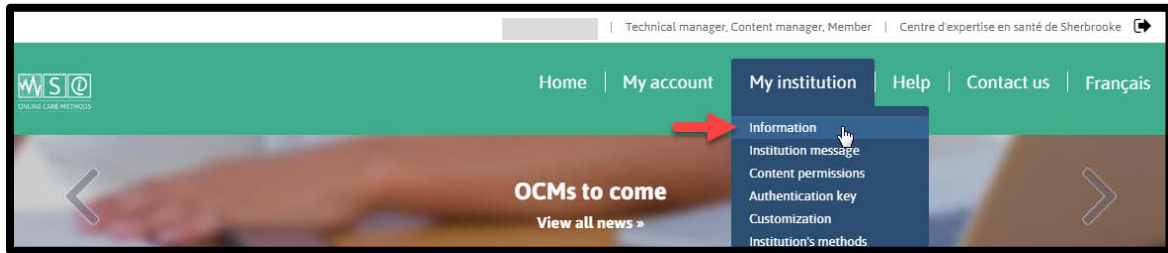


Adding a new user account (Technical managers only)

1. Go to the OCM home page.
2. Select "Information" in the "My institution" menu.



3. Click on "Add a user to the institution".



4. Complete the mandatory sections (see below).

A screenshot of the user creation form. The form is divided into several sections. The 'Establishment roles' section has three checkboxes: 'Technical manager', 'Content manager', and 'Member' (which is checked). A yellow box highlights these roles, and a yellow arrow points to the 'Select the role/roles:' section. The 'Select the role/roles:' section contains two descriptions: '- Technical manager: user accounts management (create, edit or delete);' and '- Content manager: customization, institution's methods and receive update notifications.' Below this are fields for 'First Name', 'Last Name', and 'E-mail', each with a yellow star icon. A note explains that the e-mail address is used for system communications. The 'Status' section has two radio buttons: 'Blocked' and 'Active' (which is selected). The 'Notify user of new account' section has a dropdown menu set to 'Change password'. A yellow box highlights this section, and a yellow arrow points to the 'Create a password and communicate it to the new user:' section. This section contains a note: 'Note: If "Notify user of new account" is selected, the user will receive a notification by e-mail but this message will not include the password. The Technical manager must communicate the password to the new user.' Below the note are fields for 'Password' and 'Confirm password', each with a yellow star icon and a 'Password strength' indicator. A final note says 'Provide a password for the new account in both fields.'

Adding a new user account (Technical managers only)

5. Click on "Create new account".

