

## Creating Staff Accounts

1. Log into your GENIUS account.
2. Click on the Affiliations tab.
3. Choose your school affiliation (this should be the only one on the list)
4. Then select “Add Users” on the left hand side.

The screenshot shows the 'Affiliations' tab selected in the top navigation bar. The left sidebar contains a 'Main Information' section with links: Main Page, Dashboard, Edit Information, External Files, View Calendar, and Add Users (circled in red). The main content area is titled 'Basic Information' and displays fields for Affiliation ID (27), Contact Name, Contact Email, Street, State (-1), ZIP, and Notes. On the right, there are fields for Name, Contact Phone, Status (ACTIVE), City, and Country (-1). A placeholder box on the far right says 'PICTURE NOT AVAILABLE'.

5. This will bring you to the next screen in order for you to add all the user information.

The screenshot shows the 'User Information' form. The left sidebar has links for Main Information, Notes, and Historic Data. The form fields include: User Name, Last Name, Email, Password, First Name, Phone, Role (dropdown menu set to 'Institution Admin'), School (dropdown menu set to 'All'), and Affiliation (dropdown menu set to 'West Perry High School'). There is a signature field with a rich text editor toolbar. A 'Create' button is located at the bottom center of the form.

6. eQUIP recommends you use “Institution Admin” for staff that needs to register and enroll students and “Advisor” for staff who do not. Advisors can see all relevant student information.
7. Click “create” and the user will now be added.