



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
Tiffany Lee

Creation Date
January 14, 2023

Last Updated
January 14, 2023

STEP 1

Login to Aztec Software

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

STEP 2

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



Log in

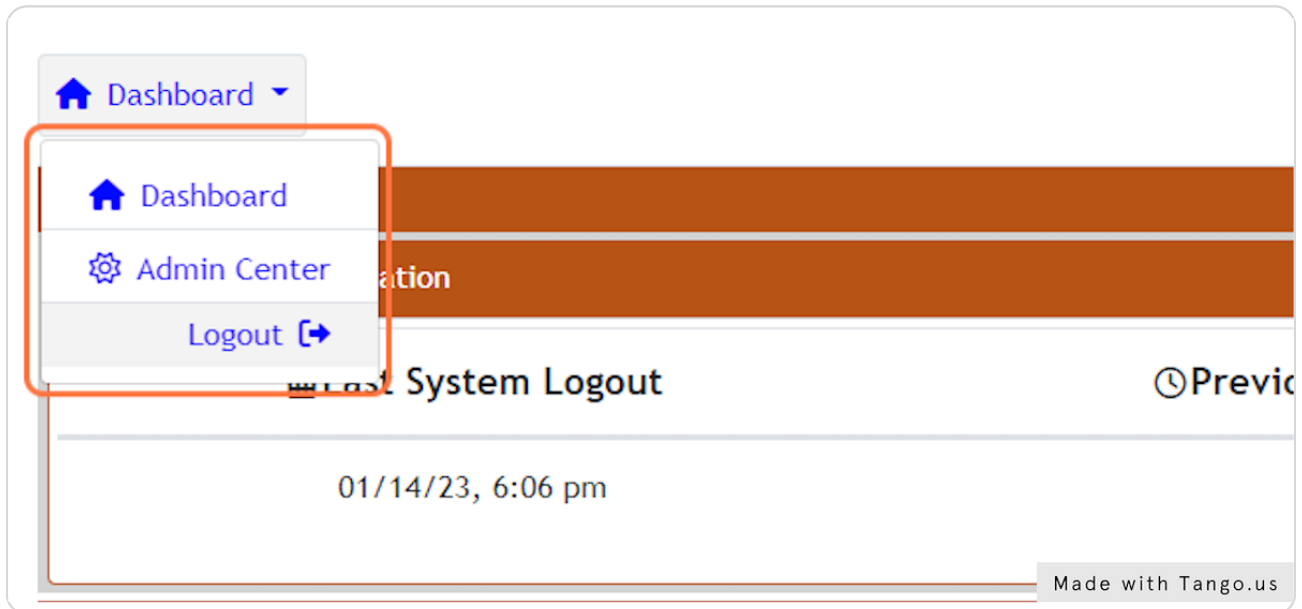
Privacy Policy ©Aztec Software, LLC 2015 - 2023

who log on represent that they are authorized to do so. Unauthorized system usage or abuse is subject to criminal prosecution. System

Made with Tango.us

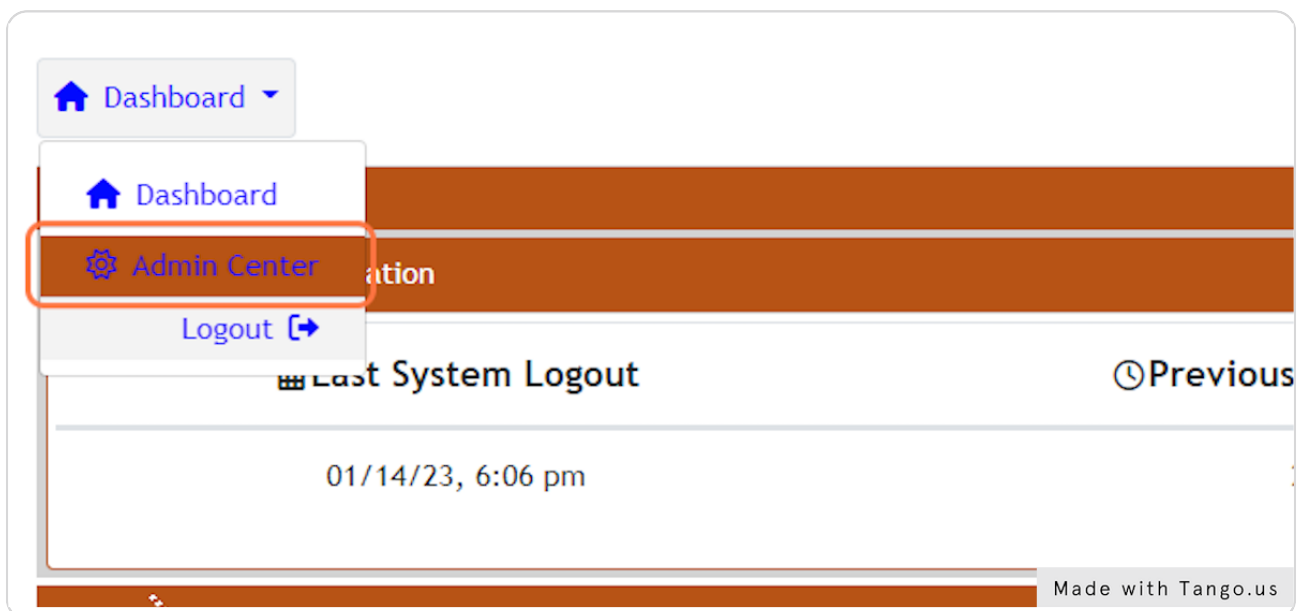
STEP 3

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



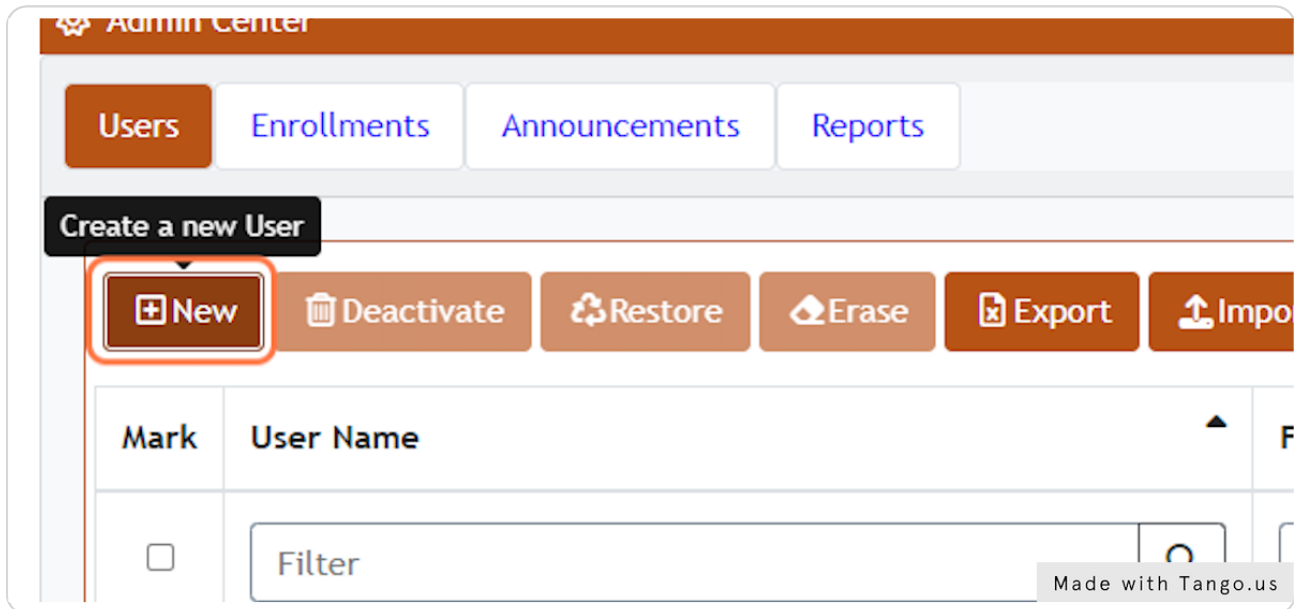
STEP 4

Then click on Admin Center



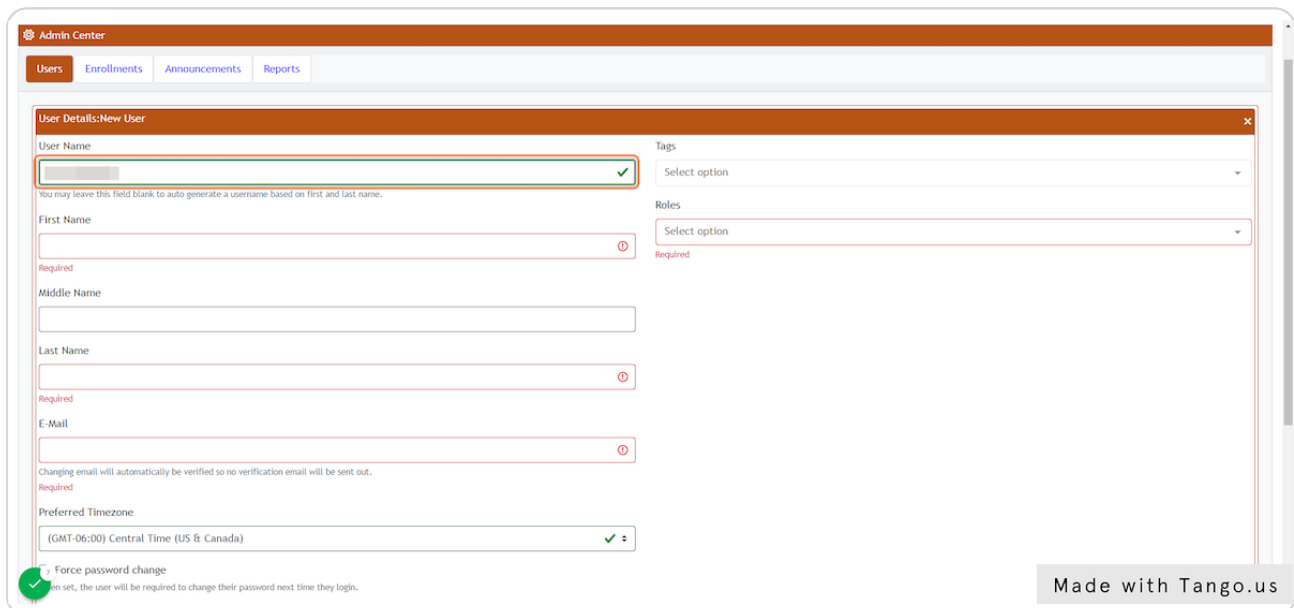
STEP 5

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



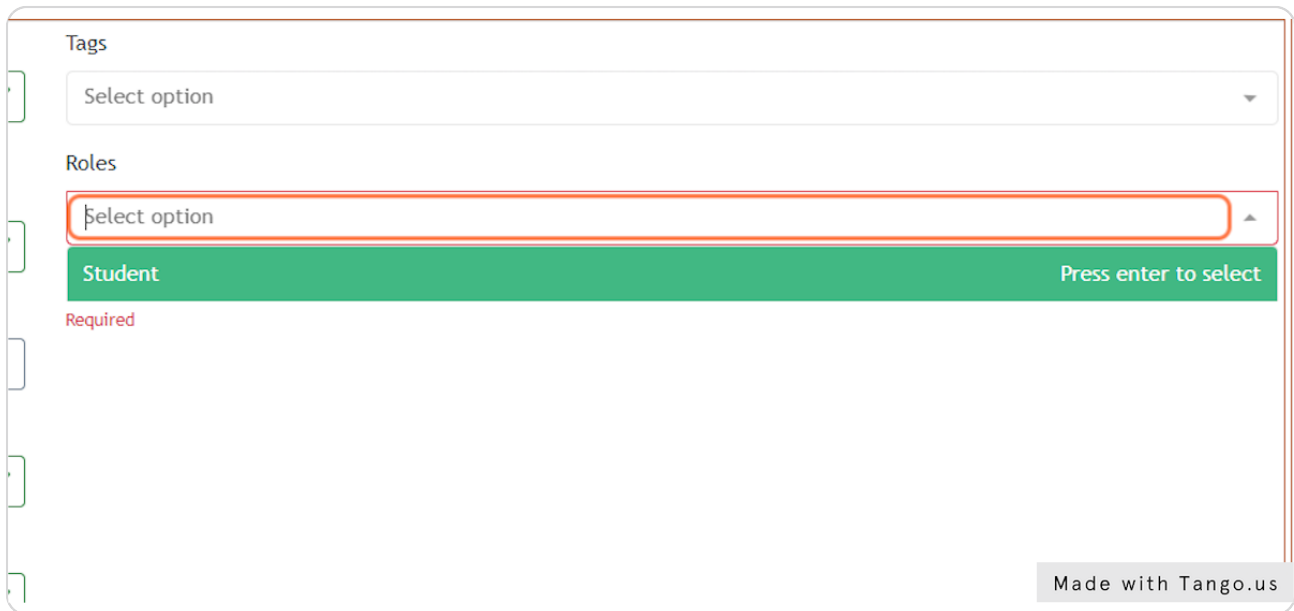
STEP 6

Fill in the required fields of the user details to Create a New User



STEP 7

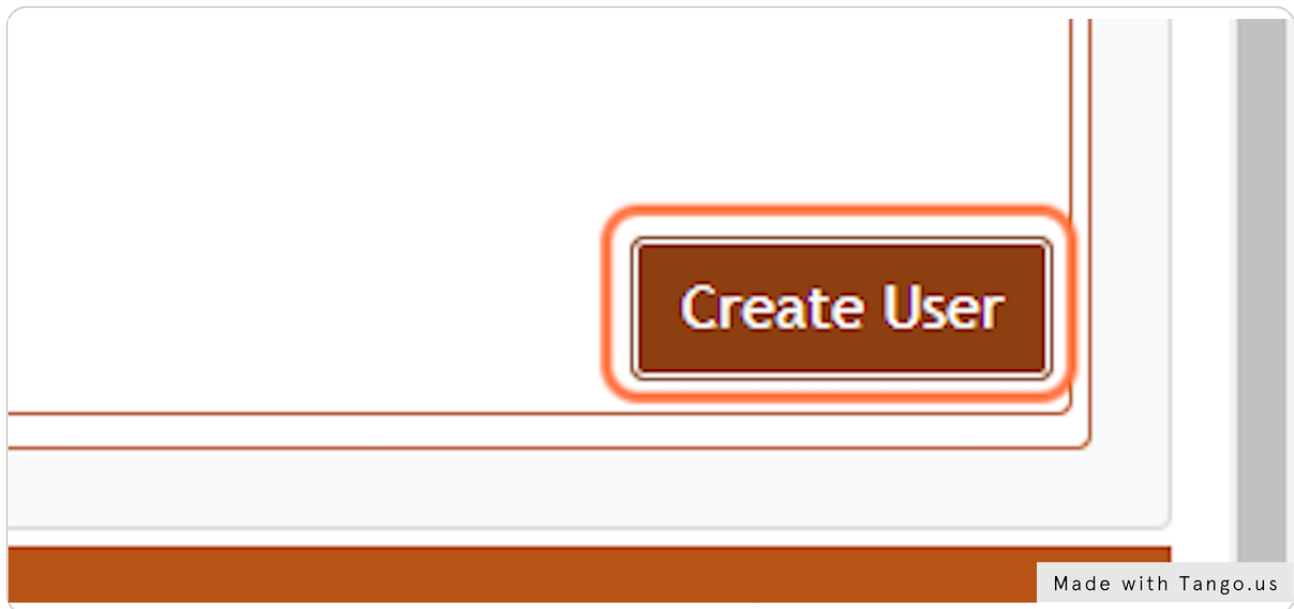
Click on Roles, then choose the role of the user (student or instructor)



The screenshot shows a form with two sections: 'Tags' and 'Roles'. The 'Tags' section has a dropdown menu with 'Select option' and a downward arrow. The 'Roles' section has a dropdown menu with 'Select option' and an upward arrow. Below the 'Roles' dropdown, there is a green button labeled 'Student' with the text 'Press enter to select' to its right. A red 'Required' label is positioned to the left of the 'Student' button. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 8

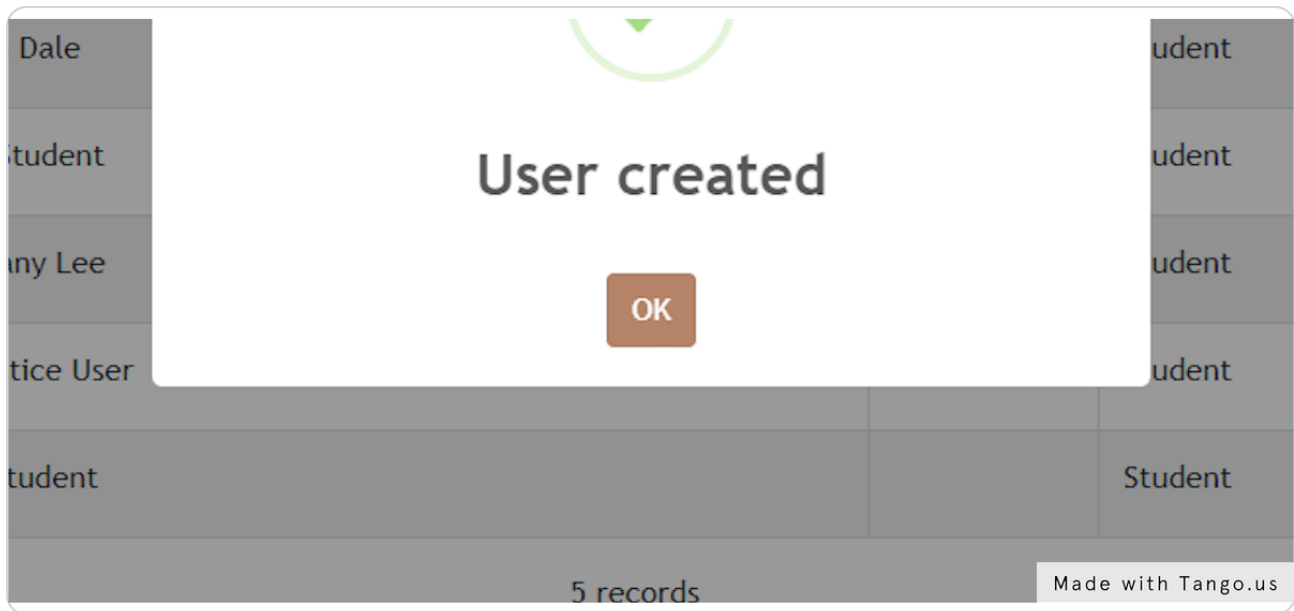
Click on Create User



The screenshot shows a large, dark brown button with the text 'Create User' in white. The button is highlighted with a red border. A watermark 'Made with Tango.us' is visible in the bottom right corner.

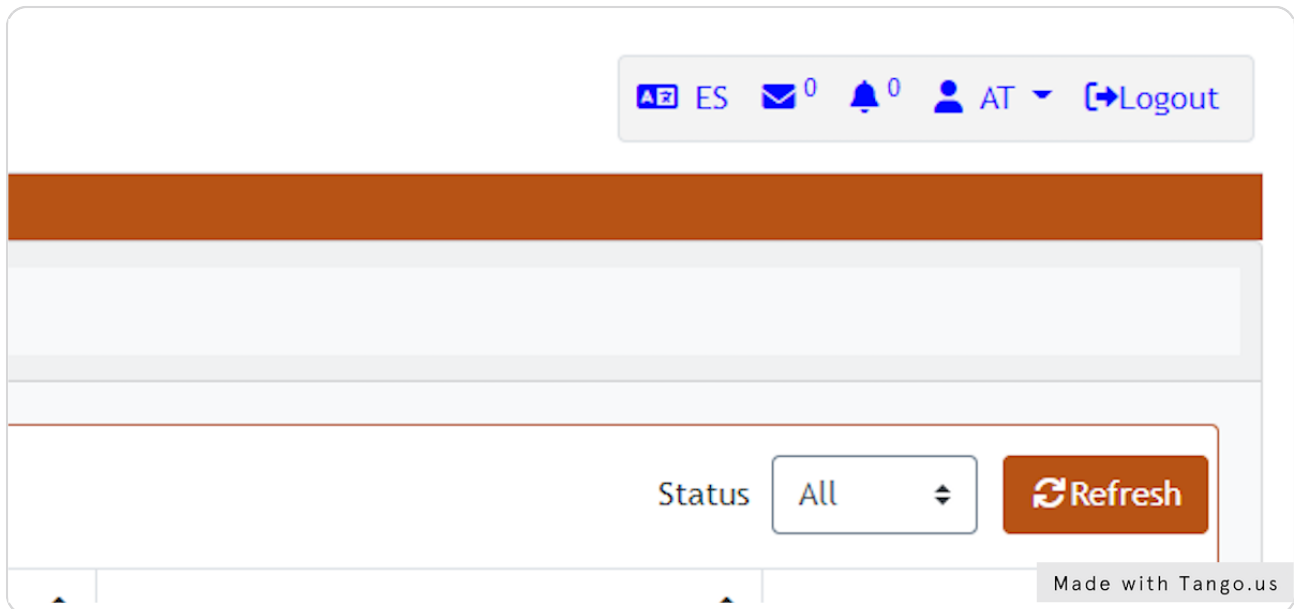
STEP 9

Click on OK



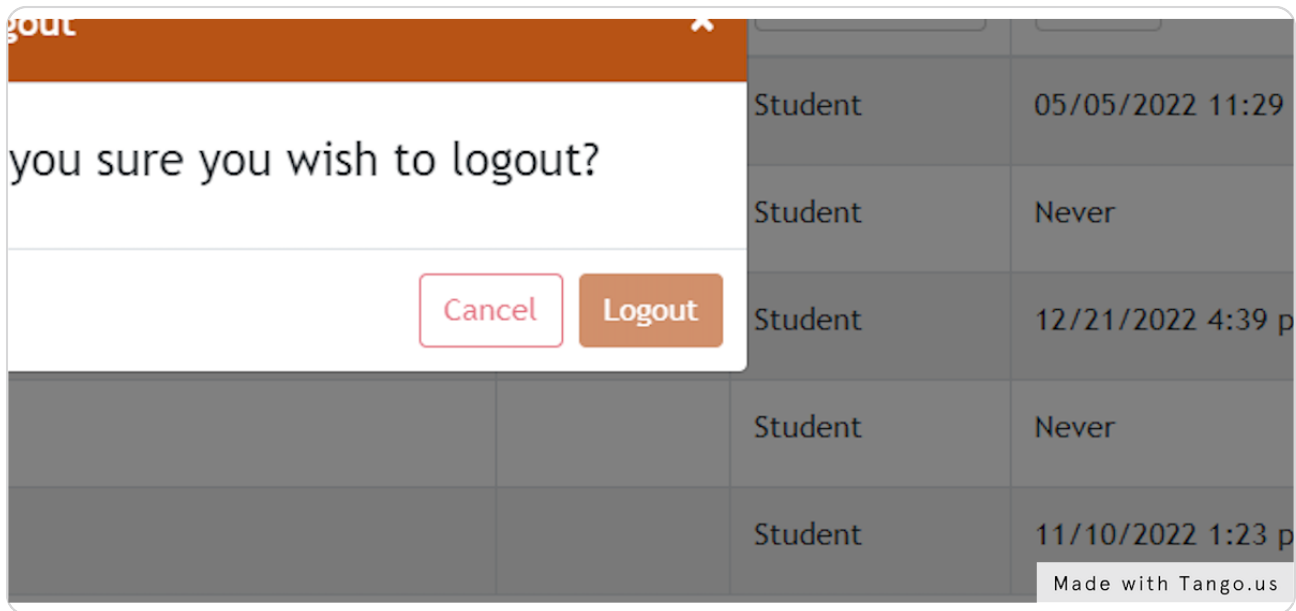
STEP 10

Click on Logout once you have created your new users.



STEP 11

Click on Logout to confirm



Created in seconds with

Tango