I-Connect Guide: Create a New User


# Login to Website

**The Welcome Page**

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

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

# Manage Site Facilitators & Mentors

**Add a New User**

* Select ***Add New User***

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

# 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