



Registry Tip

Shortcut for creating “comprehensive” user accounts

Release/Revision Date	Location of change in this document	Comment
November 7, 2002		Initial Release

Audience: BA USA, Backup BA USA, Designate BA USA

Purpose: **Shortcut for creating “Comprehensive” User Accounts.** If you know that you want to set up a new Registry User Account and assign ALL Unit Tasks that are available to your BA... go straight to the Manage User ID and Access task. (In other words, do not go into the Manage User Roles task, as this is unnecessary.)

Prerequisites: n/a

- Procedures:**
- 1) Log in using your BA USA ID and password.
 - 2) Click **Admin Functions** -> **Security** -> **Manage User ID and Access** on the Registry menu.
 - 3) Use one or more of the available **User ID** and **Name** options to specify the new User ID.
 - 4) On the **Manage User ID** details page, create the new User ID in the standard fashion, adding the required information details and working your way to the bottom of the page.
 - 5) In the **Available Roles** box, select and assign the **Comprehensive User Role**.
 - 6)* Switch to the **Facility assignment** and make the appropriate assignments.
 - 7) **Submit**. This new User Account will have all Registry Unit Tasks available to your BA.

*If you want your comprehensive user to have comprehensive access to all facilities, then you can skip step 6. By default, each User ID is created with access to all of your BA's facilities. You won't need to access this page if you are satisfied with the default.

For more info: Training module **2.4 Manage User ID and Access**
Job Aids – **Set up User Accounts**