



Training Hub

How to Create a New User Profile.



How to Create a New User Profile.

To create a New User Profile, select:

System ➡ **Users** ➡ **Add User**

Now you will enter the user details:

- **Name & Email Address**
- **Contractors** that are assigned to them
- **Sites** that are assigned to them
- Tailored permissions (**Roles**) for the user.

To finalise the process, select **Add**

Add New User

Email Address *

Confirm Email Address *

Email address will be used to log into MSite

☒ Send Password Reset Email ?

Role(s) Please Select

First Name

Last Name

Phone Number

Contractors All Selected

☒ Automatically Grow Contractors ?

Site Groups Please Select

☐ Automatically Grow Site Groups ?

Sites Please Select

Decommissioned Sites Please Select

☐ Automatically Grow Sites Within Group(s) ?

☒ Allow Cross Site Worker Searches ?

Alerts Please Select

Notes

Cancel Add

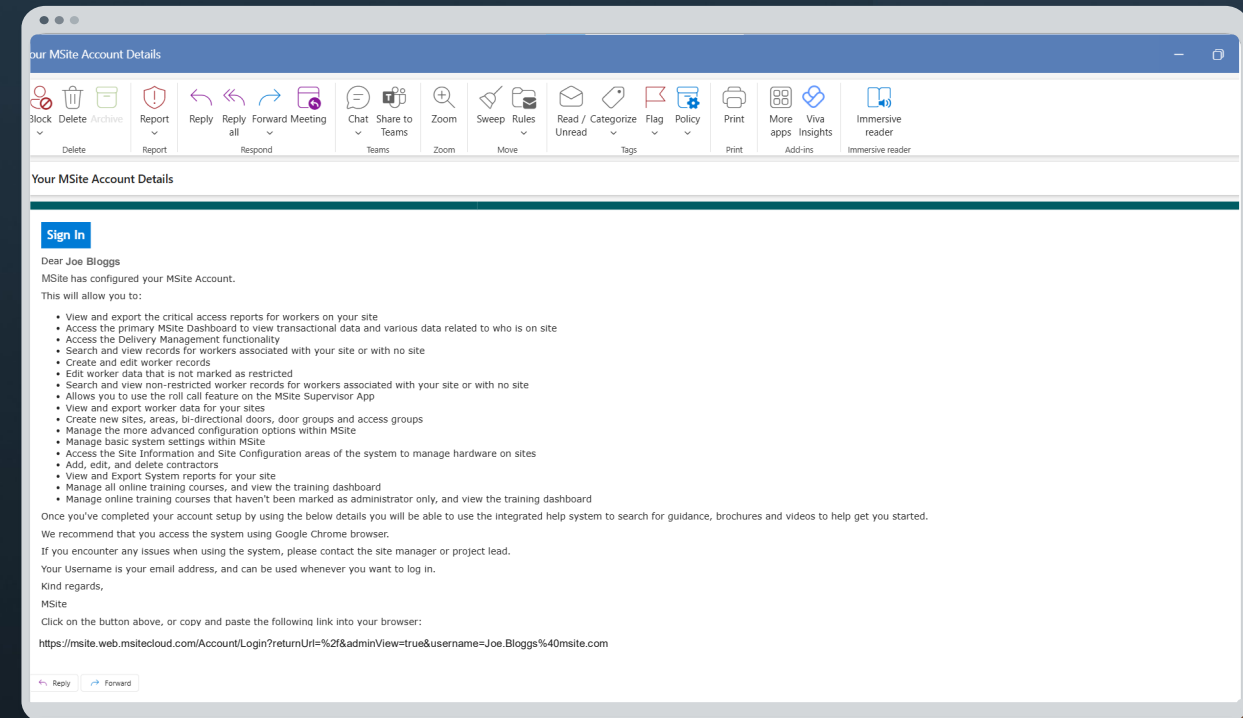
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The user will receive an **email** outlining the permissions which have been assigned to their profile.

Clicking on the **link** will direct the user to their companies MSite instance and allow the user to log in using **SSO** or a **password** that they have created.

If the user has any of the '**Mobile**' roles assigned, they will also receive a **secondary email** relating to the **MSite Supervisor App**.

There is also guidance available on the **Training Hub**, where content can be found relating to many of the areas within the **MSite System**.





Be safe. Be productive. **Be one.**