

## Add User

1. In the navigation menu, select **Admin > Users/Contacts**.
2. On the **All Users/Contacts** tab, click **Add User/Contact**.
3. Select the **User Only** option.


[All Users/Contacts](#) > User/Contact Detail

Please select one

User and Contact

User Only

Contact Only



First Name \*

Last Name \*

Email Address/Username \*

Primary Building \*

Please select one

Title \*

Please select one

Time Zone \*

Please select one

4. On the **User/Contact Detail** workspace, specify the following user information in the fields (all fields are required):
  - **First Name\*** – Enter the user's first name.
  - **Last Name\*** – Enter the user's last name.
  - **Email Address/User Name\*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
  - **Primary Building\*** – Select the user's primary building from the drop-down list.
  - **Title\*** – Select the user's title from the drop-down list.
  - **Time Zone\*** – Select the time zone where the user is located.
5. In the **User Password and Detail** area, specify the following information:

User Password and Detail

Enter New Password \*

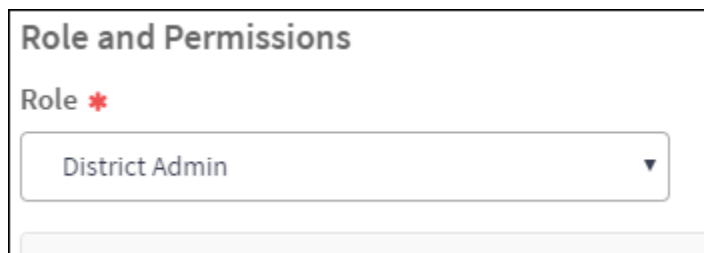
Confirm New Password \*

User Status \*

Active

Your password must contain at least 8 characters, contain at least one uppercase character, and contain one special character (e.g. !@#%^&\*).

- **Enter New Password\*** – Enter a password; the password must contain 8 or more characters, at least one character in uppercase, and at least one special character.
  - **Confirm New Password\*** – Re-enter the password to confirm it.
  - **User Status\*** – Select the user's status from the drop-down menu (Active or Deactivated).
6. Under **Role and Permissions**, select the **Role** to assign to the user account.



The screenshot shows a form titled "Role and Permissions". Below the title is a label "Role \*" with a red asterisk. Underneath is a dropdown menu with "District Admin" selected and a downward arrow on the right. Below the dropdown is a horizontal line, and below that is a partially visible section for permissions.

7. In the **Building(s)** field, click **Add Building** and select the building from the drop-down list to specify the building to which the user has permission to view in Raptor. You can add multiple buildings if the role allows for this.

**Note** If the Role is set to *District Admin* or *District Volunteer Coordinator*, this field does not display since they can access all buildings.

8. Depending on the role that is selected, the allowable permissions display in the lower portion of the **Role and Permissions** section. Select the check box next to each permission you want the user to be granted.
9. Click **Save**.

You are returned to the **All Users/Contacts** workspace and a message displays indicating the new user was successfully saved.