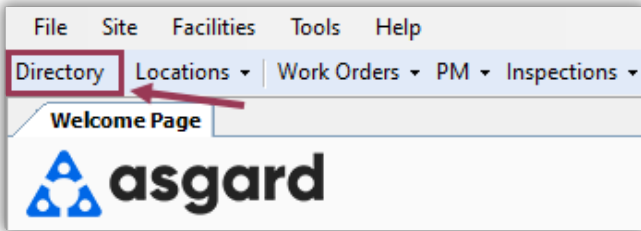


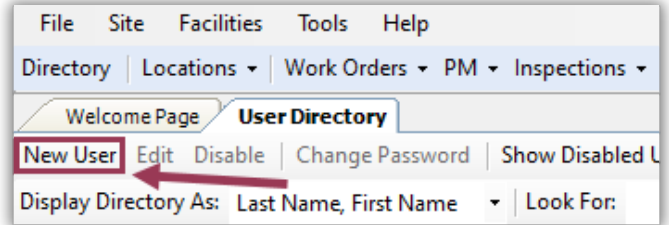
Users with the Grant Privileges permission in Asgard will be able to perform the tasks below. A user may only add or disable other users whose permissions are less than their own. If you don't have these permissions and think you should, please contact support@asgardsoftware.com.

Part 1 - Creating a New User

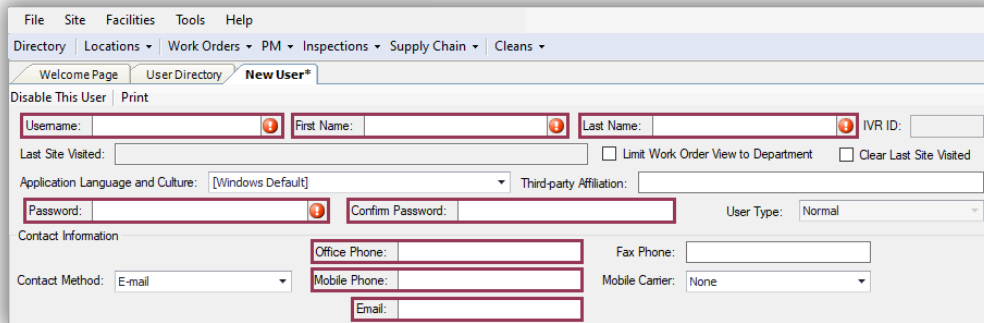
Step 1: In the Asgard desktop application, click **Directory**.



Step 2: From the **User Directory**, click **New User**.

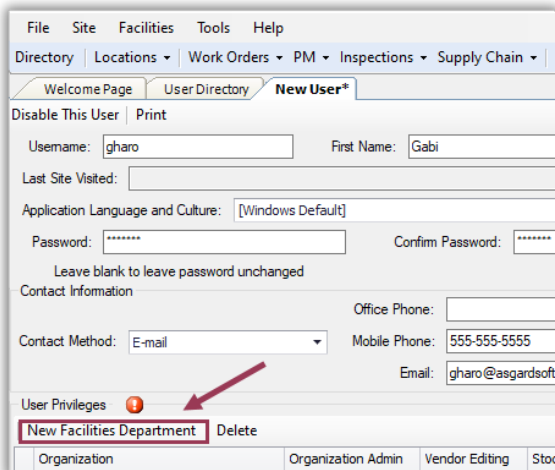


Step 3: Fill in the **required fields**. While Email and Phone are optional, an email address allows the user to retrieve a forgotten password from the log-in screen, and a mobile number is required for setting up SMS notifications.

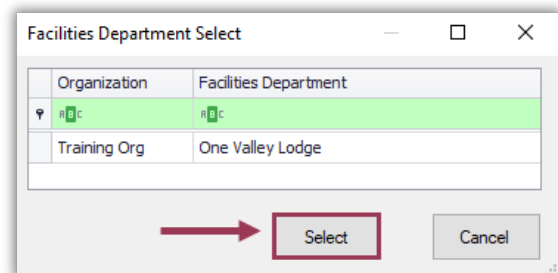


Check with your organization to confirm the username standard. If there is no standard, use **first initial, last name (no caps)**. Username Standards can usually be identified by looking at other usernames in the Directory.

Step 4: On the lower half of the New User screen, click **New Facilities Department**.

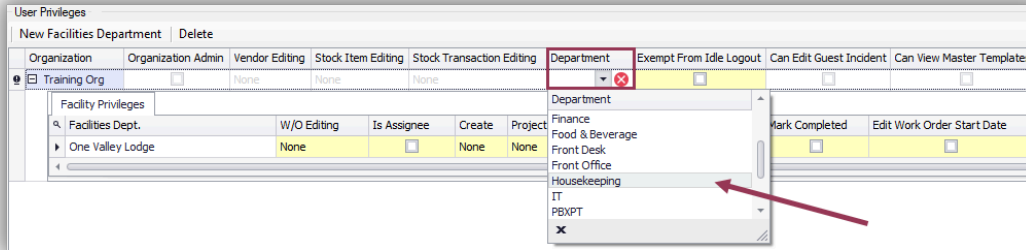


Step 5: The dialogue box will show only the sites for which you have permissions. Highlight the site(s) the new user should have access to and click **Select**.

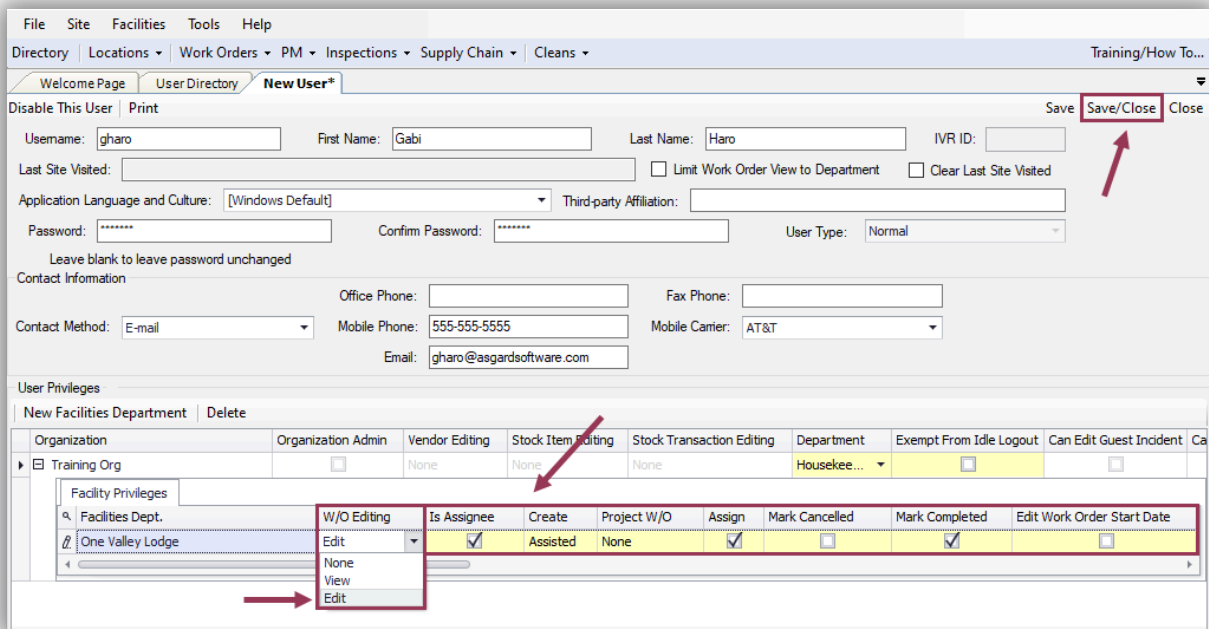


It is best practice to give users access to **both** the Facilities Department and Training site (if available). Access to your organization's training site facilitates practice and future training opportunities.

Step 6: Once the Facilities Department is selected, you must choose the **Department** of the new User.

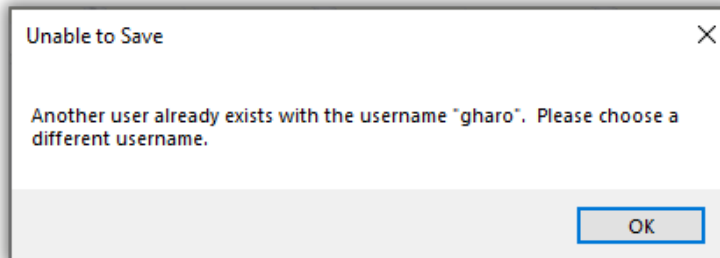


Step 7: Select the appropriate **permissions** that should apply to the new user. Once complete, click **Save/Close**.



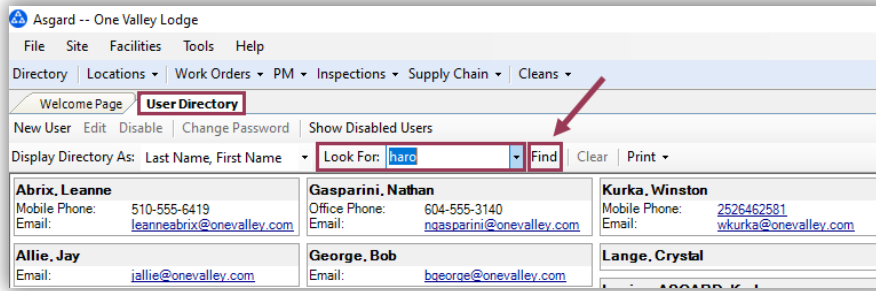
Users will not be able to grant permissions greater than their own. For a full list of user permissions by role, please refer to the Quick Reference Guide, QRG – User Permissions, in the Knowledge Base.

If you receive the following message, it means the username **already exists** in the system. Each username must be unique across all sites and organizations. Please select another username by adding a number or middle initial.

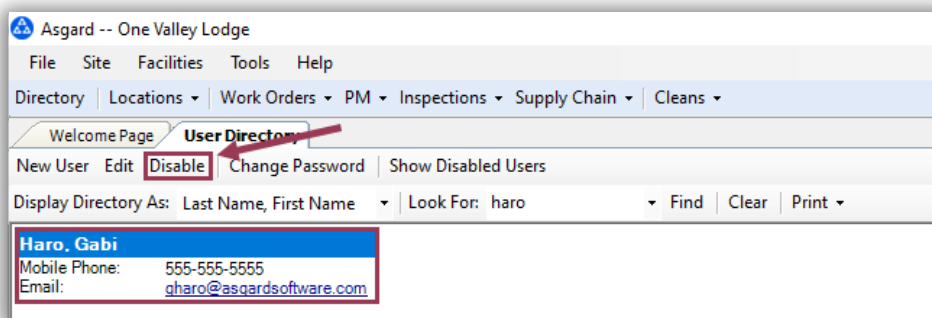


Part 2 - Disabling a User

Step 1: From the **User Directory**, search for the user in the **Look For** field. Hit **enter** or Click **Find**.

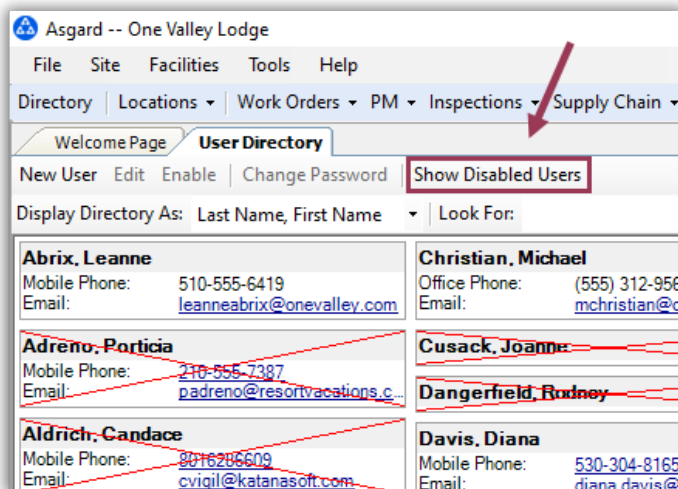


Step 2: Highlight the user and click the **Disable** button from the menu bar.



The user's name will no longer appear on the active User Directory screen.

To see/edit disabled users, click the **Show Disabled Users** button. All disabled users will appear with a red **X** over their name.



Any user can be re-enabled by highlighting the user's name and clicking the **Enable** button.

