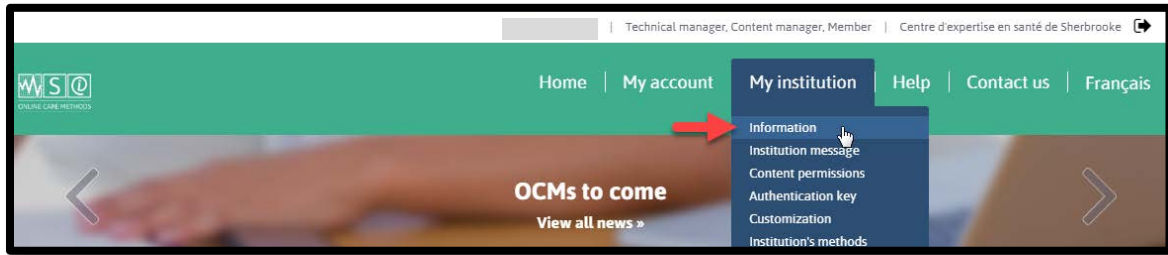


Adding a new user account (Technical managers only)

1. Go to the OCM Home page.
2. Click on "Information" in the "My institution" menu.



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



4. Complete the mandatory sections in the form (see below).
5. Click on "Create new account".

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" (checked). A yellow arrow points from this section to the "Select the role/roles:" section. The "Select the role/roles:" section has two bullet points: "- Technical manager: user accounts management (create, edit or delete);" and "- Content manager: customization, institution's methods and receive update notifications." The form includes fields for "First Name", "Last Name", and "E-mail", each with a red asterisk indicating it is mandatory. Below these fields is a note: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address will not be made public and will only be used to receive a new password or to receive certain news or notifications by e-mail." The "Status" section has two radio buttons: "Blocked" and "Active" (selected). The "Notify user of new account" section has a checkbox (checked) and a "Change password" dropdown. Below this is a "Password" field and a "Confirm password" field, both with red asterisks. A yellow arrow points from the "Change password" dropdown to the "Create a password and communicate it to the new user:" section. The "Create a password and communicate it to the new user:" section has 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." The form also includes a "Provide a password for the new account in both fields." instruction at the bottom.