Acentra

Provider Portal Quick Reference Guide How to Add a User

Summary:

A user with an Admin role can create accounts for other users. An Admin user will first need to register in the system and have the information for the additional users that are needed. The instructions below describe how to create accounts for additional users.

Open the SETUP Tab

Click on **SETUP** from the top navigation menu. In the "Manage Provider Groups" section, you will see the provider groups that you have access to manage. Expand the desired provider group by clicking on the small arrow on the right. Click the button labeled **ADD NEW USER**.

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AVAILABLE USERS FROM YOUR GROUP	
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Add New User

You will create a username and enter the user's contact information. Then click **CREATE**. A message will display confirming the user was created successfully. User roles default to Provider Staff Account (which is the general user role). Helpful Hints:

- Use common naming convention for usernames for all staff on your team.
- You will not be able to edit the username in the future.
- You will be able to edit the contact information if needed.

New User Access Email

After the new user is entered in the system by the Admin, an email will be sent with a link to complete the registration process. The new user must click the link in the email within 2 days to complete the registration process.

From: atrezzo_donotreply@ To: demohospital18@yahoo.		Ē	Tue, Jan 2 at 12:26 PM 🏠
Dear User,			
Your Atrezzo user profile has been ir	nitiated. Please follow the link below and the instructions on that page to	register your	account.
<u>Atrezzo Registration</u> This link will expire in 2 days.			
Thank you, Acentra Health			(1