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](https://amplifund.zendesk.com/hc/en-us/articles/210570583-What-can-the-different-security-roles-do-).
   * **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**.