## Setting up User IDs in Tienet

- 1. Under Administration pick Staff
- 2. Search for ID number and if it is not found pick Add New Staff Profile
- 3. Type in ID usually teaching license number
- 4. First Name
- 5. Last Name
- 6. Position
- 7. Works At
- 8. Then hit Accept Changes
- 9. Select Security Profile
- 10. Then hit Edit Security Profile
- 11. Activate Login Status and then give them a temporary password
- 12. Pick security group they should have access to based on their position. Hit accept.