

## How to Add a New Database User

To add a user to The Clubhouse Database:

- 1) Check to see if the individual already has a personal folder:
  - a. Open the Personal Folder module and navigate to the Administration Panel.
  - b. In the “Change Affiliations” area of the panel, check the “Everyone” pull down menu to see if the individual already has a personal folder.
- 2) If the individual already has a personal folder, open it. Otherwise, create one:
  - a. Navigate to the Data Entry panel of the Personal Folder module.
  - b. Open an existing folder by selecting the name in the Personal Folder pull down menu and pressing the [enter] or [tab] key.

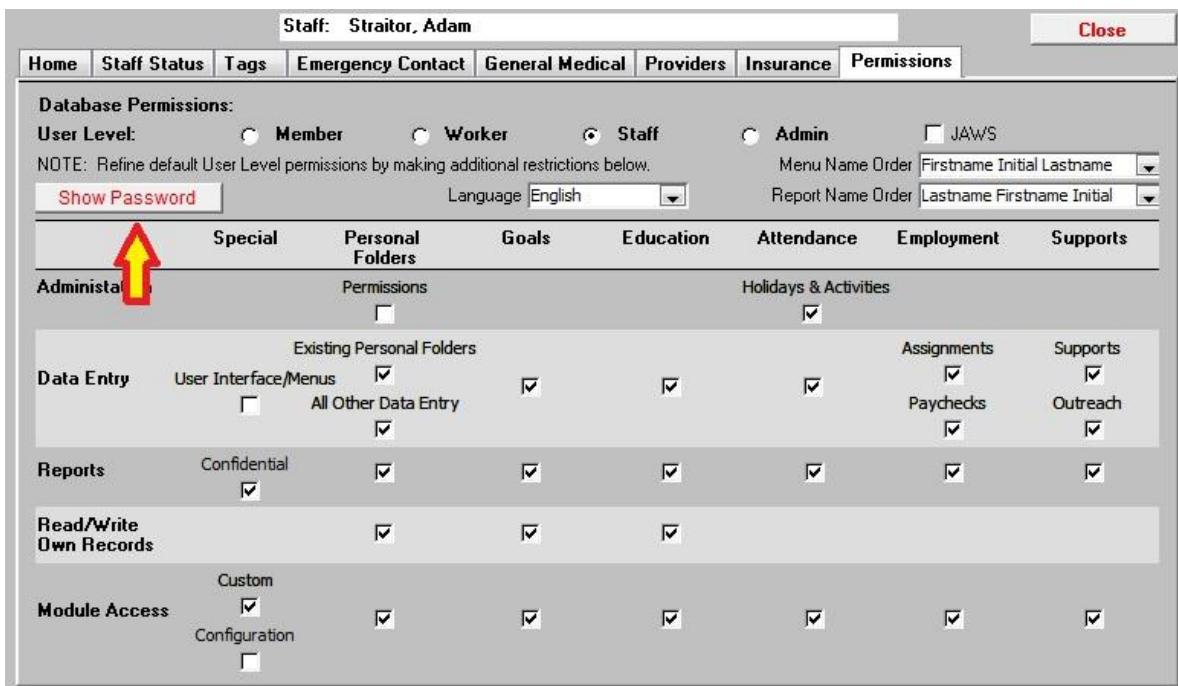


- c. Create one by pressing the “Create a New Personal Folder” button. Then, on the “New Personal Folder Control Panel”, identify the primary affiliation which the individual has with the clubhouse and press the appropriate button.



3) Give the individual a password:

- a. Navigate to the “Permissions” tab of the personal folder.
- b. Click the “Show Password” button. Then type in the individual’s desired password (see image below); Everyone has the ability to change their own password;
- c. If the password does not meet the required minimum length , it will be cleared and you will receive a warning message indicating the minimum length required. If this occurs, select and enter a longer password;



4) Adjust the individual’s permissions (Administrators only): If permissions need to be assigned or adjusted, an administrator will be able to adjust the User Level (high level adjustment) and/or remove specific checked permission (low level adjustment). NOTE: Changing the User Level will automatically set the low level check boxes to the default for that level.