ADDING A USER

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to add a new user to the system.

Note: These instructions apply to Admin and District Admin users.

This document assumes the reader has the appropriate user credentials, (username and password), as well as the IP address or DNS name of the G2 Communicator system.

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GETTING STARTED

To be successful, you will need the following information:

- Username and password.
- It is recommended a username protocol is followed when creating usernames.

INSTRUCTIONS

Read this set of instructions completely, prior to starting. Follow the instructions below. The images shown throughout this document are examples. Images on your system may appear differently.
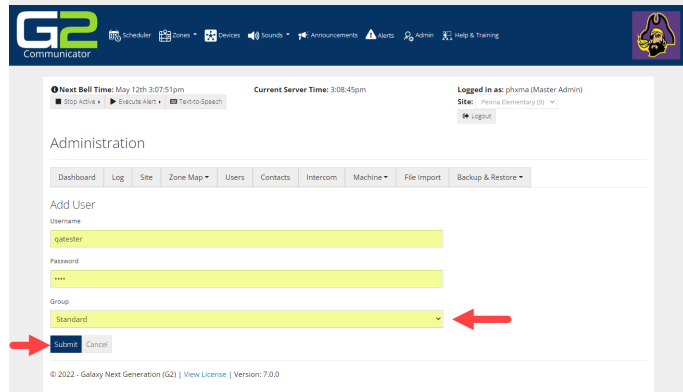
ADDING A USER

1. Log into your **G2 Communicator System** and navigate to the **Site page** located on the **Administration** page.
2. Click on the **Users** tab.
3. Click **Add** User.
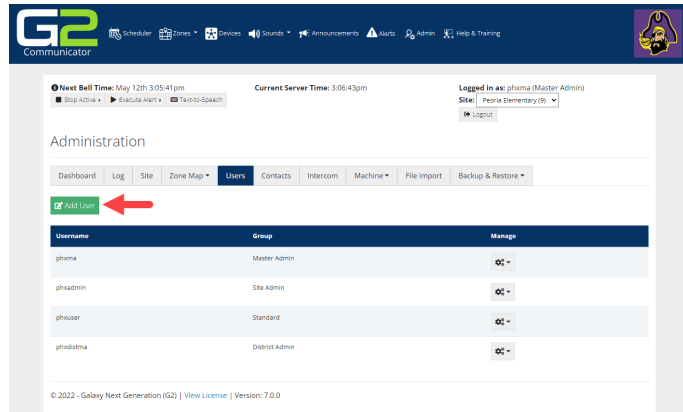
4. Type the new user's name in the **Username** field.
5. Type the new user's password in the **Password** field.
6. Click the drop arrow on the right of the **Group** field.
7. Select the appropriate type. Options include, Standard, Admin and Master Admin.

    Note: Master Admin status is not usually provided to schools.

8. The new user is now shown in the **Administration | Users** tab.
9. Log out of the system.
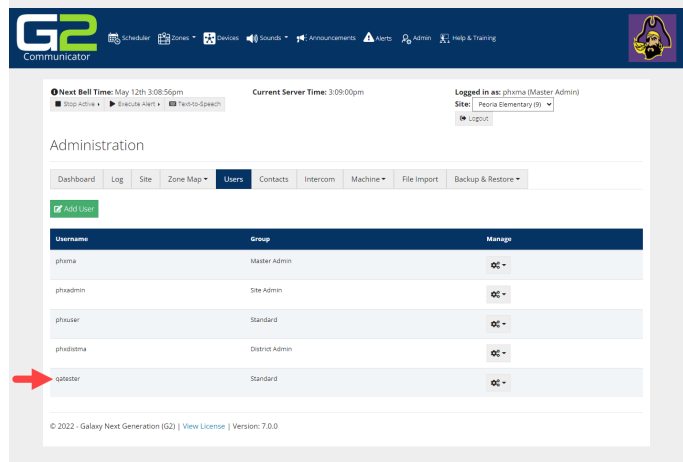
10. Log into the system using the newly created user account.

>   *Note: Type the password, copy, and paste often include hidden characters causing the password to fail.*