

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.

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Organization Manager

My Organizations [+ Create Organization](#)

My Role: **Organization Administrator**

As an organization administrator, you may add and/or delete users of AMA Profiles products. You may also add organizations and assign users to those organizations.

Organization	Parent Organization	Pending Changes	Edit
Coleman Hospital of Louisiana		0 View All >	
Cubs Care		0 View All >	
Test Medical Board		0 View All >	

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Step 2

Click the **Users** tab on the screen labeled **Organizational Details**.

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Coleman Hospital of Louisiana

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[Edit Organization](#)

Organization Details

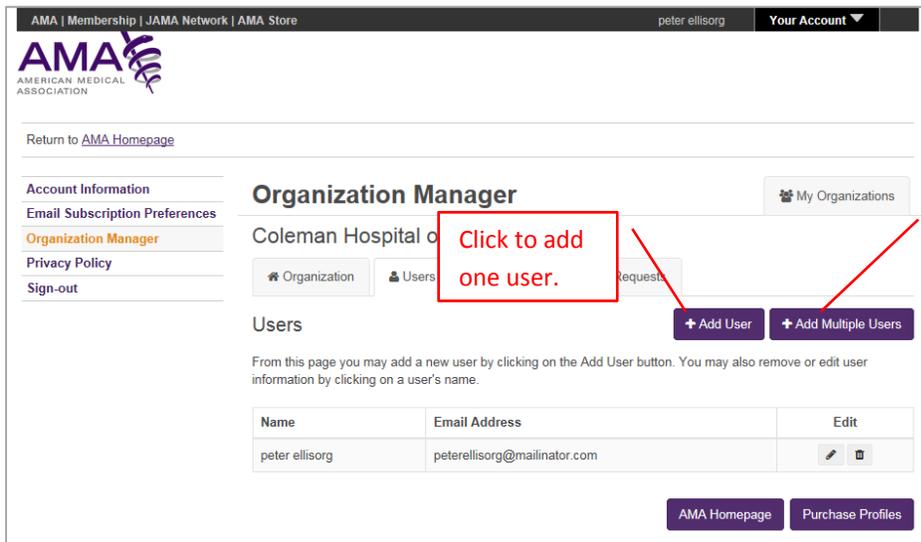
You may edit information about your organization by clicking the edit organization button. You may also add AMA Profiles users to this organization by clicking on the User tab.

Organization Type: Recruitment

Parent Organization: No Parent Organization set

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.

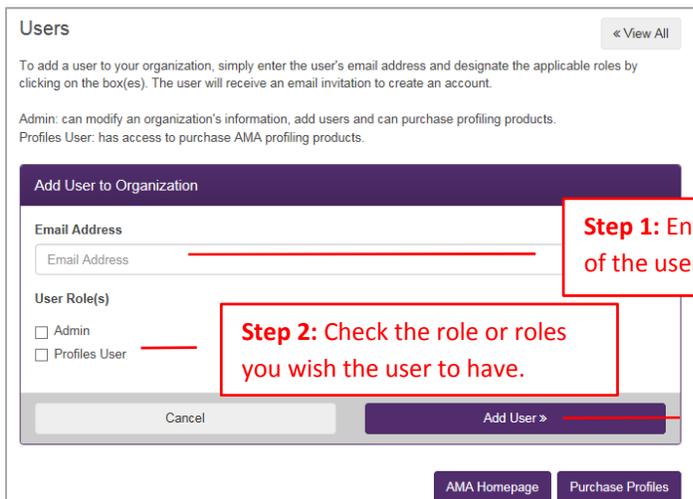


Click to add one user.

Click to add two or more users at one time.

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.



Step 1: Enter the email address of the user you wish to add.

Step 2: Check the role or roles you wish the user to have.

Step 3: Click the Add Users button.

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.

The screenshot shows a web interface for adding users. At the top, there's a header 'Users' with a 'View All' link. Below it, there's a description of user roles: 'Admin: can modify an organization's information, add users and can purchase profiling products.' and 'Profiles User: has access to purchase AMA profiling products.' The main form is titled 'Add Multiple Users to Organization'. It has a section for 'Email Addresses' with a text input field containing the placeholder text 'Email Addresses (may be separated by a comma, a semi-colon, or copy and pasted from an Excel file)'. Below this, there are two checkboxes: 'Admin' and 'Profiles User'. At the bottom of the form, there are two buttons: 'Cancel' and 'Add Users >'. Three red callout boxes with arrows point to these elements: 'Step 1: Enter the email addresses of the users you wish to add.' points to the email input field; 'Step 2: Check the role you wish the users to have.' points to the checkboxes; and 'Step 3: Click the Add Users button.' points to the 'Add Users >' 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.