1. Open **Administration>System Security>Users**.
2. Click the **(Create icon)** in the *Icon Bar*.
3. Select if the user will **Subscribe to Daily Emails** or **Subscribe to Weekly Emails**. Once the user activates their account, they can update their email subscription preferences.
4. For clients with the *Grant Research* module, select if the user will have **Research Module Access**.
5. For clients with the *Competitive Award Management* module, select if the user will have **Applicant Portal Access**.
6. Select the user security **Role**. For more details, see Security Roles.
    - **Organizational Admin:** Can create, view, and edit all records in the account.
    - **Executive:** Can view all records in the account.
    - **Department Admin:** Can create, view, and edit all grant and project records linked to their department(s).
    - **Department User (Salary):** Can view all grant and project records linked to their department(s).
    - **Department User (No Salary)**: Can view all grant and project records linked to their department(s), excluding budget personnel line items.
    - **Project Admin:** Can create, view, and edit all project records.
    - **Project User (Salary):** Can view and edit all projects assigned to them and view any grants linked to their projects.
    - **Project User (No Salary):** Can view and edit all projects assigned to them and view any grants linked to their projects, excluding budget personnel line items.
    - **Fund Admin:** Can create, view, and edit all fund, opportunity, and award records.
    - **Fund User (Salary):** Can create, view, and edit all opportunity and award records and assigned fund records.
    - **Fund User (No Salary):** Can create, view, and edit all opportunity and award records and assigned fund records, excluding budget personnel line items.
7. Add the user's **First Name** and **Last Name**.
8. Add the user's job **Title** (optional).
9. Select the user's **Supervisor** (optional). This list pulls from *Contacts>Staff*.
10. In the *Track Time* dropdown, select how frequently the user will **track their time** for timesheets.
11. Add the user's **primary address** (optional).
12. Add the user's **primary email address**.
13. Add the user's **primary phone number** (optional).
    Note: AmpliFund login usernames (i.e., the user's email address) cannot be edited in the system. However, you can update a user's primary email address as

necessary. If you need to change the AmpliFund username, you can submit a ticket.

14. Add a **Description** (optional).
15. Add a **User Identifier** (optional).
16. In the *Status* dropdown, select **Enabled**.
17. Click **Create**.