

Create Users

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Authorized administrators can create new user accounts for the locations they manage. The location you assign to the user governs their access to provider facilities, patients associated with those facilities, and EMTrack features. Refer to [Locations and Roles](#) for more information.

Note: To change a user's login email, you must simply create a new account with the new login email and deactivate or delete the account with the old login email.

In addition, note the following:

- Disregard the User Import Search section at the top of the window.
- Middle Name is optional.
- The Location you select is this new user's default location.
- The Roles pick list contains only the roles established for the Location you selected.

Important: If you want the person to have access to the solution, you must provide a login email. Then, the person will receive a welcome email, through which they must activate their account. For more information, go to [Activate an Account](#).

To create a user account

1. On the upper right, click **System Settings**.
2. On the left, under *Users & Devices*, click **Users**. The *Users* page opens.
3. Click **New User**. The *Create New User* window opens.
4. Enter the requested information.

Field	Description
Auth Provider	Juware Account Services; the method for account verification.
Login Email	Necessary to log in. Unique email at which the user can receive and respond to emails.
Username	Name previously/temporarily used to log in.
First Name, Middle Name, Last Name	User's name.
Organization	User's organization affiliation.
Time Zone	User's time zone.
Work Phone, Mobile Phone, Text Pager, Email	User's contact information.
State, Level, License #	User's healthcare provider information, such as their level (doctor, nurse, EMT) and license number.
Location, Role	User's default location (division) and role at that location.

5. Click **Save**.