



# HHAeXchange Lunch-and-Learn Webinar

## *Creating New Users, and Assigning Roles & Member Teams*

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# Today's Agenda: *Creating New Users*

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## Creating New User

- Required Fields
- Default Home Module Tab
- Providing UserIDs to New Users
- Restricting Users (by IP or Hours)

## Editing Users

- Search for Users
- Changing Passwords and Unlocking Users

# Today's Agenda: *Assigning Roles & Member Teams*

## User Roles

- What are Available User Roles
- How to Assign Roles to Users

## Member Teams

- What are Member Teams
- How to Assign Member Teams
  - MEMBERS
  - System USERS



# User Management: Creating New Users



# User Management: User Roles