

# Adding a Person

Rachel Carmickle - 2024-09-19 - [Identity Management V2](#)

## Adding a Person

Login to ATC:



- Security Module.
- Manage Users.



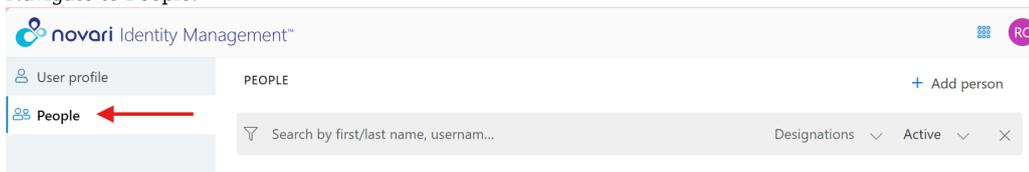
- Manage User List.



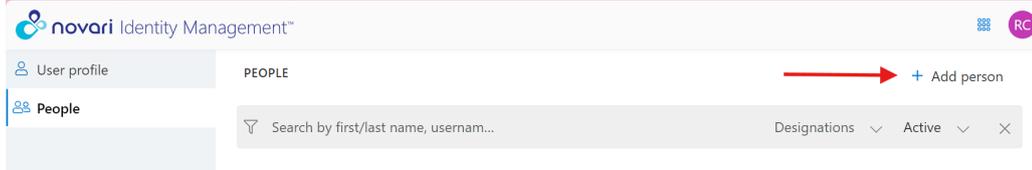
**It is recommended that you do a search for the person to ensure no duplication of users. Search both Active and Inactive users.**

In Identity:

- Navigate to People.



- Select Add person in the People list.



- In Add new person, enter the person's first name and last name.

### Add new person ✕

Enter the details below to add a person.

**First name \***

  
**Last name \*** Create account

Permissions can be modified once the person has been added.

- Optionally, select Create account. You can create an account now or later. Accounts are required for signing in to Novari Health applications and for assigning roles to a person.

- Select Add Person

### Add new person ✕

Enter the details below to add a person.

**First name \***

  
**Last name \*** Create account

Permissions can be modified once the person has been added.

If you chose to create the account, the panel expands and displays the necessary fields.

Create account

## Account details

Email \*

Partner sign-in required 

Temporary password \*

 [Show](#)

You must provide the temporary password to the user

Associated clients

Shared Health

Account roles

Is Health Information Custodian (HIC) 

- Enter the person's email address. This is the person's username when signing in to Novari.

**IMPORTANT - Ensure the email address entered is correct. You will not be able to edit this once you save this information.**

**IMPORTANT - There is only one email address/username per account. Multiple persons cannot be created using the same email address.**

- If your organization has implemented partner sign-in, select this check box. When enabled, a user must sign in with their **workplace credentials** by selecting their organization on the sign-in page.

Create account

Account details

Email \*

Partner sign-in required 



Temporary password \*

 [Show](#)

You must provide the temporary password to the user

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If your or your users are experiencing issues with partner sign-in, please contact your organization's IT group.



The top section is where you can add access to health center(s), add them to have the correct access, etc.

The screenshot shows the 'Edit a User' interface. At the top, there are two tabs: 'Edit User' (selected) and 'Manage Account Details'. The 'Edit User' section contains the following fields:

<b>Name</b> <small>First Name</small>	John
<b>Name</b> <small>Last Name</small>	Doe
<b>Phone Number</b>	
<b>Email Address</b>	john.doe@northwesthealth.com
<b>Two Factor Delivery</b>	
<b>Super Administrator</b>	<input type="checkbox"/>
<b>Lock Account</b>	<input type="checkbox"/>
<b>Return User</b>	<input type="checkbox"/>
<b>User Fills in IT Emergency Self-Reset Automatically</b>	<input type="checkbox"/>
<b>Enable Dynamic Web TWAIN for User?</b> <small>Warning: If the user is using an Apple Macintosh computer, it does not work with Apple's (PDF) (PDF) (PDF) (PDF) (PDF)</small>	<input type="checkbox"/>
<b>Last Login Date</b>	Thu, Aug 24, 2023

Below the 'Name' fields, there is a section for 'Health Center(s)' with a list of radio buttons and 'Allow?' checkboxes:

- North Health Center Allow?
- West Health Center Allow?
- East Health Center Allow?
- South Health Center Allow?
- Midwest Health Center Allow?

A blue bracket on the left side of the 'Health Center(s)' section indicates that this area is where access to health centers is managed. A blue arrow points to the 'Super Administrator' checkbox.

can be added to a group. This is required for sign in.

Once the user permissions have been updated, they