

# Adding Staff

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## Add a Staff Member

During installation the first staff member is created. To add additional staff members, follow the following steps:

1. Visit [Settings] > [System] > Staff and click the "Add Staff" button.
2. Fill out the following options and click the "Create Staff" button:

Option	Details
First Name	The first name of the new staff person.
Last Name	The last name of the new staff person.
Email	The email address of the new staff person. (Must be unique if used for the username in the next section.)
Mobile Number	The phone number of the new staff person.
Username	The username may use the email address specified above, or something different may be specified.
Password	Enter the password for this staff member.
Confirm Password	Enter the password again for this staff member.
Two Factor Authentication	Leave this as "None" unless you know what you are doing. Options supported are: <ul style="list-style-type: none"><li>▪ Mobile One Time Password (MOTP)</li><li>▪ Time-based HMAC One Time Password (TOTP)</li></ul>
Groups	To assign this staff member to one or more groups, select them from the right column labeled "Available Groups" and click to move them to the left column labeled "Member Groups". A staff member must be assigned to one or more groups to have access to anything, since the Access Control List (ACL) and company is determined by the group. Only one group from each company should be selected.

## Add Staff

### Contact Info

First Name

Last Name

E-mail

Mobile Number

### Authentication

Username

☒ Use the email address as the username ☐ Enter a username

Password

Confirm Password

Two Factor Authentication

None



### Groups

Member Groups

Available Groups

Administrators - My Company  
Billing - My Company  
Support - My Company



Create Staff