



# How to add a user account

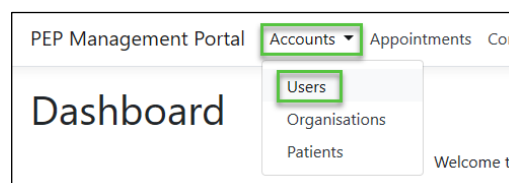
## Scenario

This guide shows how to add a User Account in the My GNCR Management Portal.

This type of user...	Can create/edit this type of account...
Global Administrator	All
Organisation Administrator	Organisation Administrator Organisation User Department Administrator Department User
Department Administrator	Department Administrator Department User
Global/Organisation/Department User	<i>View only access in accounts page, not able to create/edit accounts</i>

## Create an Account

1. Select the **'Accounts'** menu and then select **'Users'**
2. Click **'Add'** 
3. Select the users **Role**
4. Select the **Organisation** and/or **Department**, if applicable
5. Enter the users **First name** and **Surname**
6. Enter and confirm a **Password** for the user
7. Enter the users **Phone Number** and **Email Address**
8. Click **'Submit'** 
9. A confirmation message will display:



New user created!

10. The user will display in the Users list:

First Name	Surname	Email	Username	Phone Number	Organisation Code	Enabled	
Emma	Conroy	emma.training@nhs.net	emma.training@nhs.net	01911234567	NT7	True	<a href="#">Edit - Update Password</a>