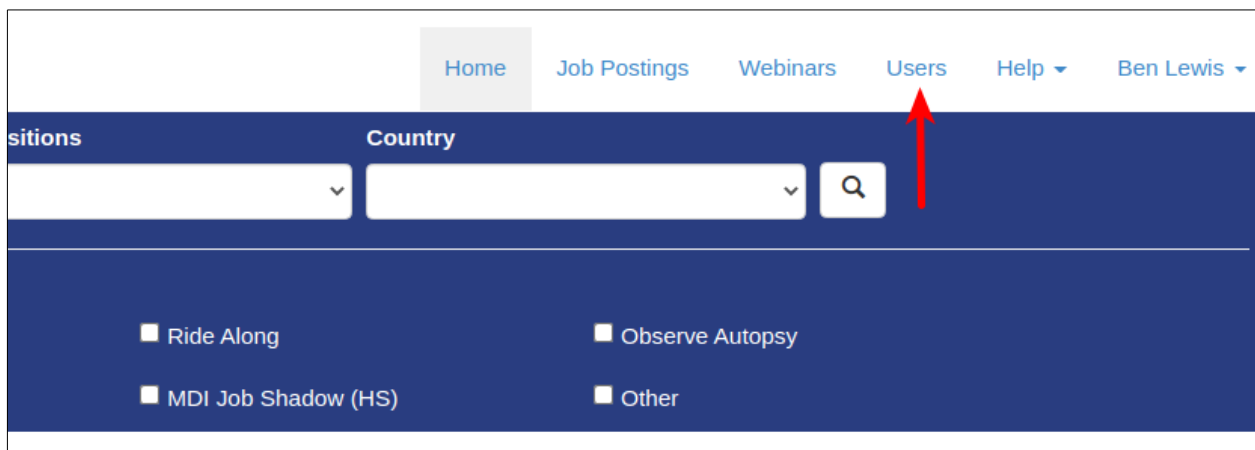


Task: Adding Users to Programs

Description: To list a user on a program as a coordinator, or another job title, then follow these steps. Adding a user to a program will list them under the director, and will allow them to login and update that program's information.

Steps:

1. Login at <https://itod.orainc.com>
2. Click 'Users' in the top-right navigation links.



3. Click 'New User' at the bottom of the user list.



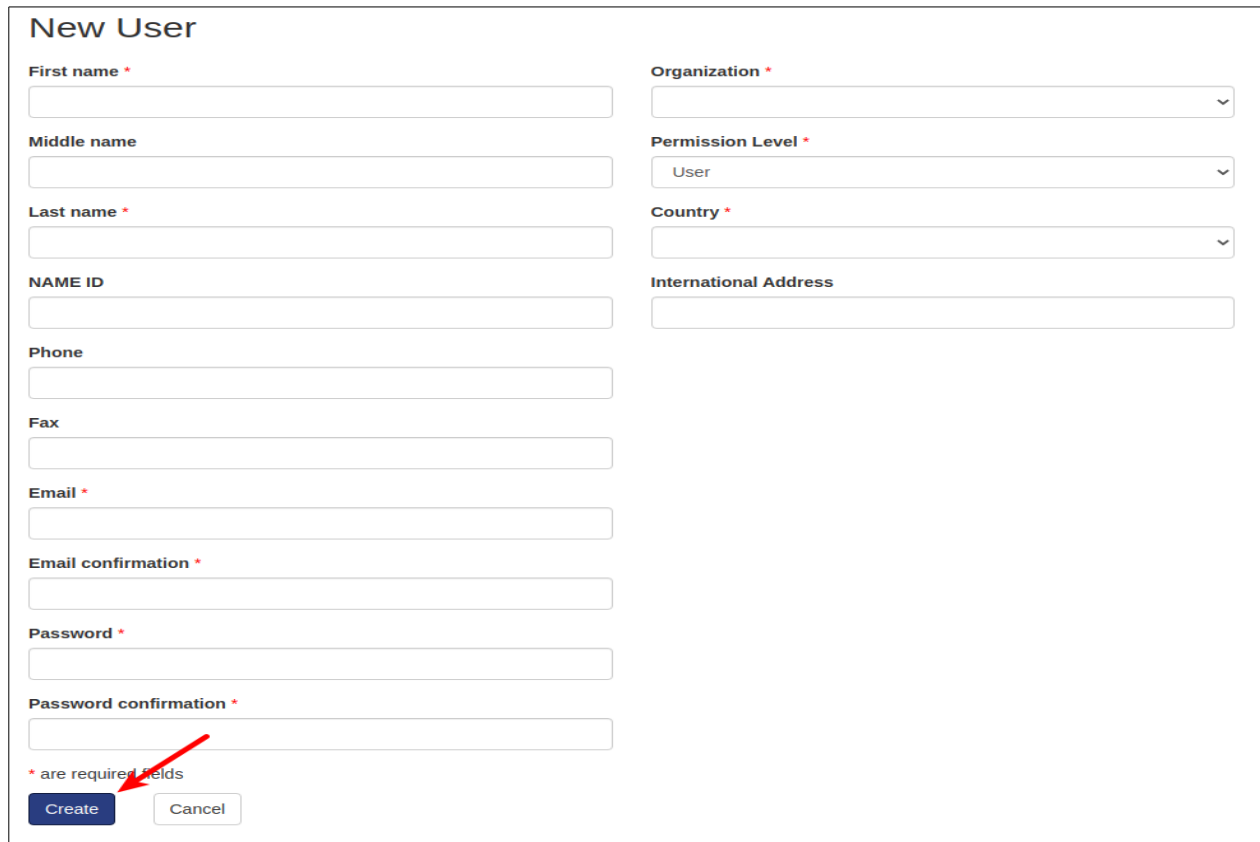
4. Fill out the user's profile.

Note: All fields marked with an asterisk * are required. Leave permission level as 'User' if you only want them to be able to edit programs you add them to. Select 'Admin' for permission

level if you want them to be able to edit all programs for your organization, and be able to create new users.

5. Click 'Create'.

Note: This will send them an email notification with their login information.



The 'New User' form contains the following fields:

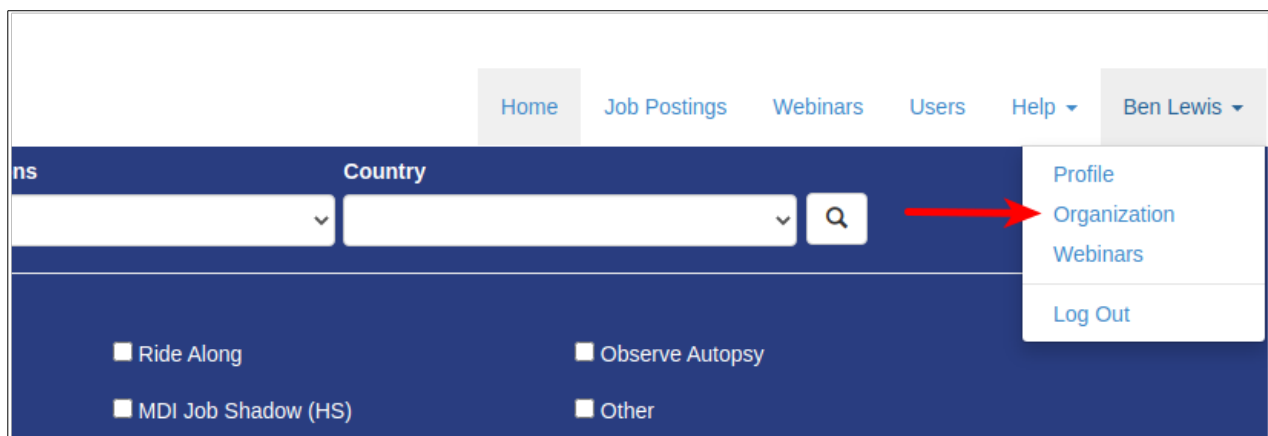
- First name *
- Middle name
- Last name *
- NAME ID
- Phone
- Fax
- Email *
- Email confirmation *
- Password *
- Password confirmation *
- Organization *
- Permission Level *
- Country *
- International Address

* are required fields

Buttons: Create, Cancel

6. In the navigation links at the top-right, click on your name to open a dropdown.

7. Click 'Organizations' in the dropdown list to view the associated programs.



The navigation bar includes links for Home, Job Postings, Webinars, Users, Help, and Ben Lewis. A dropdown menu is open under Ben Lewis, listing Profile, Organization, Webinars, and Log Out. A red arrow points to the 'Organization' option.

Below the navigation bar, there are search filters for 'ns' and 'Country', and a list of checkboxes for Ride Along, MDI Job Shadow (HS), Observe Autopsy, and Other.

8. Select the program you want to add them to.


Programs

Name	Opportunity	Location	Open Positions
→ ORA, Inc. Fellowship	Other	Big Rapids, MI	N/A

[Add New Program](#)

9. Click 'Edit' in the bottom-left under the program information.

Year	Open Positions
2021	5
2022	5
2023	5



Training Opportunities
Observe Autopsy: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Consequat ac felis donec et odio pellentesque diam volutpat commodo.

Program description:
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[→ Edit](#) [Delete](#)

10. Click 'Add user to program' near the bottom of the form under the label 'Current users'.

Director
Kelly Smith
ks@mail.com [View Profile](#)

Other

Current users
Bob Smith
bs@mail.com [View Profile](#)

Job title
Coordinator [Remove](#)

[Add user to program](#) ←
Can't find the user you're looking for? [Create new user](#)

11. Select the user you created in the dropdown and enter their job title to the right of it.

12. Click 'Update' in the bottom-right.

Current users
Bob Smith
bs@mail.com [View Profile](#)

Job title
Coordinator [Remove](#)

[Add user to program](#)
Can't find the user you're looking for? [Create new user](#)

Description
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Consequat ac felis donec et odio pellentesque diam volutpat commodo. Viverra orci sagittis eu volutpat odio facilisis. Nunc vel risus commodo viverra maecenas accumsan lacus. Nisi scelerisque eu ultrices vitae auctor eu. Tincidunt nunc pulvinar sapien et ligula

[→ Update](#) [Close](#)