is a 'Permissions' section with a dropdown menu currently set to 'User'. A red arrow points to this dropdown. At the bottom right of the form are two buttons: 'Cancel' and 'Register'. A red arrow points to the 'Register' button.

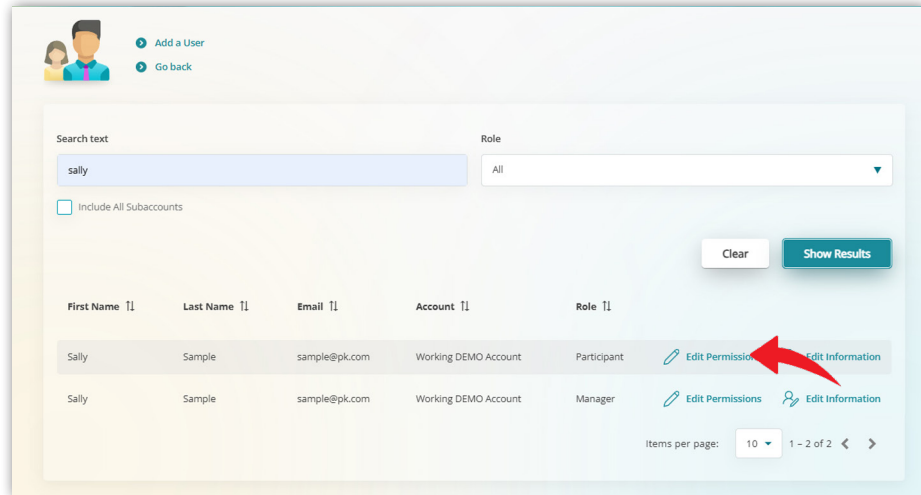
5. Review the information before clicking the **Register** button to save your entry.

To upgrade an existing user, use the instructions below.

1. From your home page, in the **Users Box** click **View Users**.



2. Search for and select the user you want and click the **EDIT PERMISSIONS** link.



3. Select the desired user level then click the **UPDATE** link.

