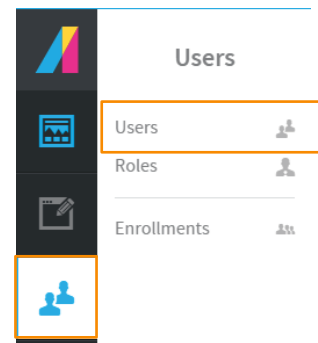# ADD A NEW USER ACCOUNT
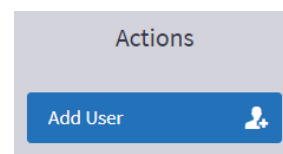
STEP 1: OPEN YOUR USERS LIST

Once in the Admin interface, on the left side menu choose Users. Then chooseUsers again at the top. This will bring up a list of users in the store(s) you manage.

Users

Users

Roles

Enrollments

STEP 2: CLICK ADD USER

On the right side of the screen, click the blue User button under Add New.

Actions

Add User

STEP 3: FILL IN THE FORM FIELDS

Fill in all the required fields with the user's information. The list of fields to fill in is below.

Info   Details   Account   Messages   More

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Email Address

Email Address

Username *

Username

Password *

Password

Confirm Password *

Password

Department

McKesson Canada

Is Active

ACTIVE

General Section:
First Name, Last Name, E-mail Address, Username, Password fields, Department. When you add in the user's e-mail, the username will populate with this information. Make sure you choose the correct SAP # in the Department field to place the user in the right store.

Is Active

ACTIVE

The Is Active button should be left Active.

Country

State/Province

Contact Section: Country and Province/Territory.

More

Position in Pharmacy/Poste à la pharmacie

Banner/Bannière

More Section:
The user's positionin the pharmacy and the store's banner.

Language

Details Section:
Language

STEP 4: CLICK SAVE

Once you click Save, a welcome e-mail will be sent to the new user. The e-mail contains a link for the user to change their password and login for the first time.

Save

Cancel