Step 1: Click on Admin function.

Step 2: If the individual is an officer, click on "Work with Users". Go to next page for Step 3.

If the individual is a not an officer (i.e. administrative staff, exec secretary, etc.) in POST records, click on "add user". See page 4 of these instructions for Step 3 if you chose "add user."

Important Note: If you are changing an officer's user role to agency administrator or agency user, the officer must be registered in the new software system for their name to appear in the work with users section.

### System Administration Tasks Menu

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add User</td>
<td>Add a username to the system</td>
</tr>
<tr>
<td>Work with Users</td>
<td>Work with system usernames</td>
</tr>
<tr>
<td>Demographics</td>
<td>Agency Information maintained by POST</td>
</tr>
</tbody>
</table>

The current time is 12:52 pm. Your session will expire after 20 minutes of inactivity.
Step 3 for Officers ONLY: Type in the officer’s last name to bring up the officer in the list. (Remember the officer must have registered in the new POST software system to be seen in this list.)

Note: See page 4 for Step 3 for Users that are not officers.

Step 4: Click on the name of the desired officer.

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>User Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICER, TESTY</td>
<td>tofficer</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>PYLES, DEBORAH</td>
<td>dpyles</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>SMITH, ANDREW M</td>
<td>asmith</td>
<td>Officer</td>
<td>Active</td>
</tr>
<tr>
<td>THOMAS, ISAAC MILTON</td>
<td>ithomas1</td>
<td>Officer</td>
<td>Active</td>
</tr>
</tbody>
</table>

The current time is 2:52 pm. Your session will expire after 20 minutes of inactivity.
Edit System User

Currently working with username  tofficer
Identifying Information  Update identifying information for this employee.

Name  TESTY OFFICER
Social Security Number
Date of Birth
Phone Number
Email Address  tofficer@gapost.org
Confirm Email  tofficer@gapost.org
User Role *  Officer
Status*  Active

Step 5 for Officers ONLY: Click on the user role pull down menu & select the user role which you would like to change to "Agency Administrator" or "Agency User".

Step 6: Click Update button to complete the change of user role.

Logout  |  Profile

The current time is 3:06 pm. Your session will expire after 20 minutes of inactivity.
Add System User

This page is intended to add a user that is not a sworn peace officer. If an officer requires administrative ability consider altering user role for officer's current profile. Officer should obtain profile through registration process.

New User Name* 
New password* 
Repeat new password* 
First Name* 
Middle Name
Last Name* 
Suffix (if applies) 
Social Security Number - - Required if adding user role of officer
Date of Birth / / (mm/dd/yyyy) Required if adding user role of officer
Verify First Name*
Verify Middle Name
Verify Last Name* 
Verify Suffix (if applies) 
Verify Social Security Number - - Required if adding user role of officer
Verify Date of Birth / / (mm/dd/yyyy) Required if adding user role of officer
Phone Number - - 
Email Address
Confirm Email
User Role* Agency User 
Agency Association * A.B.A.C. POLICE DEPARTMENT

Add System User

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Step 3 for users that are not officers (i.e. admin staff, exec secretary, etc.) Enter a new user name using the convention (first initial last name such as jdoe for John Doe.)

Step 4 - Enter a password using a combination of at least six letters and digits. (i.e. jdoe2011). Then repeat.

Step 5 - Enter the required first name and last name of the individual. Then verify.

Step 6 - Change User role to Agency Admin or Agency User

Step 7 - Select your agency in the pull down menu.

Step 8 - Click Add System User.