ADDING USERS
CHEAT SHEET 01/2020
WHO CAN ADD USERS?

- Agency administrators can add users
- Agency administrators will add users for the signature page or changes in staff
Log into eGOHS
Click on Organization(s)
Click organization members
Click add members
Click New Member
NEW MEMBER PASSWORD

• The agency administrator will create the password for the new member.

• This information will need to be sent to the new member by the agency administrator.

• The new member can change the password at anytime.

• Password criteria: Must contain at least 1 uppercase letter, 1 lowercase letter and 1 number. Password must be at least 7 characters.

• Example of a good password: Password01
NEW MEMBER USERNAME

• The agency administrator will create the username for the new member.

• This information will need to be sent to the new member by the agency administrator.

• The new member cannot change the username.

• Username criteria: Must contain all letters and numbers (no special characters). Must be between 5-20 characters in length.

• Example of a good username: 1st initial and last name (bjones)
Complete all required fields (red asterisks denote require fields).

Select appropriate role
- **Authorized Official** - Highest ranking official
- **Agency Administrator** - Main contact and manages the project.
- **Agency Staff** - Financial Contact and may process claims
- **Agency Viewer** – Can only view the grant and cannot change any fields. **Does not sign signature page.**
After completing all required fields, click save and add to organization.
New User has been added

<table>
<thead>
<tr>
<th>Person</th>
<th>Role</th>
<th>Active Dates</th>
<th>Active Documents</th>
<th>Assigned By</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GOHUSer: Agency/Administrator</td>
<td>1/6/2016</td>
<td>119</td>
<td>Huff, Sean</td>
<td>1/6/2016</td>
</tr>
<tr>
<td></td>
<td>GOHUSer: Authorized Official</td>
<td>1/6/2016</td>
<td>10</td>
<td>Huff, Sean</td>
<td>10/24/2016</td>
</tr>
<tr>
<td></td>
<td>Taylor Ms. Anna</td>
<td>7/13/2015</td>
<td>30</td>
<td>GOHUSer: Agency/Administrator</td>
<td>7/13/2015</td>
</tr>
<tr>
<td></td>
<td>Hamilton Ms. Michelle</td>
<td>12/1/2016</td>
<td>6</td>
<td>GOHUSer: Agency/Administrator</td>
<td>12/1/2016</td>
</tr>
<tr>
<td></td>
<td>James Mr. Thomas</td>
<td>7/7/2015</td>
<td>11</td>
<td>GOHUSer: Agency/Administrator</td>
<td>7/7/2015</td>
</tr>
</tbody>
</table>
Now you have to add them to the application:

- Click on Organization Documents
Select the appropriate document that the person needs to be added to.
- Hover over management tools
- Click on Add/Edit People
- Locate the new user that was added

- Click to check the box to the left of the person’s name
- Select or enter a date in the upper box under Active Dates to the right of the person's name.

- Click Save
ADDING NEW USERS TO OTHER DOCUMENTS

• The new user can be added to a progress report, claim or travel request. Follow the steps on slides 11-15.
• Remember to use your “Save” button.
• If you are changing your signature page please see the “Adding/Changing Signature Page” cheat sheet