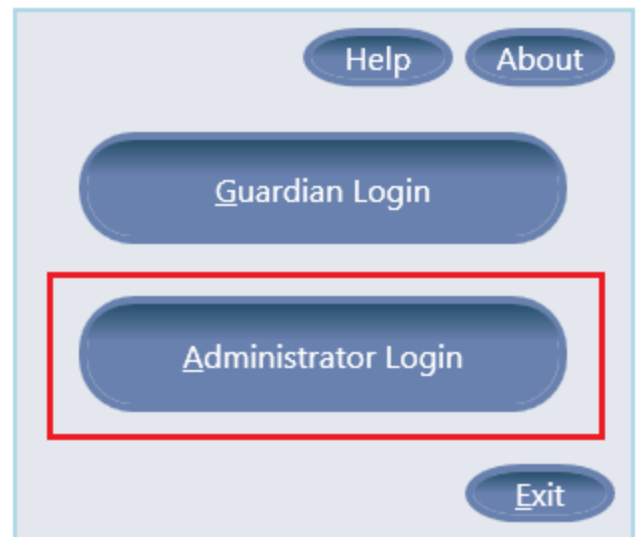### 3.2.1 Creating Your First Administrator

When the program is freshly installed there is only a single administrative user able to log in. You will need to log in as this user and set up at least one administrator account before full program functionality is enabled.

It is important to keep these credentials in a secure location as they will enable a user full access to all areas of the program.

USERNAME: **superuser**
PASSWORD: **{&!F4tLtp{?QyA3c**

Step 1: launch the application and click "Administrator Login"

Step 2: Enter the credentials above in the boxes and click Log In

Step 3: At this point the only option available to you will be to Edit / Add Administrators. Click this button to bring up the associated window.

Step 4: You will see a screen that looks like this. Click "Add New" to create your first administrator. Follow the directions in the user manual for creating a new administrator. It is recommended that your first adminstrator be created as a Full Access Administrator so that you will have unrestricted access to program features for the remainder of the initial setup.