## 3.7 Manage Users

Creating new users, updating user roles, and resetting user passwords in the system.

### 3.7.1 Description

An Office Administrator who has been authenticated can create a new user or change a user’s role, exclusively to their own department. An Office Administrator can also view all users on the system and reset the user’s password.

### 3.7.2 Functional requirements

Once the Office Administrator is viewing the users, they can select a user to change their role to either Office Administrator or Office Clerk. This option will only be available to users in the same department as the Office Administrator.

Once the Office Administrator is viewing the users, they can select a user to reset their password.

When the Office Administrator selects add a new user, the Office Administrator will be required to provide the name of the user and the role of the user.