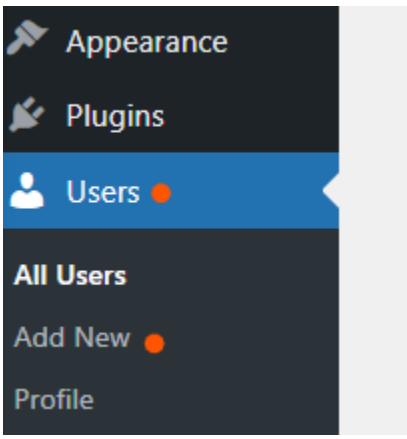
Frontier-U Users:

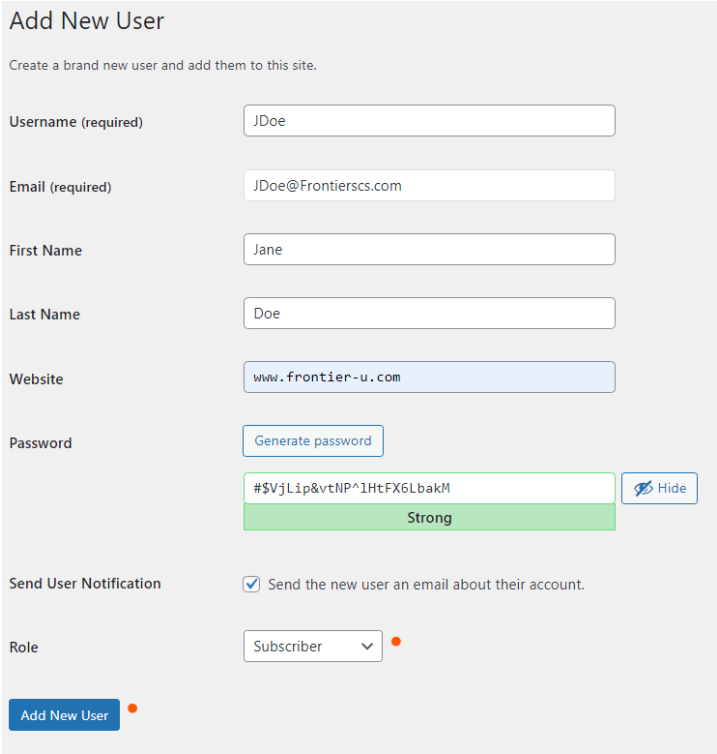
Adding a new User:

Step 1. Login to Frontier-U and go to the Dashboard

Step 2. Choose Users → Add New along the left-hand menu as shown:



Step 3. Fill out the new users' credentials in the boxes that appear. Note in the example below the new employee's name is "Jane Doe" and select "Add New User" (blue button) once you have completed the form.



Notes:

- The user name will always match the employee's Frontier Email (first initial of their first name, last name) i.e. Jane Doe = Jdoe
- Under "Role" you have several options, the employees will always be "Subscribers" unless you are adding someone who will be responsible for editing.
- The password is auto generated, they will get the option to change once they receive the email