

Add a New User to a CUSO

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About Adding a New User to a CUSO

CUSO Administrators can add or remove users with view, contribute, or administrative privileges to the CUSO account. This is done through the CUSO Administrator's home page.

Step 1: Navigate to CUSO List

To begin, log in to your CUSO account.

1. Open a Web browser and navigate to the [CUSO Registry](#).
2. Log in to your CUSO account.

Do you have a user account?

Yes, I have a user account.

Great! Please login.

Username

Password

Remember Me

Login

[Forgot your username or password?](#)

3. From the CUSO list, select the desired CUSO.

CUSO	Registry Number	City	State	Region	Status
CUSO Example	111-0000055	Stafford	VA	2	Registered

Showing 1 to 1 of 1 entries

Step 2: Add User to this CUSO

From the CUSO's details page, click the **Account Users** tab. A list of users associated to the CUSO account will display. Click on the **Add User to this CUSO** button.

General Information Services **Account Users**

Account Users

Show 10 entries

Name	Role	Status
Ann Belair	CUSO Adm	Active

Showing 1 to 1 of 1 entries

Add User to this CUSO

Previous 1 Next

Step 3: Enter New User Information

Enter the information requested for the new user. Click **Add** once you have completed the user information.

Account Users: Add User

First Name

Last Name

User's Email

Confirm Email

Role

Add

Note: If the user already has a CUSO Registry account (identified by their email account), he or she will automatically be added to the CUSO Account Users tab. If the user does not have a CUSO Registry account, he or she will receive an email invitation to create one. The new user will click the link in the email to create their user account. Once the account is created, the user will be added to the CUSO Account Users tab. It is recommended that each CUSO have at least two CUSO Administrators.

