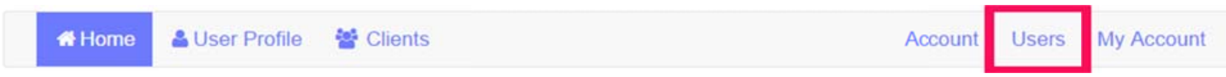
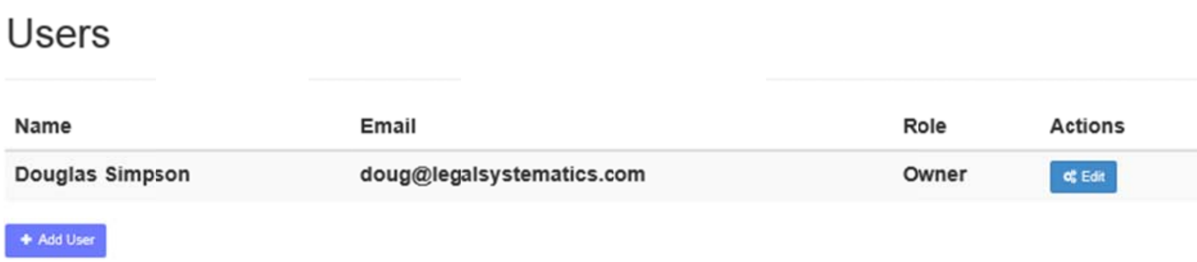
Creating Additional Users for Your Organization

If you have several users for an organization, you will create the first user account by going to the Signup page (see the topic above called "**Registering for the InsightFill Website**"). The initial user can then create additional accounts and set the rights for those users. You should do this if you want to keep control of the billing and maintenance of the user accounts for your organization under one account. To set up additional users:

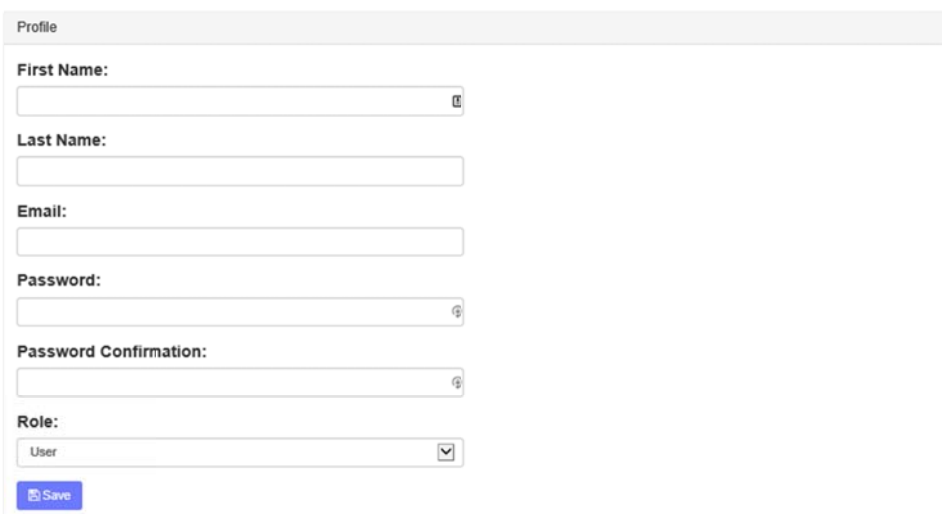
1. Click on the **Users** option in the Navigation menu.



2. The system will display a chart of the users in your organization:



3. To add a new user, click on the **Add User** button at the bottom of the list of users. Complete the form for the new user. There are two options for the Role (User and Owner). The "Owner" option allows a user to create additional users and set their rights. The "User" option allows a user to use the system but not administer the list of users.



4. You should record the details of the email address and password for each user that you have created and then give the user the information. Each user should then go to the login page and login with those credentials. **NOTE: If a user has been created in this manner the user should**

NOT go to the signup page and create a new account -- they should go to the login page and use the credentials that you have created for them.