


# Managing Users

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# How To: Add Users

First, click the “Admin” tab. Then cl

 **MyChild**

Home

Patients

Tags

Floorplans ▾

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**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

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

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




# MyChild

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## User Management

+ New User

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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: 

Select a facility...

Department: 

All

First Name:

Last Name:

Email Address:

Pin:

Phone Number:

Permission Level: 

Select a Role...

Active: ☐

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# How To: Change Permission Levels

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