


# How To: Add Users

First, click the “Admin” tab. Then cl



**MyChild**

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### User Management

[+ New User](#) [Import from Excel](#) [Export to Excel](#)

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

**Manage Users**

Settings

Alarm Instructions

| 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             | mittchell.udocon@mcrobertst... | 5245     |
| DefaultFacility | All         | s          | d             | sarah.davis@mcrobertstech.c... | 9667     |

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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 ‘

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.

| Facility        | Department  | First Name | Last Name     | Email                         |
|-----------------|-------------|------------|---------------|-------------------------------|
|                 | All         |            |               |                               |
| DefaultFacility | All         | Minimum    | Permission    | mir                           |
| DefaultFacility | DefaultUnit | MyChild    | Administrator | der                           |
| 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@mrobertstech.com 9985 |

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