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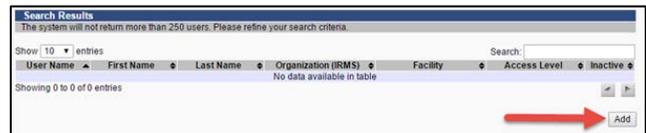
2. On the Web User Maintenance [Add] page that opens, enter at least the required information:

   - 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)

   - Keycloak Role(s)
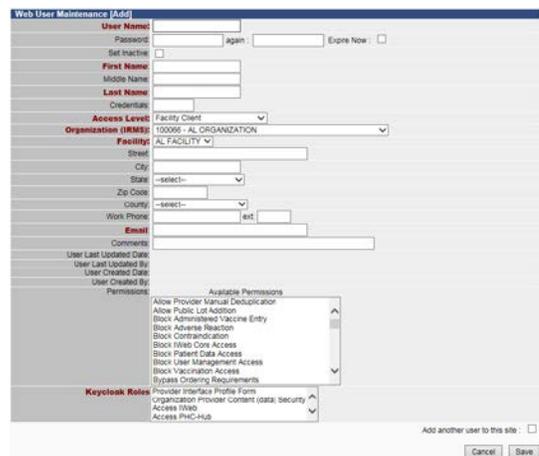
3. Select the permissions and Keycloak Role(s) applicable to the user.

4. Click **Save**.