

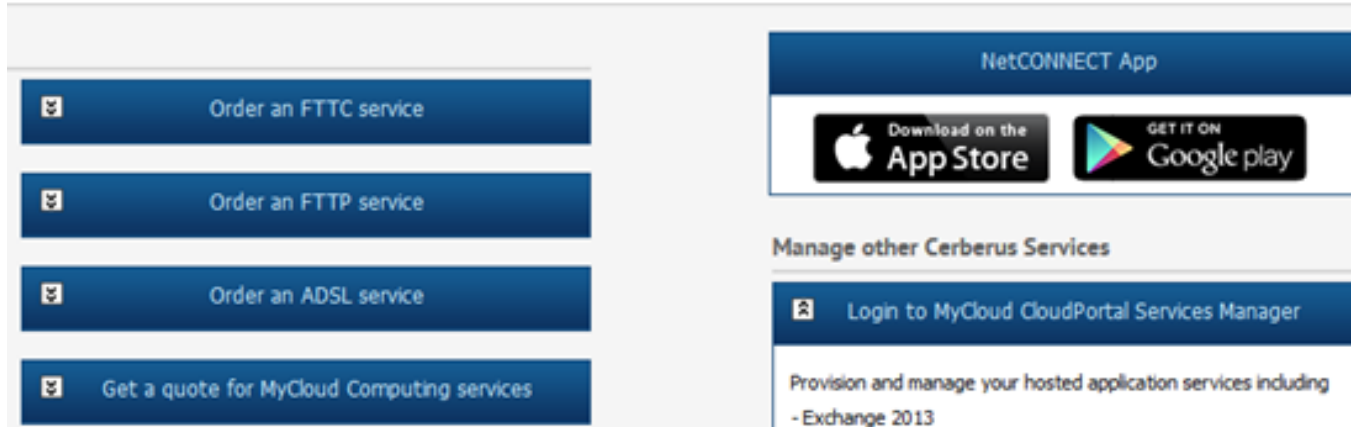
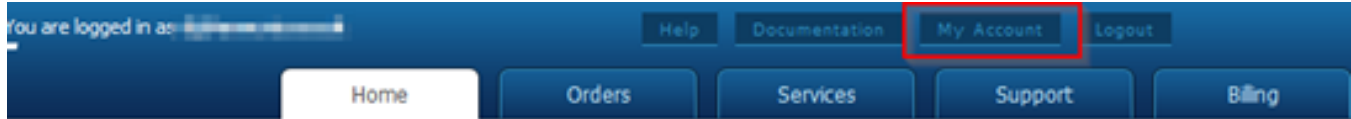
# NetCONNECT 2.0 - Add New User

This feature is enabled for any NetCONNECT user designated as Admin. More than one user per client can be designated as Admin.

An Admin user on a client account can create new NetCONNECT users for that account.

Please follow the following steps to create new user.

1. Go to the <https://nc2.cerberusnetworks.co.uk>
2. Login with Admin user credentials.
3. Click "My Account"



4. Click on "Create New User" button.

## My Account

A screenshot of the 'My Account' page. The page title is 'My Account'. Below it is a section for 'Account Details' with various input fields: 'Name', 'Username', 'Company Name', 'Primary Tel.', 'Mobile Tel.', 'Email', 'Job Title', and 'RID'. There is also a 'Roles' section with checkboxes for 'Accounts', 'Support', 'New Orders', 'Edit Line Profiles', 'Admin', 'View Invoices', and 'NetSTATS'. At the bottom of the form are 'Submit' and 'Reset Password' buttons. At the bottom right of the page, there is a 'List Accounts' link and a 'Create New User' button, which is highlighted with a red box and a red arrow pointing to it from the right.

5. Complete the contact information for the new user and assign the appropriate roles, then submit the form.

Request New User

Title :

First Name :

Last Name :

Company Name

:

Landline No :

Mobile :

Email :

Job Title :

Notes :

Roles :

- Accounts  Support  New Orders  Edit Line Profiles  Administrator  View

Invoices