

SEC³URE Facility Administrator | + Add Additional Staff

How to add additional staff into SEC³URE:

You may add, modify, and remove facility staff users in SEC³URE:

Administration > Manage Users > Add New User

On the *Add a New SEC³URE User* page, complete all fields marked with an asterisk (*). You must check the **Email Access Info** box:

- ☒ Email this user their access information

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 SEC³URE and accept the *Terms and Conditions* for use. She/he will then be prompted to complete their account details and then change their password.



