How to add users to an organization
(for Administrators)

Users and additional administrators are added to an organization by using Organization Manager.

**Step 1**
One or more users may be added to an organization by clicking your organization’s name or the pencil icon in the Edit column.

**Step 2**
Click the **Users** tab on the screen labeled **Organizational Details**.
Step 3
A Users screen will appear from which you may choose to click the Add User button or the Add Multiple Users button, depending on the number of users you wish to add.

Step 4
When adding one user, enter the user’s email address, select the role or roles you wish the user to have, and finish by clicking the Add User button.
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**Step 5**
When adding multiple users, enter the users’ email addresses, select the role or roles you wish the users to have, and finish by clicking the *Add User* button.

Organization Manager will send a system-generated email with a unique URL to each user. By clicking on that URL, the user will be directed to a *Create Account* page where he or she will complete a form to create his or her own unique username and password. When completing this form, the user must enter the email address to which the system-generated email was sent. After clicking *Submit* on that form, the user will be directed automatically to Organization Manager.