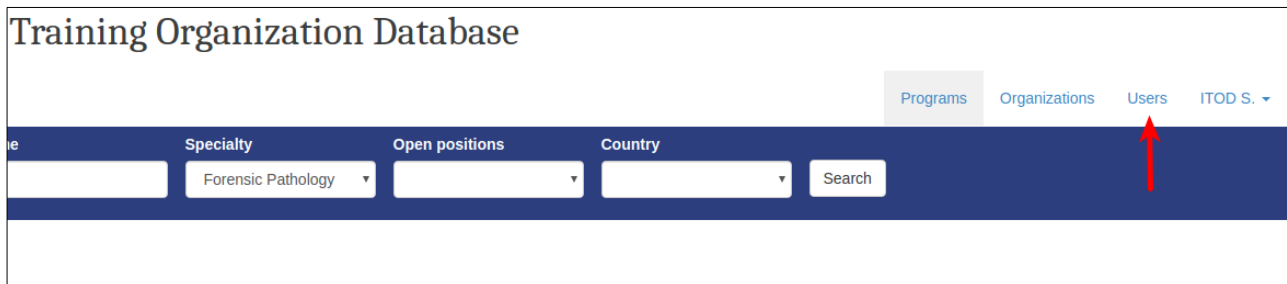


Task: Adding Users to Programs

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.

New User

First name * <input type="text"/>	NAME ID <input type="text"/>
Last name * <input type="text"/>	Organization * <input type="text"/>
Country * <input type="text"/>	Phone <input type="text"/>
State <input type="text"/>	Email * <input type="text"/>
City * <input type="text"/>	Email confirmation * <input type="text"/>
Address 1 * <input type="text"/>	Password * <input type="text"/>
Zip <input type="text"/>	Password confirmation * <input type="text"/>
* are required fields	Permission Level * <input type="text" value="User"/>

- 6. In the navigation links at the top-right, click on your name to open a dropdown.
- 7. Click 'Programs' in the dropdown list to view your programs.

Training Organization Database

Programs Organizations Users ITOD S. ▾

Specialty Open positions Country Search

Forensic Pathology

Profile Programs Organization Log Out

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

My Programs

Name	Specialty	Country
Clinical Pathology Program	Clinical Pathology	United States
Death Investigation Training Program	Death Investigation	United States

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:
 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 ullamcorper malesuada proin libero. Tempor nec feugiat nisl pretium fusce. Nunc mattis enim ut tellus elementum sagittis vitae et leo. Mattis aliquam faucibus purus in. Ultricies leo integer malesuada nunc vel risus commodo viverra. Suscipit adipiscing bibendum est ultricies integer quis auctor elit sed. Vestibulum sed arcu non odio euismod. Interdum varius sit amet mattis vulputate enim nulla aliquet. Turpis egestas maecenas pharetra convallis posuere morbi. Urna molestie at elementum eu facilisis sed

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

Director Other

Kelly Smith

ks@mail.com

Current users **Job title**

Bob Smith


bs@mail.com

[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	Job title
<input type="text" value="Bob Smith"/> bs@mail.com View Profile	<input type="text" value="Coordinator"/> Remove
Add user to program Can't find the user you're looking for? Create new user	
Description <input type="text" value="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"/> 	
<input type="button" value="Update"/> <input type="button" value="Close"/>	