

## How To Add An HR User

### Introduction

This will walk you through how to add a new HR Admin or Staff member.

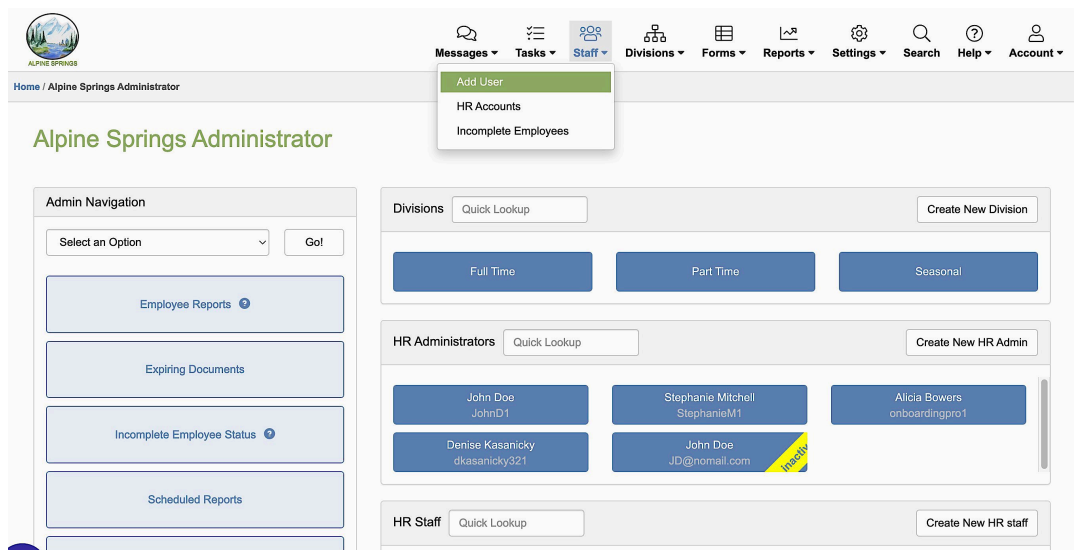
### Click the “Staff” Icon

From your Admin dashboard, you will click the “Staff” Icon and choose “Add User”

Enter the user’s basic information. All fields are required.

We recommend using their email as the username because it is easy to remember.

The password will automatically generate, but you can manually change it if needed.



### Add User

Basic Information

**First Name:**

**Last Name:**

**Email Address:**

**Username:**  
Enter a unique username for this user

**Password:**

## Assign the HR Roles

Available Roles are on the left and Current Roles are on the right.

HR Admin roles are defaulted. If they will be an Admin, you can select “Create!”

If they will be an HR Staff you will need to “Remove” HR Admin privileges before continuing.

The screenshot shows the 'Add User' interface. At the top, there is a navigation bar with icons for Messages, Tasks, Staff, Divisions, Forms, Reports, Settings, Search, Help, and Account. Below the navigation bar, a breadcrumb trail reads 'Home / Alpine Springs Home / Add User'. A light blue notification box states: 'This password has been autogenerated for your convenience. Feel free to change it.' The main content area is divided into two columns: 'Add a Role' and 'Selected Roles'. In the 'Add a Role' column, 'HR Admin' and 'HR Staff' are listed. In the 'Selected Roles' column, 'HR Admin: Alpine Springs' is selected with a red 'Remove' button next to it. At the bottom of the page, there is a text prompt: 'You can also make this person an employee.' with a 'Manage As Employee' button. A blue 'Create!' button is located at the bottom right of the page.

## Assign the HR Staff Divisions

Click on “HR Staff” in the “Add a Role” column.

Your available divisions will appear.

You can assign as many divisions as needed

This screenshot shows the 'Add User' interface with the 'HR Staff' role selected. The 'Add a Role' column now shows 'HR Admin' and 'HR Staff', with 'HR Staff' highlighted. The 'Selected Roles' column is empty. Below this, a second instance of the 'Add a Role' and 'Selected Roles' columns is shown. In this instance, 'HR Admin', 'HR Staff', 'Full Time', 'Part Time', and 'Seasonal' are listed in the 'Add a Role' column, with 'Full Time' highlighted. The 'Selected Roles' column remains empty. The rest of the page layout, including the navigation bar and notification box, is identical to the previous screenshot.

## Verify the Selected Roles

Under “Selected Roles” verify that the correct access and divisions have been assigned.

Once confirmed, select “Create!”

You will receive a confirmation that the account has been created.

ALPINE SPRINGS

Messages Tasks Staff Divisions Forms Reports Settings Search Help Account

Home / Alpine Springs Home / Add User

**Add a Role**

- HR Admin
- HR Staff
- Full Time
- Part Time
- Seasonal

**Selected Roles**

- HR Staff: Alpine Springs - Full Time [Remove](#)
- HR Staff: Alpine Springs - Part Time [Remove](#)

You can also make this person an employee. [Manage As Employee](#)

[Create!](#)



An account for Test Test has been created