

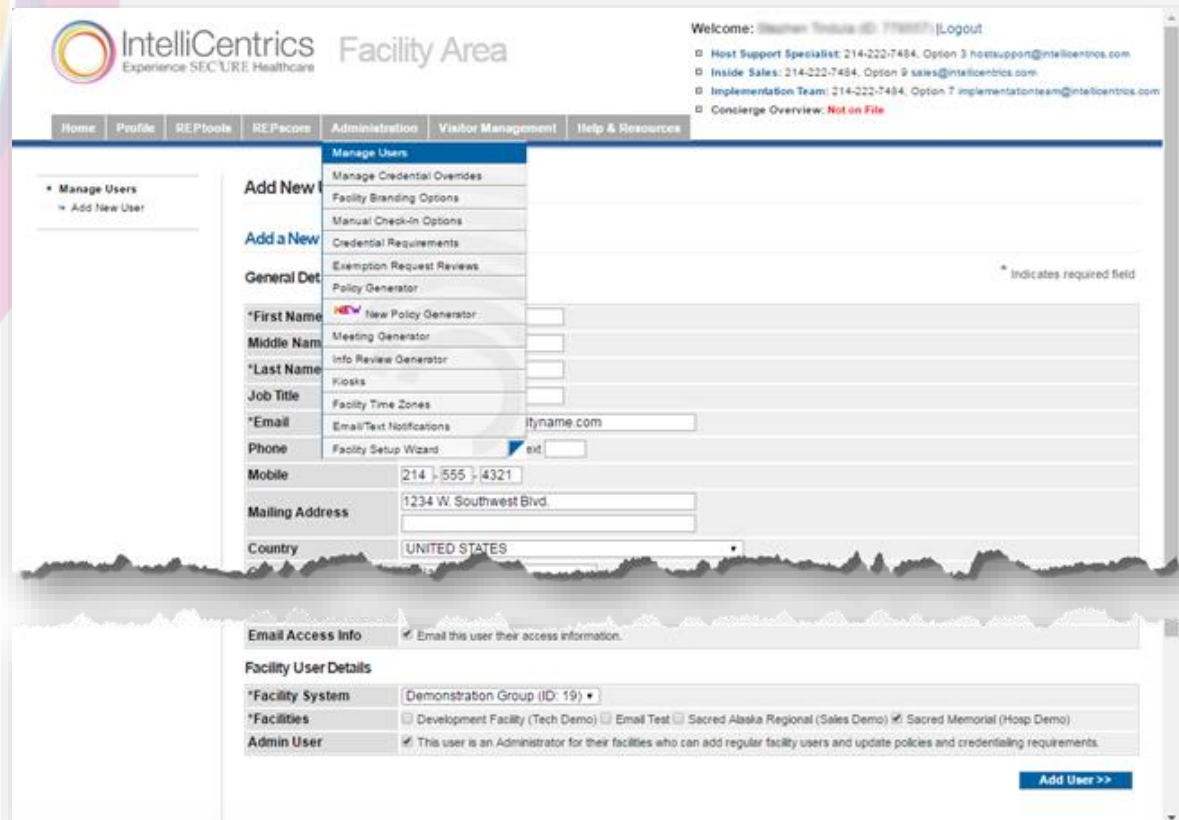
Facility Users/Administrators

Any additional facility staff can be added under: **Administration** tab → **Manage Users** → **Add New User**

Complete all (*) fields. Please check the box to send them their login information via email. Each account holder will then receive an automated email from noreply@intellcentrics.com with their login information.

Upon their initial login they will be able to complete their account details and create a secure password.

All Division and System Administrators will need to be added by IntelliCentrics please contact your Implementation Team member or your Host Support Specialist.



The screenshot shows the 'Add New User' form in the IntelliCentrics Facility Area. The form is divided into several sections:

- Navigation:** Home, Profile, REPools, REPscore, Administration (selected), Visitor Management, Help & Resources.
- Manage Users:** Add New, Manage Credential Overrides, Facility Branding Options, Manual Check-in Options, Credential Requirements, Exemption Request Reviews, Policy Generator.
- General Details:**
 - *First Name: [Text Field]
 - Middle Name: [Text Field]
 - *Last Name: [Text Field]
 - Job Title: [Text Field]
 - *Email: [Text Field] (Email/Text Notifications)
 - Phone: [Text Field]
 - Mobile: [Text Field]
 - Mailing Address: [Text Field]
 - Country: [Dropdown Menu] (UNITED STATES)
- Email Access Info:** ☒ Email this user their access information.
- Facility User Details:**
 - *Facility System: [Dropdown Menu] (Demonstration Group (ID: 19))
 - *Facilities: ☐ Development Facility (Tech Demo) ☐ Email Test ☐ Sacred Alaska Regional (Sales Demo) ☒ Sacred Memorial (Hosp Demo)
 - Admin User: ☒ This user is an Administrator for their facilities who can add regular facility users and update policies and credentialing requirements.
- Buttons:** Add User >>