


Unite Education Program v6.5

Job Aid: 5156

## Add a User Account

In order to log on to Unite, you must have an active user account. Unite permits access to different areas based on the user role assigned to the user account. All user accounts require an exclusive email address.

### To add a user account

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Users & Roles**.
4. Click the *Users* tab.
5. Click  .
6. In the **Last Name** field, enter the last name for the user.
7. In the **First Name** field, enter the first name for the user.
8. From the **Role** list box, select a user role.

#### Note

Once you select a user role, you can see all the permissions enabled for the user account. You can customize permissions for the user account if there are special circumstances. If you customize permissions for a user account, Unite does not automatically update the permissions for the user account if you or another user edits the role associated with the user account.

9. In the **Email** field, enter a unique email address for the user.

10. Specify other details about the user as desired.

11. Click  .

12. Click  to close the *LSAC Unite Setup* page.

### **Related resources**

- [5472 - About User Accounts](#)