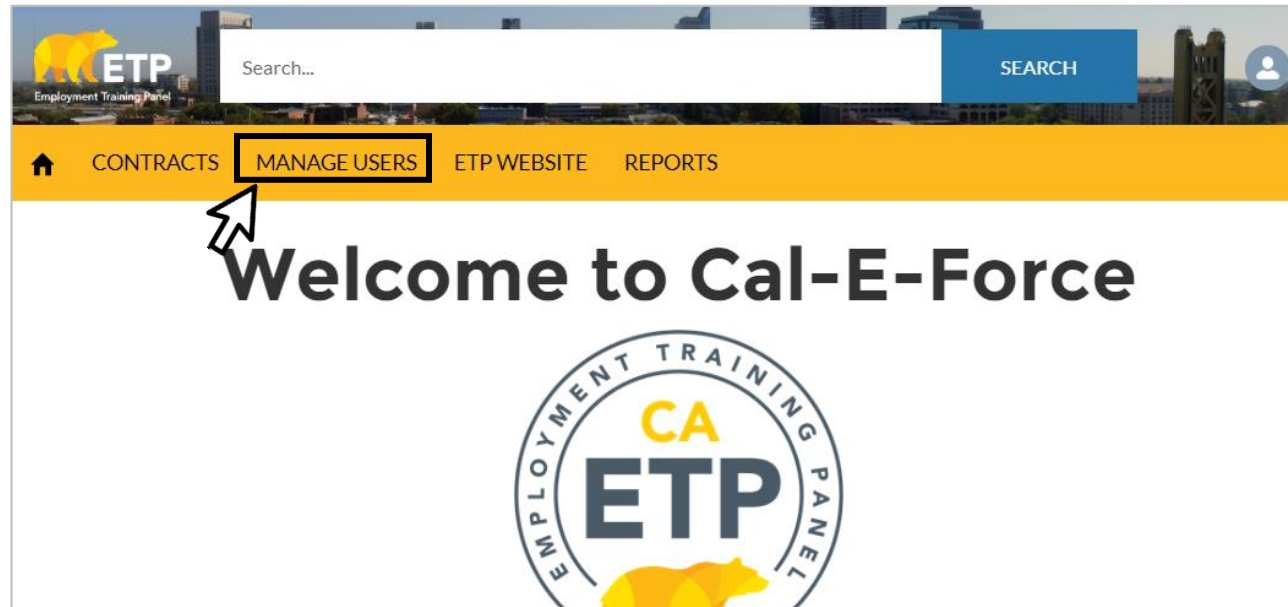
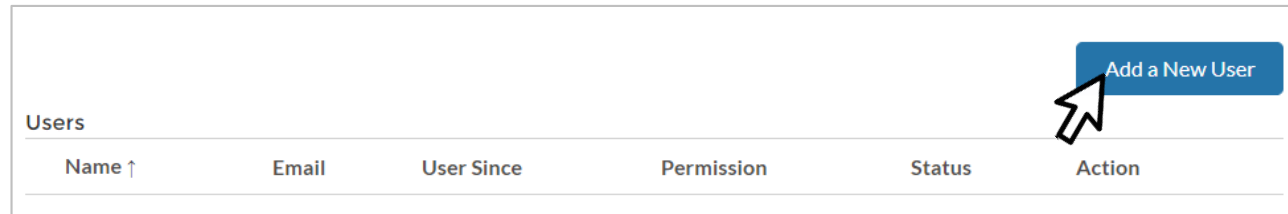


ADDING A NEW USER

1. At the top of the landing page, select the **Manage Users** button on the button bar.



2. Click on the **Add a New User** button in the top right hand corner.



3. Fill out all fields on the Create a New User pop-up: **First Name, Last Name, Email, Phone** and **Permission** level.

For **Permission** level, the options are *Administrator* and *User*. The only difference between the 2 is that *Administrators* can access the Manage Users tab.

Create a new User

* First Name


* Last Name

* Email

* Phone

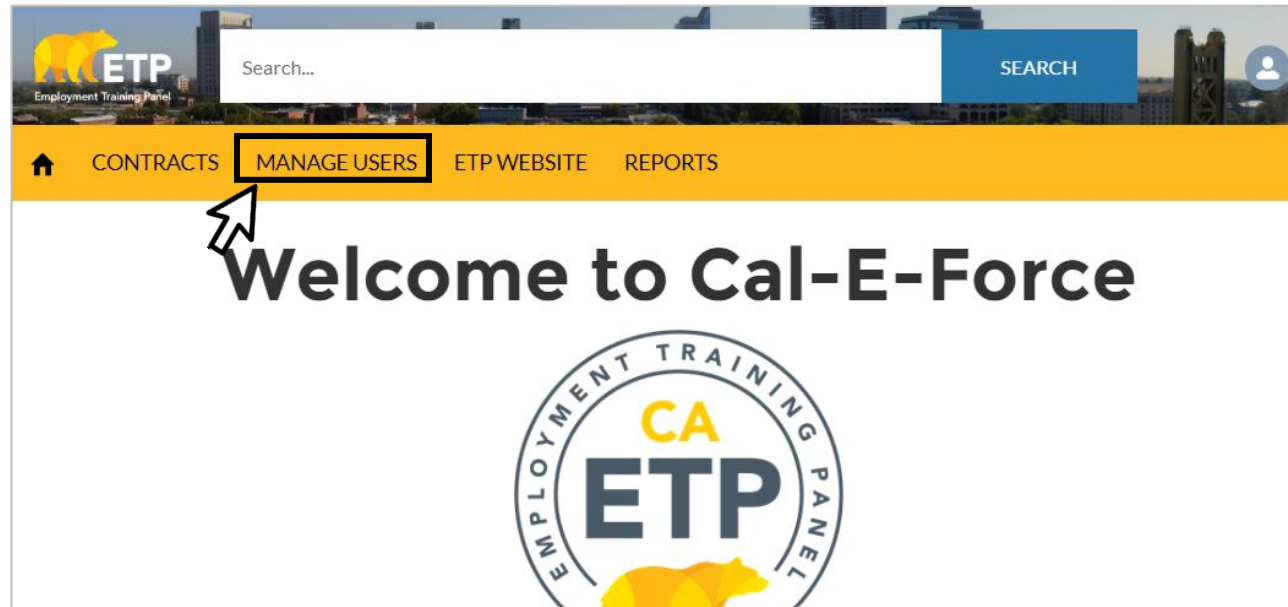
* Permission

4. Click the Create button.



EDITING A USER

1. At the top of the landing page, select the **Manage Users** button on the button bar.



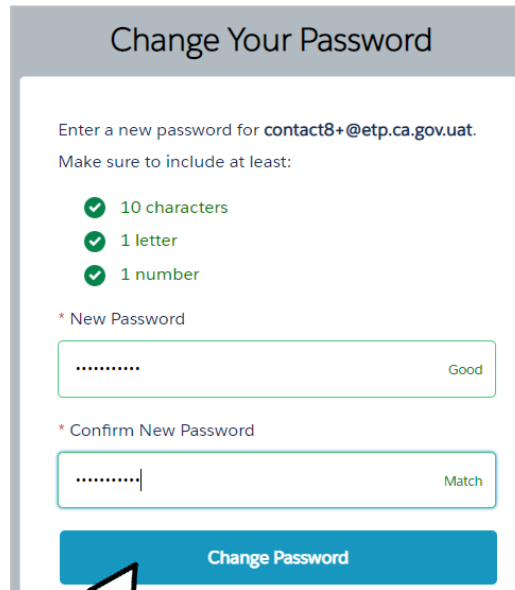
2. Click the **Edit** link next to the User you wish to edit.

[Add a New User](#)

Users

Name ↓	Email	User Since	Permission	Status	Action
Kelsey Oehrke	kelsey.oehrke@etp.ca.gov.uat	Sunday, Jun 30, 2019	Administrator	Active	Edit

5. Follow the instructions to create a new password. Click the **Change Password** button when finished.



Change Your Password

Enter a new password for **contact8+@etp.ca.gov.uat**.
Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

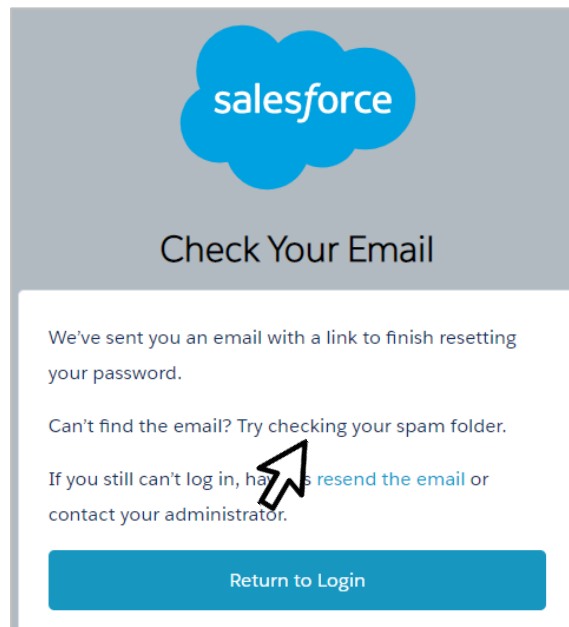
..... Good

* Confirm New Password

..... Match

Change Password

6. If unable to log in, click 'resend the email' or contact the Cal-E-Force team at etpcaleforce@etp.ca.gov.



salesforce

Check Your Email

We've sent you an email with a link to finish resetting your password.

Can't find the email? Try checking your spam folder.

If you still can't log in, have us [resend the email](#) or contact your administrator.

Return to Login