Steps to create IVAP Login

1. Open form from inbox
2. Go to Organization Unit
3. Select users and then select Add users
4. Enter Login Id
5. Job title
6. Full name
7. Email Id same as Login Id
8. Select Department “IVAP Logins”
9. Select report to “Kathrin Lauer”
10. Set access level as mentioned in the login request
11. Enter password first letter of users first name and the complete Last name
12. Send Email to the user, with its user name and password and also Bcc to [bilal.manzoor@workplains.com](mailto:bilal.manzoor@workplains.com) and [Antonia.Pannell@rescue.org](mailto:Antonia.Pannell@rescue.org)
13. Submit the Request