

Adding Administrator Users

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Adding Administrator Users to Vuzion CORE

1. Open a web browser and navigate to <https://core.vuzion.cloud> Sign in using your CORE credentials
2. Now you are signed in, if adding a new admin for your reseller account click **Users** on the navigation tab on the left - to add a new admin account for a customer, go to **Customers** and **Log In** as the customer first.
3. Now click **Add New Users**
4. Enter in the users first name, last name, email address and select the role you wish the user to have:

*If you wish for the user to be an administrator, make sure to click **Assign staff member roles to user***

Users
Add New Users

SPECIFY NEW USER

First Name Last Name

Email
This email address will be used to sign in and receive notifications.

Access Rights
 Allow user to manage assigned services only
 Assign staff member roles to user

Staff member defaults Account Administrator

Address Line 1 Address Line 2 (Optional)

City Country State (Optional)

Zip Code Phone Number

ONE MORE USER

5. If you wish to send the user their login credentials, tick the box to **“Send activation email to users”**. This will send an activation link using the details entered in step 4 to the user which they can follow to log in to Vuzion CORE.

6. Click **Finish**.

7. The user will now be listed under Users within Vuzion CORE.