

Adding User Accounts

Market: Federal/State/Local, House, Senate

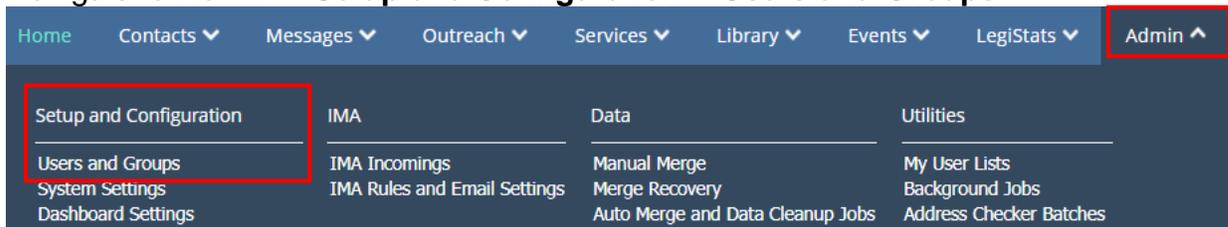
Description: These instructions teach users how to add new user accounts in IQ. There are 2 options to conduct this activity.

Note: This activity requires administrative privilege. Contact your office IQ Consultant for information regarding this activity.

Option 1. Adding a new user that has unique settings

This option refers to adding a new user account that may have unique settings.

1. Navigate to **Admin > Setup and Configuration > Users and Groups**.



2. In the Users and Groups page, click **Actions > New > User**.



3. The **General** tab is the default window. Complete the fields appropriate for the user and click **Save**.

4. Click the **Security Settings** tab.

5. Click **Actions > Set Module Access Profiles**.

6. Select the options appropriate for the user using the information below. A Best Practice is to set modules to “Standard Access” except for the Admin Module. This module is typically set to “no profile assigned”.

7. Click **Save**.

Option 2: Adding new user account by copying similar user settings from an existing account

This option refers to adding a new user account (e.g., a new intern) with settings that will be copied from another existing user account (e.g., another intern account already in IQ).

1. Navigate to **Admin > Setup and Configuration > Users and Groups**.
2. Use **Filters** to search for an existing account. In this example only, the **Department** filter is used to search for intern accounts.

Department (1)

- Comms (1)
- DC Staff (12)
- District Staff (3)
- Do Not Use [Suspended] (1)
- Intern (1)

3. Select the row of the intern whose settings you will copy for the new user. Click **Copy**.

Reset Password Delete Copy Activity & Record Counts

[Profile Intern](#)

4. Complete the fields below associated with the new intern account.

Create a New User Based on Selected User's Settings

The new user will inherit security settings, preferences, tile and menu layout, and filters from Amanda Stratton.

Login ID

User Name

Initials

Email Address

Default Password

[Switch to Batch User Creation](#)

5. Click **Save**.