

Quick Reference User Guide B

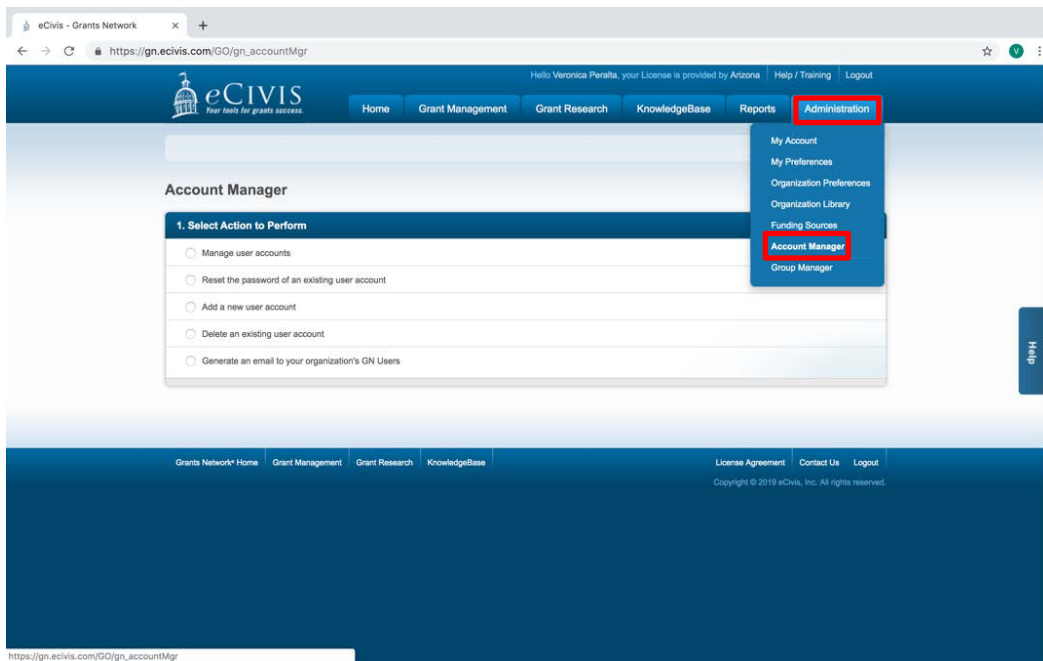
How to Add a User to eCivis

An Organization Master Account Holder (OMAH) and Department Master Account Holder (DMAH) have the ability to add or delete users, reset user passwords and more. The full description of each role can be found in the “eCivis User Roles Guide.”

Please contact your DMAH to be added, deleted or to reset a user password. If you do not know who your DMAH is, a list of DMAH can be found online, at the [GFR website](#), under “Grant and eCivis Resources” tab and then select “State agency POCs.”

Below are instructions on how to add, delete, or reset password for users on eCivis.

To make any changes, the DMAH will hover over the “Administration” tab on the main eCivis page, select “Account Manager” and you can then select the desired action to perform.



Select from the following options:

Account Manager

1. Select Action to Perform

- Manage user accounts
- Reset the password of an existing user account
- Add a new user account
- Delete an existing user account
- Generate an email to your organization's GN Users

To “Add a new user account,” complete the required fields marked with a red asterisk, and then click “Add User”

2. Enter New User Information

Bold fields are required *

First Name: *

Last Name: *

Title:

Email: *

Use email address as the username for this account

Username: *

State: *

Department: *

User Role: *

Archive Access: Yes No

Add User >

* Email with the username and temporary password will be sent to the new user.

Once the new user information is entered and saved, the new user will receive an email with instructions to set up their account.