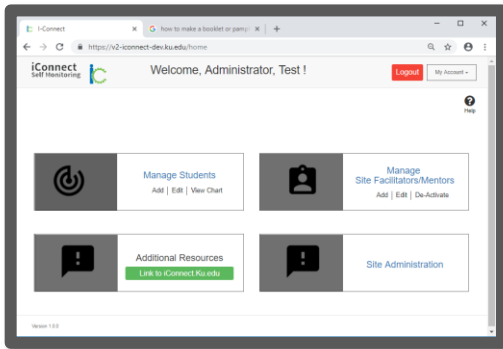# I-Connect Guide: Create a New User
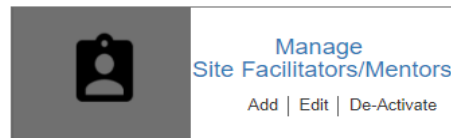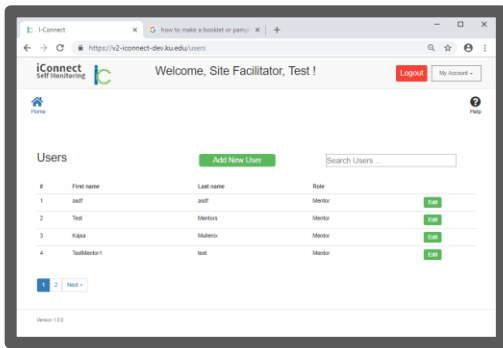
1.Login to Website

The Welcome Page

From the welcome page Site-Facilitators, Mentors, and students can be managed and their progress tracked

- Select **Manage Site-Facilitators/Mentors**

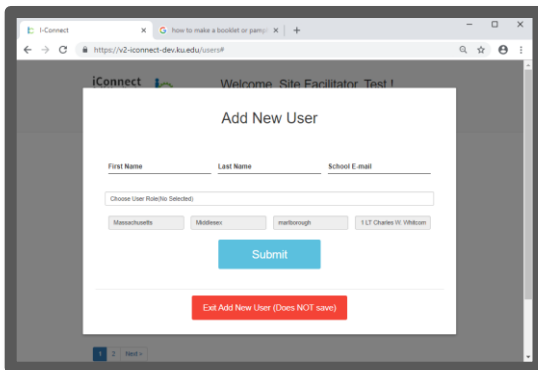## 2.Manage Site Facilitators & Mentors

Add a New User

Accounts for Site Facilitators & Mentors you manage are listed with options to Edit their accounts or Add New ones.

- Select **Add New User**

3.Add New User Identifiers/Demographics

Add/Edit User Page

Enter User Name, School E-mail, Select Role. Then Identify new user's State, County, District, and School.

- Enter user information then select **submit**
- Add/Edit Users page appears with newly added user