

Create a New User

1. Touch **MANAGE**.

2. Touch **Users**.

3. Touch **Create New User**.

Create a New User Screen

4. On the **Create New User** screen, enter the following information:

- Last Name
- First Name
- Username
- Password (6-10 alpha and/or numeric characters)

5. Reenter the Password in the **Confirm Password** field.

6. Select a **User Role**.

- Admin: Permission to perform all system operations and to change settings.
- Therapist: Permission to perform all system operations.

7. Touch **SAVE AND CONTINUE**.

The new user is added to the system.