


# Managing Users

- [How To: Add Users](#)
- [How To: Change Permission Levels](#)

# How To: Add Users

First, click the “Admin” tab. Then cl

 **MyChild**

Home

Patients

Tags

Floorplans ▾

Reports ▾

**Admin ▾**

Help ▾

User Management

+ New User

Import from Excel

Export to Excel

Drag a column header and drop it here to group by that column

Facility	Department	First Name	Last Name	Email Address	PIN Code
DefaultFacility	All	Minimum	Permission	minperm@mcrobertstech.com	
DefaultFacility	DefaultUnit	MyChild	Administrator	demo@mychildcloud.com	1523
DefaultFacility	DefaultUnit	Sarah	Davis	cssoinc@gmail.com	2457
DefaultFacility	DefaultUnit	G	W	gloria.woods@mcrobertstech...	1955
DefaultFacility	DefaultUnit	newFirst	updated	test@mychildcloud.com	3499
DefaultFacility	All	Test	Test	test3@test.com	6541
DefaultFacility	DefaultUnit	Mitch	Udocon	mitchudocon@gmail.com	4444
DefaultFacility	All	b	d	brad.davis@mcrobertstech.co...	9831
DefaultFacility	DefaultUnit	Anna	Olt	annaolt@mcrobertstech.com	9985
DefaultFacility	DefaultUnit	M	U	mitchell.udocon@mcrobertst...	5245
DefaultFacility	All	s	d	sarah.davis@mcrobertstech.c...	9667

Manage Users

Settings

Alarm Instructions

© 2023 - McRoberts Technologies |

<https://dev.mychildcloud.com/Admin/>

To add a new user, click the “+New User” button. Enter user’s information and then click the ‘

The screenshot displays the 'MyChild' application's 'User Management' section. A red box highlights the '+ New User' button. To the right, the 'User Control' form is open, containing fields for Facility, Department, First Name, Last Name, Email Address, Pin, Phone Number, Permission Level, and an Active checkbox. The background shows a table of users with columns for Facility, Department, First Name, Last Name, and Email.

**MyChild**

Home Patients Tags Floorplans ▾ Reports ▾ Admin ▾ Help

### User Management

**+ New User** Import from Excel ☒ Export to Excel

Drag a column header and drop it here to group by that column

Facility	Department	First Name	Last Name	Email
	All			
DefaultFacility	All	Minimum	Permission	mi
DefaultFacility	DefaultUnit	MyChild	Administrator	de
DefaultFacility	DefaultUnit	Sarah	Davis	css
DefaultFacility	DefaultUnit	G	W	glo
DefaultFacility	DefaultUnit	newFirst	updated	tes
DefaultFacility	All	Test	Test	tes
DefaultFacility	DefaultUnit	Mitch	Udocon	mit
DefaultFacility	All	b	d	bra
DefaultFacility	DefaultUnit	Anna	Olt	annaolt@mcrobertstech.com 9985

#### User Control

Facility:

Department:

First Name:

Last Name:

Email Address:

Pin:

Phone Number:

Permission Level:

Active: ☐

© 2023 - McRoberts Technologies | b

# How To: Change Permission Levels

User profiles determine what each user sees on the MyChild software.