reach ATS®

Quick Start User Guide

Add a New HR User

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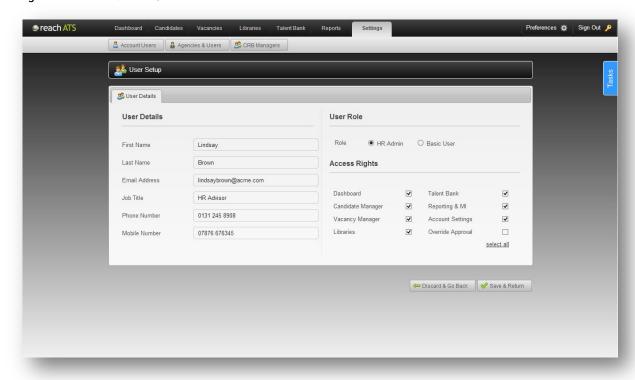
Strictly Commercial in Confidence

1. Add a new HR user

To create a new HR user click the **Settings** button to open the **Account User Listing** then:

1. Click **Add New User**
2. Fill in the **User Details** text boxes (see figure 1)
3. Set the **User Role** to **HR Admin**
4. Tick the HR Administrator's permissions in **Access Rights**
5. Click **Save & Return**

Figure 1:   Add New HR User

The user will now be shown in the **Account User Listing**.

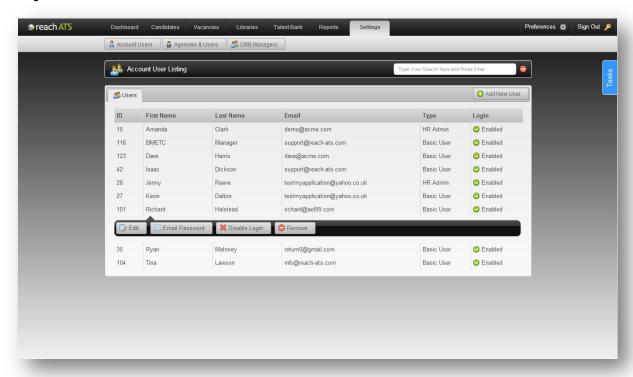## 2.   Email the new user their password

To email the password to the new user:

1. Click the user name in the **Account User Listing**
2. From the options bar click **Email Password**

The temporary password will be emailed to the User immediately.

The user can change their password as soon as they have logged by using the **Change Password** tool in **Preferences**.

Figure 3: Change password via the Preferences button