## How to Add an Administrative User

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<b><u>Step 1</u>:</b> Log into your Administrative account at <u>NHANOW.com</u>	Login / Account 🔻	
<u>Step 2:</u> If you have permission through your NHA account to add a user, select the Manage Users link under Staff on the left-hand side	<b>STAFF</b> Manage Users	
Step 3: Select the Create New option in the bottom-left hand corner	*Note: You will only see those who have Instructor-level or lower access on this list. Anyone with Director-status can add/remove users and they will not be visible to you here.	
<b>Step 4:</b> Choose the level of access required for your new user. You can choose multiple access levels	Director Instructor Proctor	
<ul> <li>Proctor status will only provide access to the Exams portion of the NHA account</li> </ul>	Proctor	
<ul> <li>Instructor status will activate all of the content and resources except the Manage Users Features. It will also send emails to those individuals related to exam roster approvals</li> </ul>	Instructor	
<ul> <li>Director status will activate all of the NHA resources and will send emails associated to program updates and system upgrades</li> </ul>	Director	
Step 5: Fill in the name and email address for your staff member	First Name: Last Name: Username (email): Confirm email:	



<b><u>Step 6</u></b> : Select Add New on the right- hand side in alignment with the		
Organizations header	Organizations:	Add New
<b><u>Step 7</u>:</b> Locate your Organization in the drop-down list	Add Association Organization: NHA Presentation Exam Types	
<b><u>Step 8</u></b> : Activate the certification(s) that your staff member needs to have access to for resources and reporting and press <b>Save</b>	5 51	Abbreviation Testing Method CPT paper/online ExCPT third_party CBCS paper/online CPCT-A paper/online CET paper/online CCMA paper/online CMAA paper/online
Step 9: When all is set, select Add User to add to the account	O Add U	ser
<b>Step 10:</b> If an error is received, check the email address with your end user. If this email address is being used in another account or as a candidate login that will need to be updated before this email can be tied to an administrative login for your account	Failure  There was a problem with the information you entered. Please correct the issues and try again. OK	
<b><u>Step 11</u></b> : Once sent, an email will be launched to your administrator to set up his/her account	Instructor Name Pharmacy instructor@nhanow.com Jane Doe janedoe@nhanow.com	Instructor CMAA, CPT, CBCS, CET, CEHRS, ExCPT, CPCT-A, CCMA Proctor CMAA, CPT, CBCS, CET, CEHRS, ExCPT, CPCT-A, CCMA