Creating Accounts for Providers/Schedulers

1. From Admin Tools, click on “Manage Providers”

Graphical user interface, text, application

Description automatically generated

1. Click on “Add Provider” Button

Graphical user interface, application

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1. Fill out these 5 fields
   1. First Name, Last Name, Username, Email, Send Activation Email

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1. Click on the “Orgs” Tab

Graphical user interface, website

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1. Select “USCG” Org. Select “Provider” as the role. Then click “Create User”

Graphical user interface, application

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