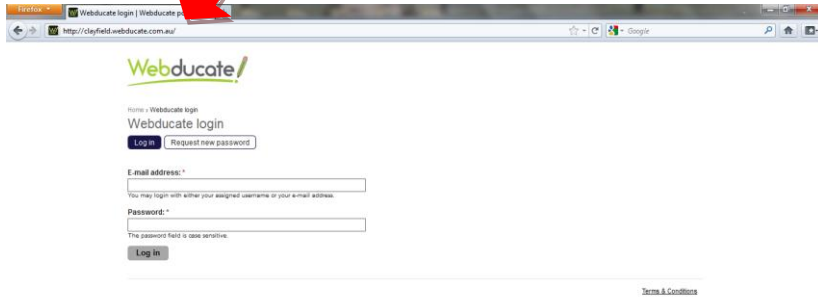




# Creating a new staff member

## STEP 1

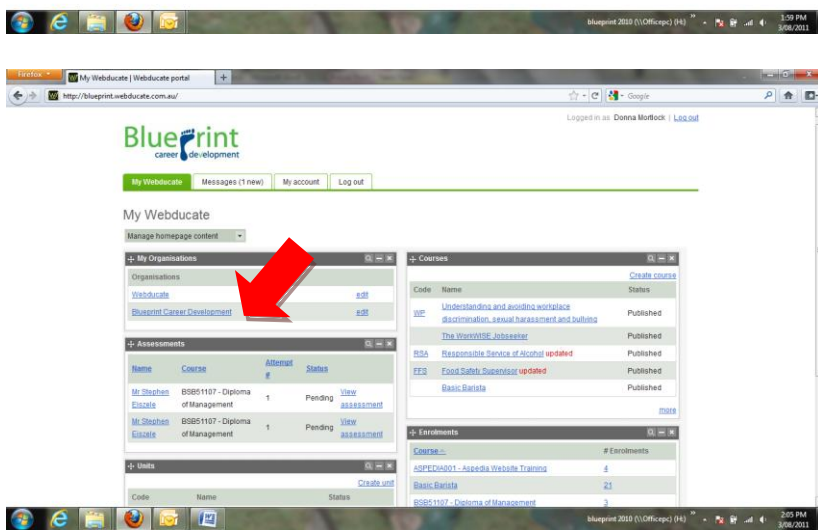
Make sure you have the correct URL to access your portal then login using your email address and password.



## STEP 2

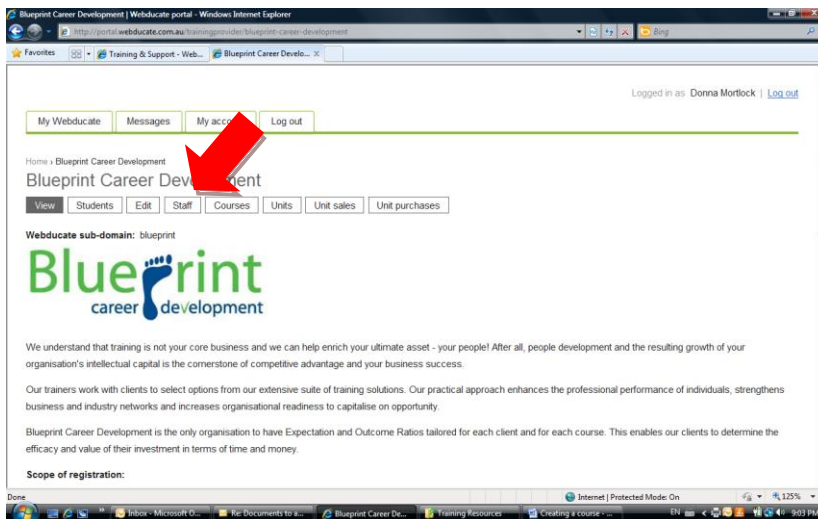
Click on the link in the "My Organisations" box for the name of your organisation.

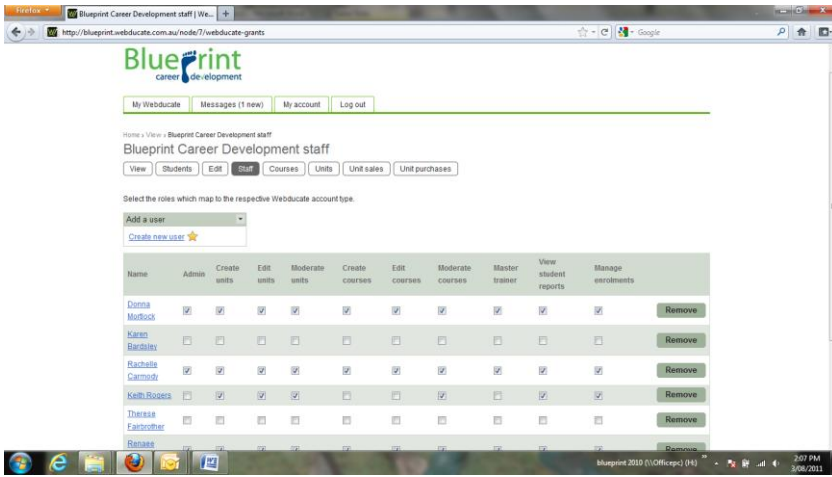
NOTE: Although all staff can see the information in the Organisation Profile, it can only be edited by a user with Administration permissions.



## STEP 3

Click the "staff" tab.

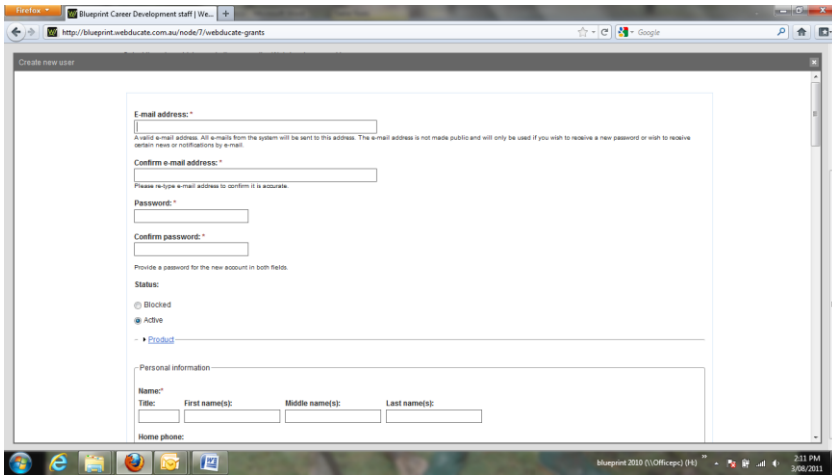




#### STEP 4

A list of all the staff and their permission will appear. You can edit staff permissions simply by adding and removing ticks from the permissions boxes and clicking “save grants” at the bottom of the page.

To add a new staff member, click on the “create new user” link.



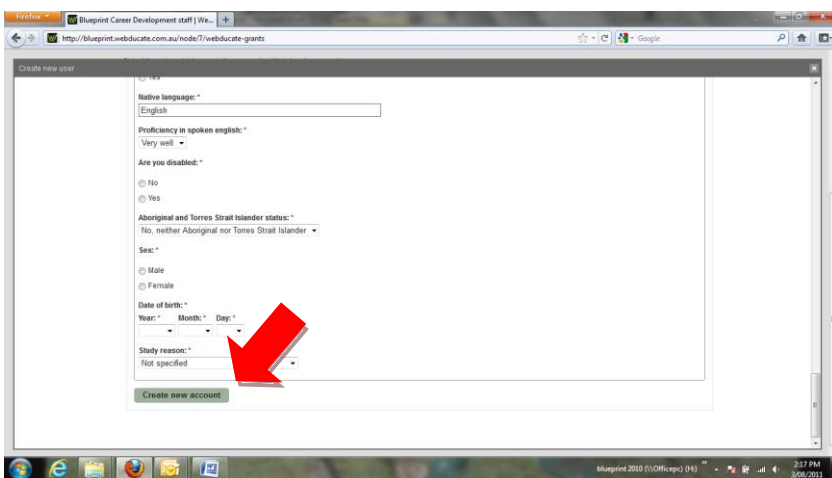
#### STEP 5

A new window will open. Add the information in the text fields provided by typing or cut/copy paste. Mandatory fields are marked with an asterisk. The other fields are optional.

Information that can be added and edited includes:

- Email address (and confirm email address)
- Password (and confirm password)
- Name
- Home, work and mobile phone numbers
- Physical and postal addresses
- Photo
- Skype ID
- Profile
- Tax file number and ABN
- Qualifications
- Approved units
- Student information

Once you have entered or edited all the information, click “create new account” at the bottom of the page.



#### STEP 6

Your new staff member will now appear on the list but will not have any permissions. You can either click “save grants” with no global permissions or check the relevant boxes and then click “save grants”.

NOTE: To understand global and specific permissions, you may need to attend a training session or download the Permissions document.

