

# CT-STEM Admin Guide



*This document is intended to help CT-STEM Admin up site administrator accounts.*

## Creating Users

- 1) After logging into your admin account, click “Add” next to User.
- 2) Then fill in a username and temporary password for the user you would like to create.
- 3) Click Save.

**Add user**  
First, enter a username and password. Then, you'll be able to edit more user options.

Username:	<input type="text"/>
<small>Required: 30 characters or fewer. Letters, digits and @/./+/-/_ only.</small>	
Password:	<input type="password"/>
Password confirmation:	<input type="password"/>
<small>Enter the same password as above, for verification.</small>	

[Save and add another](#) [Save and continue editing](#) [Save](#)

## Editing User Permissions

- 1) Once you click save, you will be taken to a page to edit the user options.
- 2) First, edit the user Personal Information.
- 3) Next, under the Permissions section, click staff status. This will allow you to give the user certain permissions, but not all that Superusers have.
- 4) Then add the group Site Administrator.
- 5) Click Save.