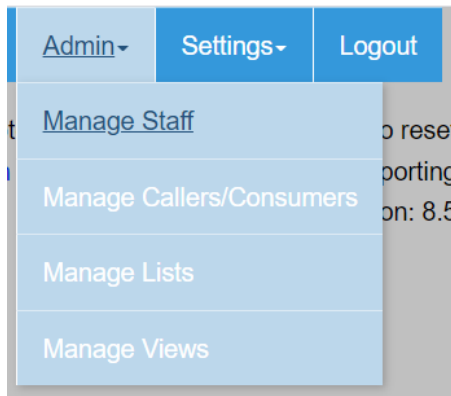
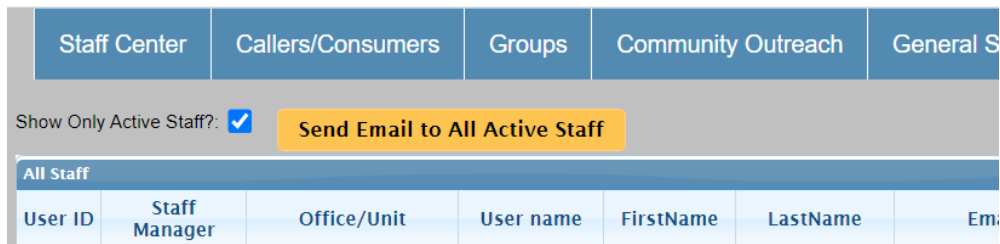


Manage and Create a New MICIL User in the Staff List

1. Manage Staff by clicking 'Admin' on the top Menu bar and select 'Manage Staff' (Note: this only shows if you are an administrator.)



2. Note: Before adding new Staff, check that the user is not already in the system. MiCIL won't allow a duplicate User Name. Use the "Show Only Active Staff?" to toggle to see Inactive Staff names.



Note: Use the gold 'Send Email to All Active Staff' button to send an email to all users. It will open your default email application and populate the email address into the email for you.

Add the new name at the bottom of the list-

All Staff																		
User ID	Staff Manager	Office/Unit	User name	FirstName	LastName	Email	Active	Admin	Access All	Locked	Last Login	Time Mode	Role	Show Custom	Save Custom	Accessible	Reset Password	Welcome Email
33 J	Vickery	The CIL	MTraining	Michelle	Training	michelle@micil.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/28/2023 4:36 PM	Hours	No Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reset Password	Send
-1			Meta				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Hours		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reset Password	Send

Note the 'User ID' field shows -1, this is normal. It will assign an ID number after you enter the new User.

Enter the following:

- **Staff Manger:** Choose the staff's manger.
- **Office/Unit:** Choose the office or unit the user belongs to.
- **Username:** This will be used to login.
- **FirstName:** Enter the users first name.
- **LastName:** Enter the users last name.
- **Email:** Enter the email address to be used to send them a welcome password and for password resets for the account.
- **Active:** You can use this to make a user inactive.
- **Admin:** If the user needs to have administrator rights to the system.
- **Access All:** Check this box to give the user access to all records in the system. If this box is un-checked they will only be able to open Case records to people that their Staff name is assigned to.
- **Locked:** A user's account will become locked after 3 failed login attempts. Administrators can unlock the record by un-checking the box. Administrators may also lock users from logging in to the system by checking the box.
- **Last Login:** This shows the last time the user account logged in. Note! This is showing Central Time.
- **Time Mode:** This will set the time mode for the user.
Example- Hours=1, 1.25, 1.5, 1.75, 2; Minutes: 60, 75, 90, 105, 120 min; Unit is 1 Unit = 15 minutes.
- **Role:** This column is used 'No Editing' and when set, that user may only read the data in MiCIL.
- **Show Custom:** MiCIL can contain custom fields on the Demographic screen specified by your organization. This controls if Staff can see those fields.
- **Save Custom:** Controls if Staff can change and edit the Custom Fields.
- **Accessible:** Controls MiCIL to be more accessible for JAWS. Please select this for JAWS users.
- **Reset Password:** Click this to Reset the users password. An email will be sent letting the user know the password was reset by an administrator and informing them to ask the administrator for the new temporary password email.
- **Welcome Email:** Used send an email to a new user which will include the link to the site a username. You will be prompted to choose a temporary password for the user. You will need to tell the user what the temporary password is.

A) When you click the **Welcome Email** button, the box below will pop up and you will enter a temporary password for the user. "Hello!" will work. Remember to give this password to the new user as they will need it to complete their login.


Password ✕

Are you sure you want to send a welcome email to username: "Training." S/he will need to receive the password by you, because it is not transmitted through email for security purposes.

Password:

Below is the email the user will get when you send them the Welcome email. The email will have your site link in it and their 'User Name.' You will need to tell them in another email or verbally what their temporary password is.

Welcome to MiCIL Envision



Support MiCIL Envision
To Michelle Tanabe

Michelle,

As a new MiCIL Envision user, an account has been setup for you.

User Name: MTraining

Click on the link https://secure.micil.com/ak_adrc_demo/Login to log in or copy the link into Chrome browsers.

Ask your Administrator for your temporary password.

You will be prompted to reset this to a permanent password.
To reset, enter your temporary password in the top box and enter the new password in the bottom two boxes.

Thank you!