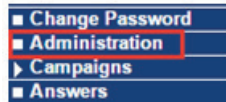


## Search/Add Users

These instructions detail how to search for and add new users. Note that you must be a Registry-level user.

### Search for a User

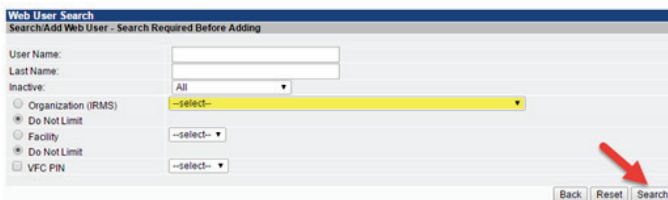
1. Log in as a Registry user.
2. Click the **Administration** menu link.



3. The Administration Main Menu page opens. Under the User Management category on the page, click **Search / Add User**.



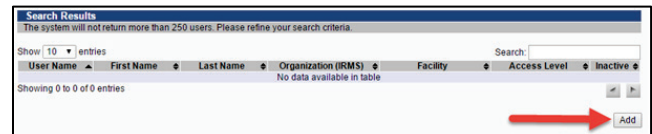
4. On the Web User Search page, select the Organization and/or Facility and click **Search**.



A list of users associated with the organization/facility appears. Locate the user in the list and click on the row to view and/or edit the user's details.

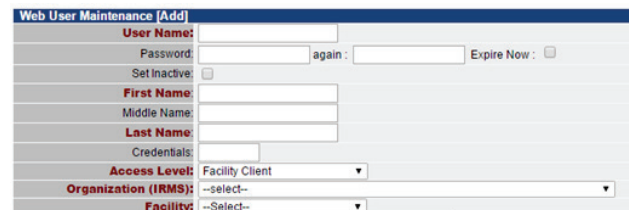
### Add a New User

1. If the user does not appear in the search results list, click the **Add** button (located at the bottom, under the list of users).



2. On the Web User Maintenance [Add] page that opens, enter at least the required information:

- User Name
- First Name
- Last Name
- Access Level
- Organization (IRMS)
- Facility (if a Facility user)
- Email address (used if the user forgets their login information)



3. Select the permissions applicable to the user.
4. Click **Save**.