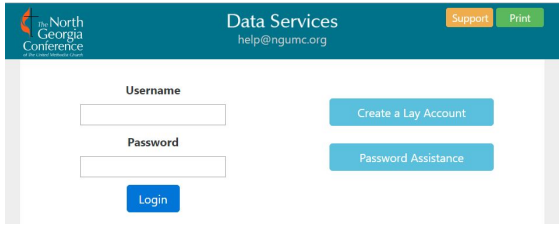

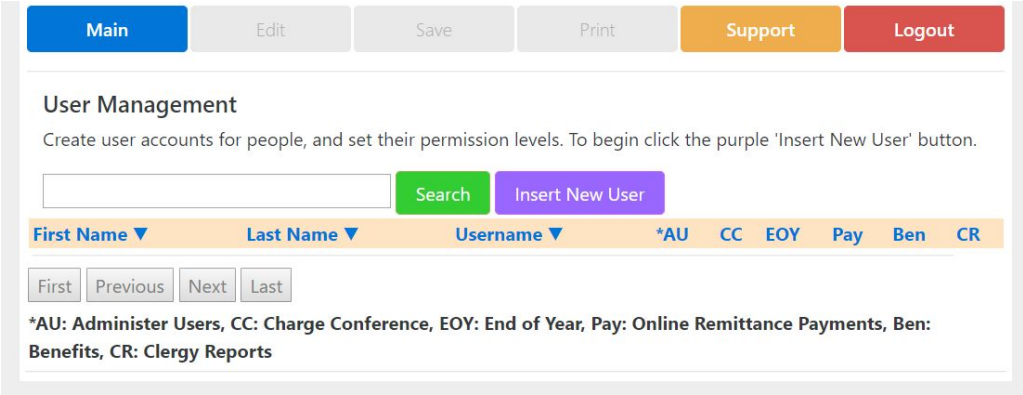




Create Individual User Accounts and Permissions

<p>Log into Data Services https:\\data.ngumc.org.</p>	
<p>Accounts with permission to create users will have a blue 'Administer User Accounts' button.</p>	
<p>To add a new user click the light purple 'Insert New User' button.</p>	
	
<p>Enter the person's Email address, First Name, and Last Name.</p>	<p>Email: <i>You may not create accounts or permissions for clergy ngumc.net email accounts.</i></p> <input style="width: 100%;" type="text"/> <p>First Name: <input style="width: 100%;" type="text"/></p> <p>Last Name: <input style="width: 100%;" type="text"/></p>
<p>Select Yes or No as appropriate for each of the permission levels.</p>	<p>Permissions to view sections: <i>'Yes' indicates permission to access a section. 'No' indicates no access.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> No Administer Users <input type="checkbox"/> Yes Charge Conference Reports <input type="checkbox"/> Yes End of Year Reports <input type="checkbox"/> Yes Apportionment and Remittance Payments <input type="checkbox"/> Yes Benefits Invoices and Payments <input type="checkbox"/> Yes Clergy Reports <p><i>Answering 'No' to all six sections will remove the person from your user list.</i></p>
<p>Click the purple Save button.</p>	
	<p>New users will receive a notification email with a link to access their account.</p>