

## SEC<sup>3</sup>URE Facility Administrator | + Add Additional Staff

How to add additional staff into SEC<sup>3</sup>URE.

You may add, modify, and remove facility staff users in SEC<sup>3</sup>URE:

## Administration > Manage Users > Add New User

On the Add a New SEC<sup>3</sup>URE User page, complete all fields marked with and asterisk (\*). You must check the **Email Access Info** box:

Email this user their access information

SEC3URE Alert (High Priority): This is your SEC3URE Login ID

facilities, working togeth-

SEC3URE Alert (High Priority): SEC3URE Password

iday, March 02, 2017 7:24 Ah esh Francis (ID: 892981).

ur Facility System has joined with the In dessionals, patients, their families, and afe and healthrone experience.

a safe and hea

log into your account im guide you through the n

First, log into SECSLIRE:

3. Enter the temporary p

Next, complete the fo

4. Login

5 Country is not

Follow this link: https://sec
Enter your E-Mail or Userne

was sent to you in a second a

1. Accept the SECSURE Terms of 2. Edit your contact info

4. Register for Training IPut d

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The new Admin or User will receive two emails; one with detailed instructions and login ID, the other with a temporary password.

She/he will log onto SEC<sup>3</sup>URE and accept the Terms and *Conditions* for use. She/he will then be prompted to complete their account details and then change their password.

- Edit Details

from the party

IntelliCentrics Facility Area

Thank you for logging init

Edit User: Tanisha McFadden

We've recently added new features to SEC<sup>3</sup>URE

Tanisha

McFadden

Imctadden@yopmail.com

Purchasing Manage

UNITED STATES

Flower Mound Texas 75028

972 555 9876 evt

Materials Manager +

Edit Details

\*First Name

Last Name

\*Email

"Job Title

Mobile

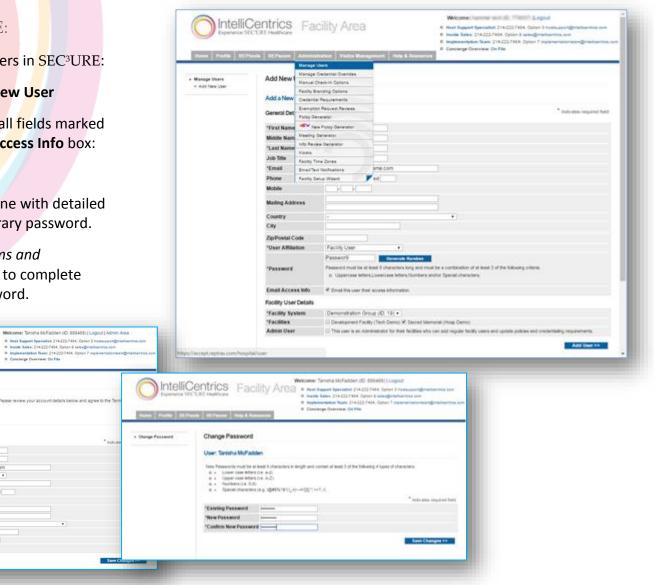
City

Mailing Addres

Zip/Postal Code

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© Concierge Overview: On File



Lead Help? 817-SEC3URE, #7 | ImplementationTeam@IntelliCentrics.com | www.intellicentrics.com in У