**Correspondence Tracking System (CTS) Application - Create User Guide**

**CTS 1.0.0**

**Minimum Appian Software Version: 16.2**

# Create Basic User for Testing

**User Creation Steps**

1. Navigate to the People tab
   1. Create a new User Account
   2. Add newly created user to group(s):
      1. CTS Users must be associated to at least one role within a Program Office
      2. To view eligible roles within Program Offices:
         1. Option 1: View all groups of type “CTS Program Office”, view a specific Program Office, and select one group within the program office to add the user to
            1. Example: CTS HQEXS Correspondence Management Officer
         2. Option 2: View all groups of type “CTS Role”, view a specific Role, and select one group within the role to add the user to
            1. Example: CTS ASTSECY Director