Workflow with Aztec- How to Add Users

This is a workflow using Tango of the Aztec Software of how to add users in the Aztec Software platform using an Admin log in.

11 Steps   [View on Tango](#)

Created by	Creation Date	Last Updated
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Login to Aztec Software

Login to the Aztec Software using your administrative username and password.

## Type in your Admin Username and Password & then click on the Log In button.

Log in

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vho log on represent that they are authorized to do so. Unauthorized system usage or abuse is subject to criminal prosecution. Systen
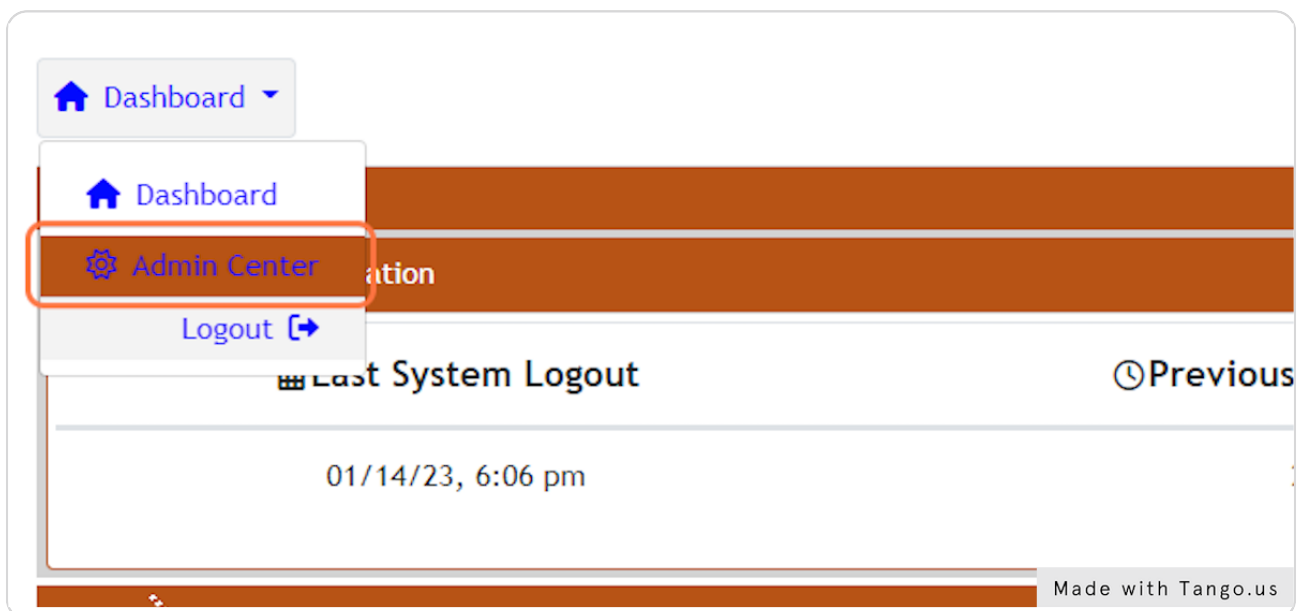
Made with Tango.us

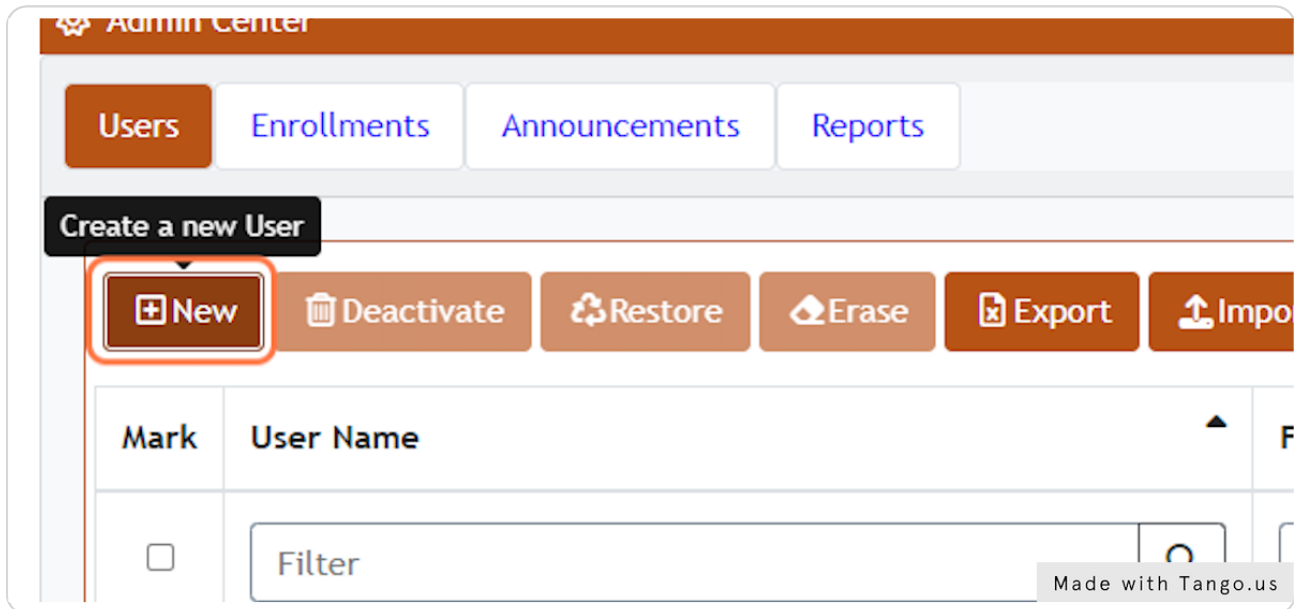**Click on down arrow next to the word Dashboard that's located in the top left corner to view the menu.**
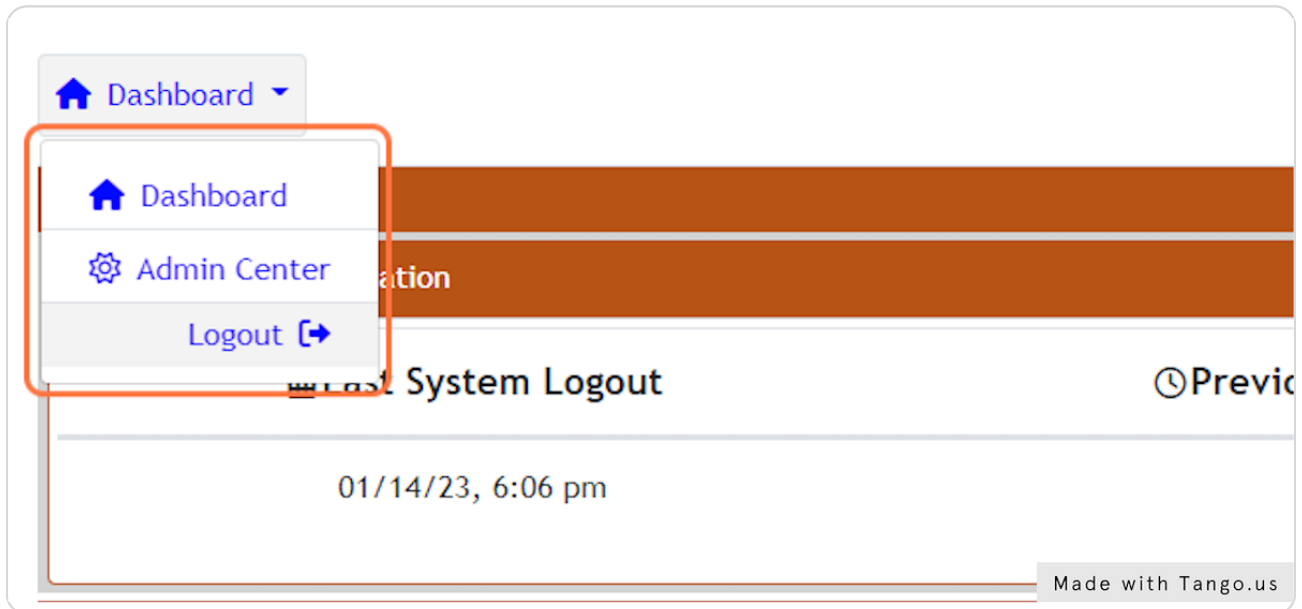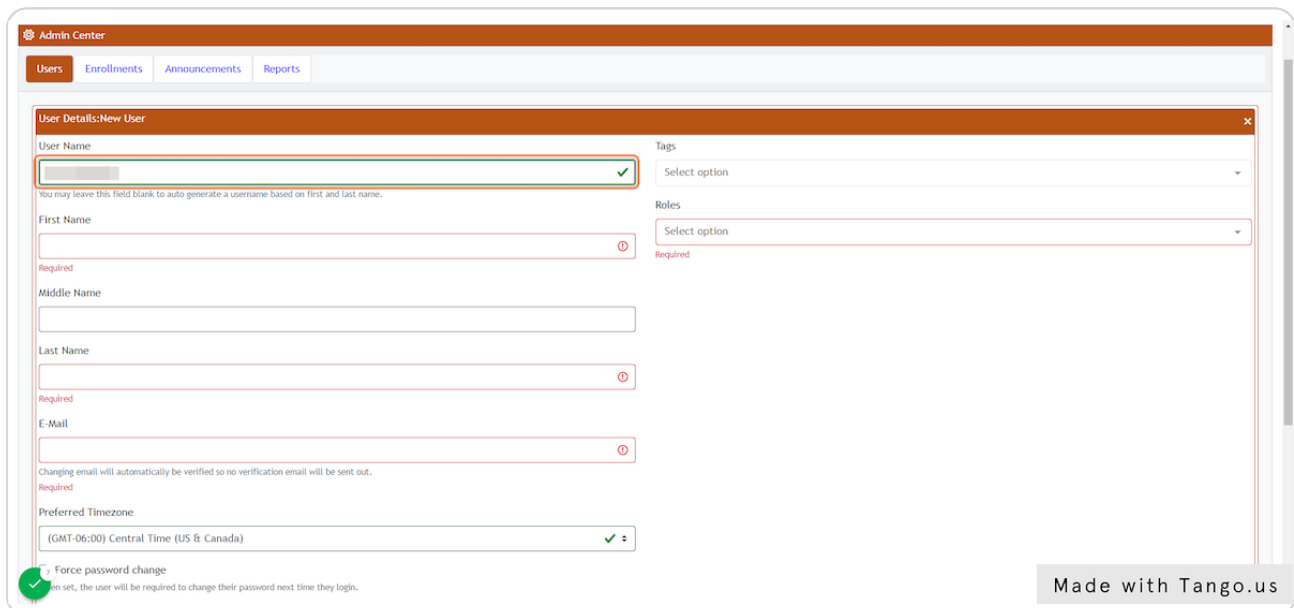
Then click on Admin Center

STEP 5

Click on the Users button in the top navigation then click +New to create a new user
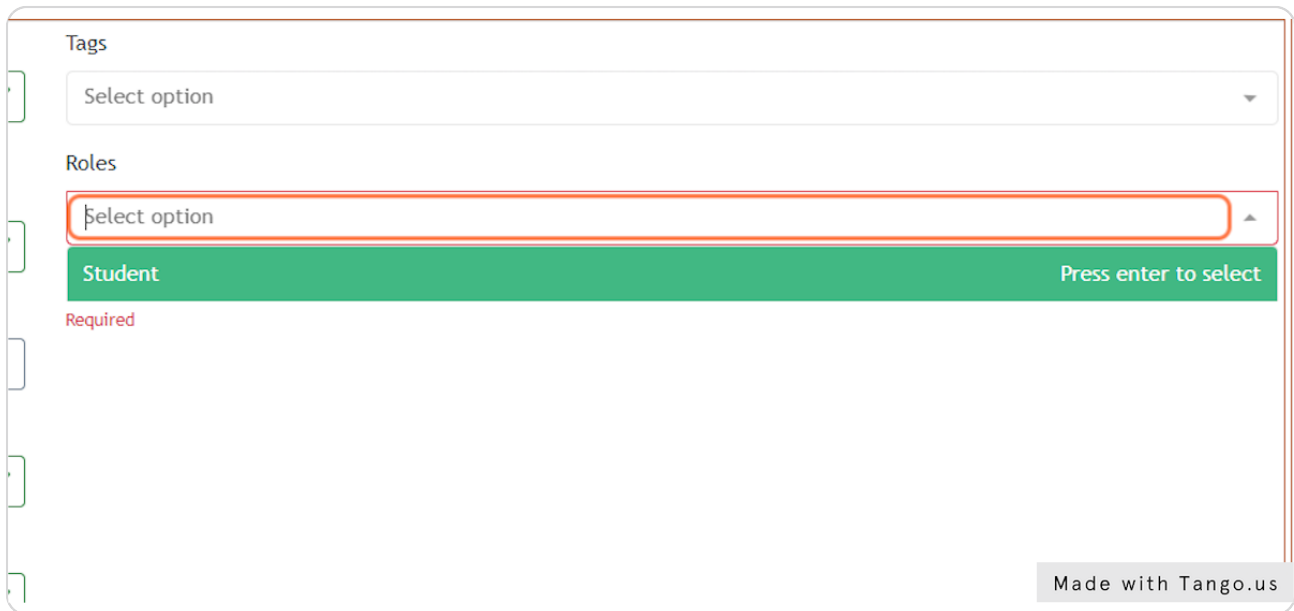

STEP 6

Fill in the required fields of the user details to Create a New User
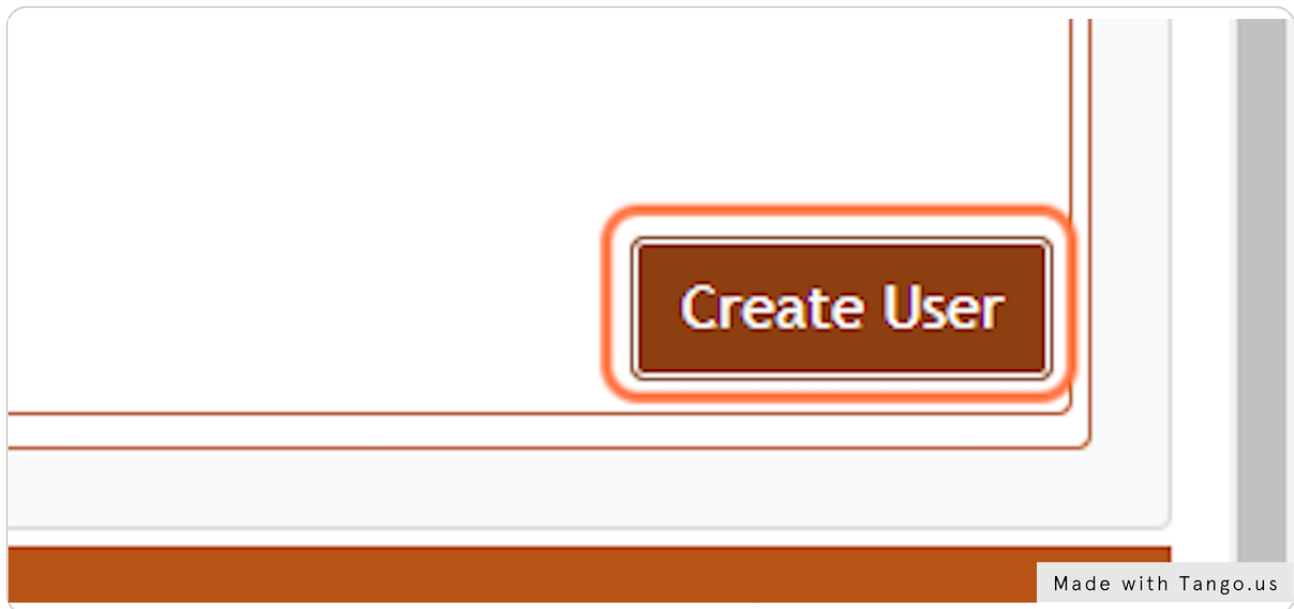
Click on Roles, then choose the role of the user (student or instructor)

Click on Create User

Click on OK

Click on Logout once you have created your new users.
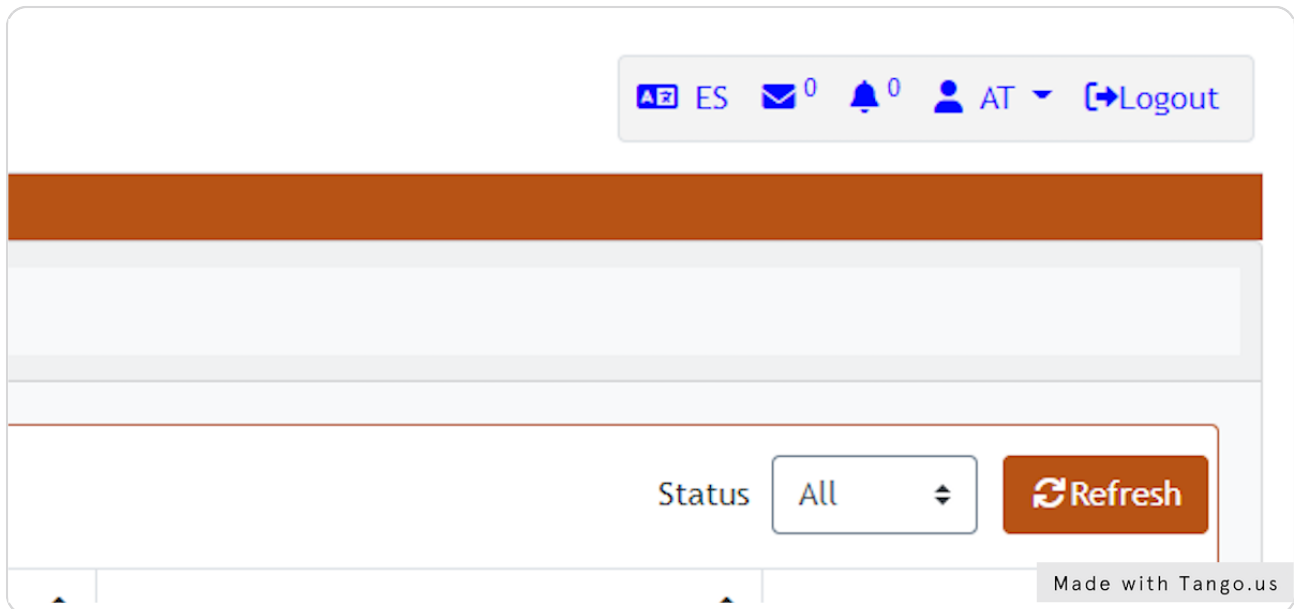
Click on Logout to confirm

		Student	05/05/2022 11:29
you sure you wish to logout?		Student	Never
		Student	12/21/2022 4:39 p
Cancel	Logout	Student	Never
		Student	11/10/2022 1:23 p

Made with Tango.us
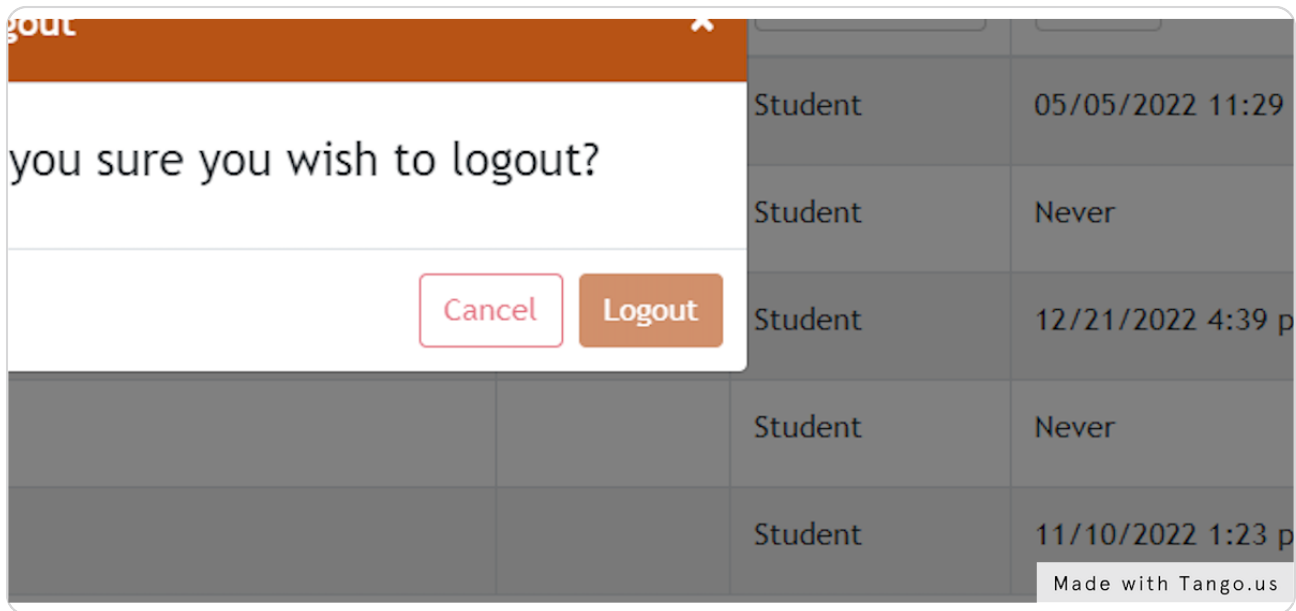
Tango

Created in seconds with

Tango