QuickGuide to Set up Website Accounts

1. Login as an Administrator

2. Click “Users” on the left dashboard

3. Enter the first and last names, email address

4. Check the “member” permission role or a higher level if needed

5. Click “Show Password”

6. Delete the default complicated password

7. Enter our default password: UUCE1866
   Click “confirm use of weak password”

8. Click “Add New User” button lower left
   Member receives email notice of account
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1. Click “All Users” on the left dashboard and search for any member.

2. Click the name of any member you wish to research or amend. You will see many optional fields that could be completed. Change permission role, name, email, password or any other fields needed. There are many fields in the profile and there is a tab for “extended profile” with more.