

As the Institution Administrator,

YOU HAVE THE POWER

to add new users and unlock users



HOW TO ADD A NEW USER

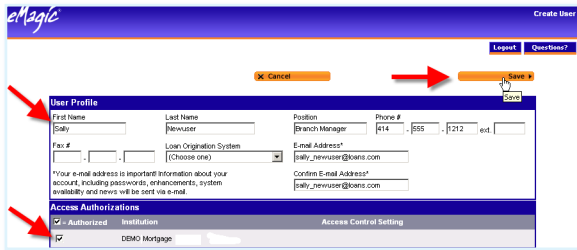
- 1 On eMagic's main menu, go to: Manage Account > User Admin > Add User Profile.



- 2 Select "Create a new user" and click Assign Access.



- 3 Enter user information, assign authorized institutions, and click Save.



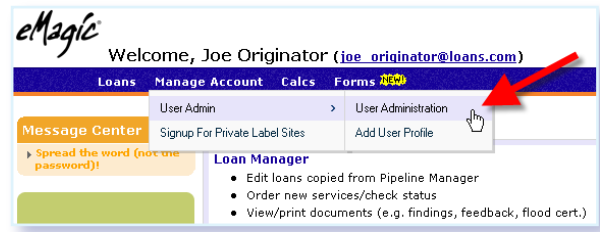
The new user will receive two e-mails:

- One with the eMagic login ID
- One with the eMagic password

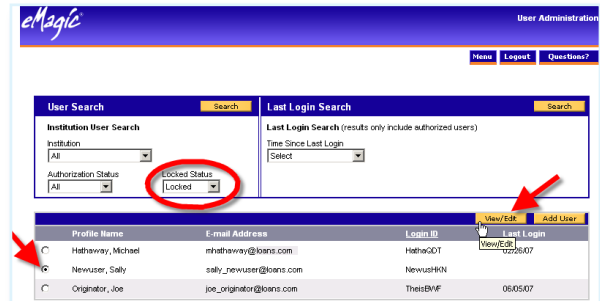
Instruct the user to **NOT SHARE THE LOGIN ID AND PASSWORD** with anybody!

HOW TO UNLOCK A USER

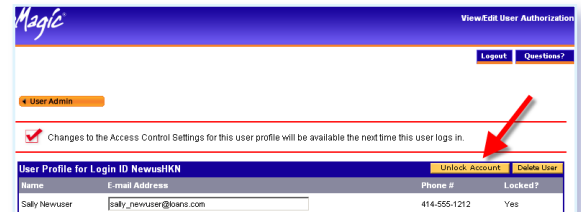
- 1 On eMagic's main menu, go to: Manage Account > User Admin > User Administration.



- 2 Locate the locked user.
Optional: You may Search for unlocked accounts.



- 3 Click Unlock Account.



The unlocked user will receive an e-mail with a temporary password.

NOTE: You also have the power to unlock other Institution Administrators.

Instruct the user to **NOT SHARE THE LOGIN ID AND PASSWORD** with anybody!

Need help?

Please contact our Technical Support team at 1-888-549-9322 or technology_assistance_center@emagic.com.