ERS JOB AID FOR DSA
Adding a New User in ERS

2. Navigate to the System Administration page, and then click on the View Users link under Security category.
3. To add a new user select add new user on upper right
   a. Enter employee information (you will need employee ID and email).
   b. User name must be all lowercase (use their UCSB NET ID). Note that “users” can never be deleted from system, only de-activated.
   c. Toggle inactive to active.
   d. Select submit.
4. Search for the employee by Name or Employee ID, and then select the desired user by clicking on the employee’s name. Once you select the user you can see their roles and log-in information.
5. Click on the Edit User button.
6. Select the desired role from the dropdown menu, and the click on the Add Role button to add it to a user record. Click on the checkbox under Notify for the role of Coordinator Access, the status will change from “No” to “Yes” and the preparer will receive a notification when new reports were produced. Click on the Submit button to finish.