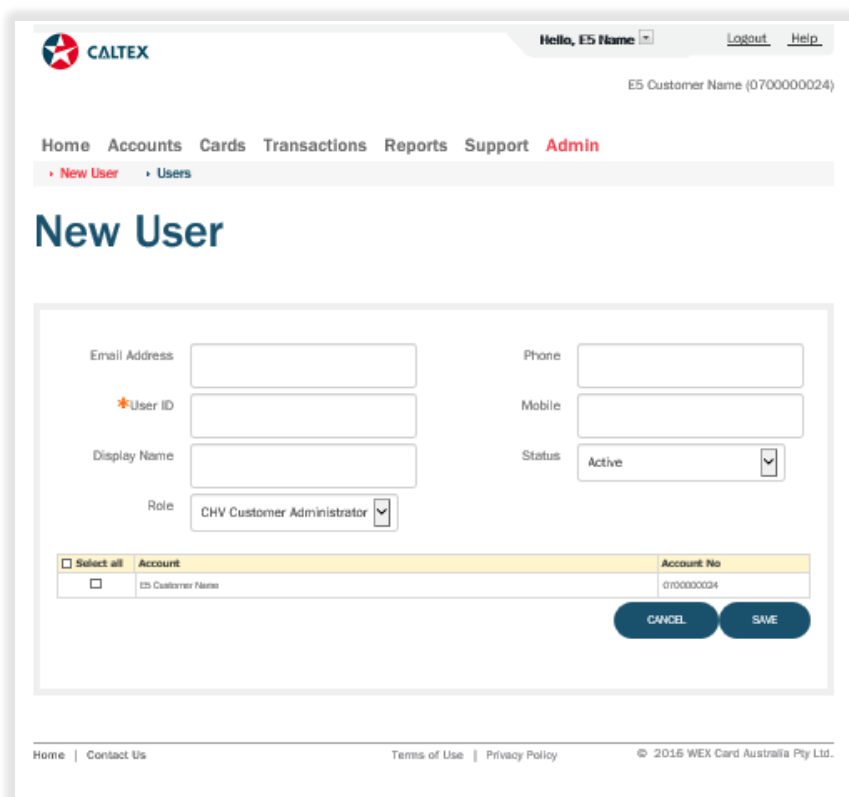## Admin

With this access, Admin User can also create another StarCard Online Administrator or CHV Customer User or CHV Customer Read Only depending on the needed access rights.

Create new User
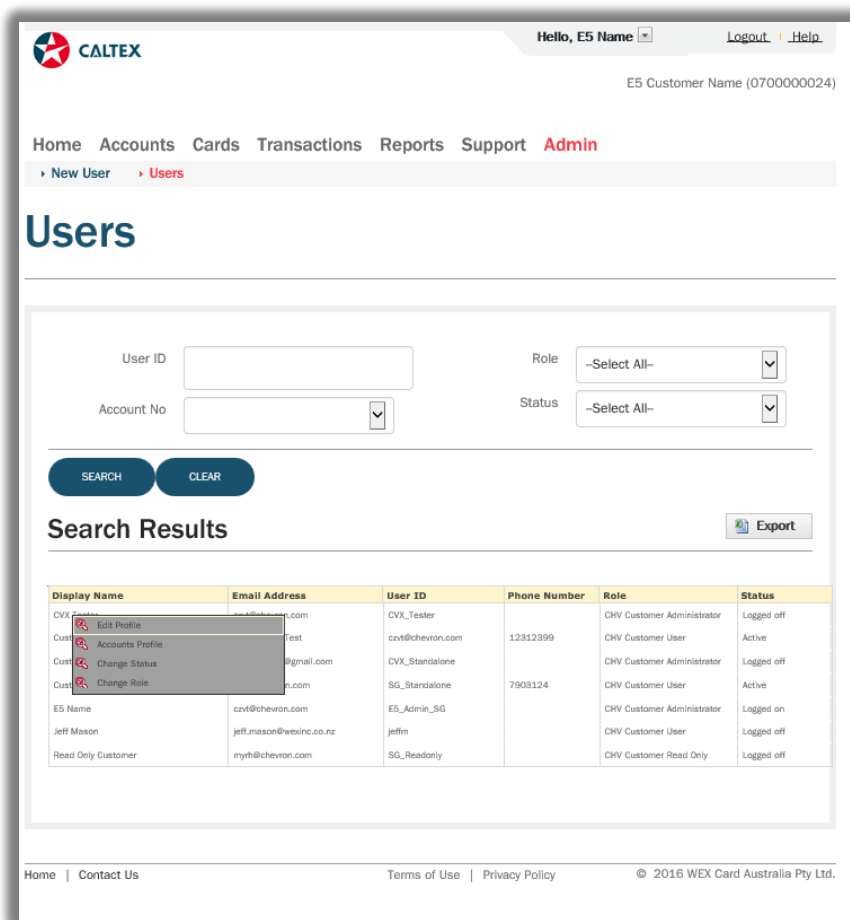
1. Go to **Admin Menu > New User Sub-menu > New User Section**

2. Enter the new **User's information** (Name, User ID, email address etc.)

3. Select the **Role** of the new user on the "Role" field

4. Select the **Status** of the new user to Active.

5. Select the **Account/s** to be linked to the New User by ticking the radio button across it. Then click **"Save"** button.   Admin must provide the newly created user ID to user.

6. New User needs to log in by entering the USER ID then click **"Forgotten Password link"**. A system generated will be sent via email. After entering the new password, user will be prompted to change it.

Users > Edit User Profile

View Account Profile, Edit Profile, Change User Status and Change User Role.

1. From **Admin Menu > Users**, search the Starcard Online Users then click the line item to be updated.

2. Select from the Menu: **Account Profile, Edit Profile, Change User Status and Change User Role**. (screen will be routed to the chosen screen).

3. Make the necessary changes on the User Information. Click the **"Save"** button

   **If the account to be linked to the user is not on the list, Customer needs to contact CSC to add the Account to their StarCard Online access