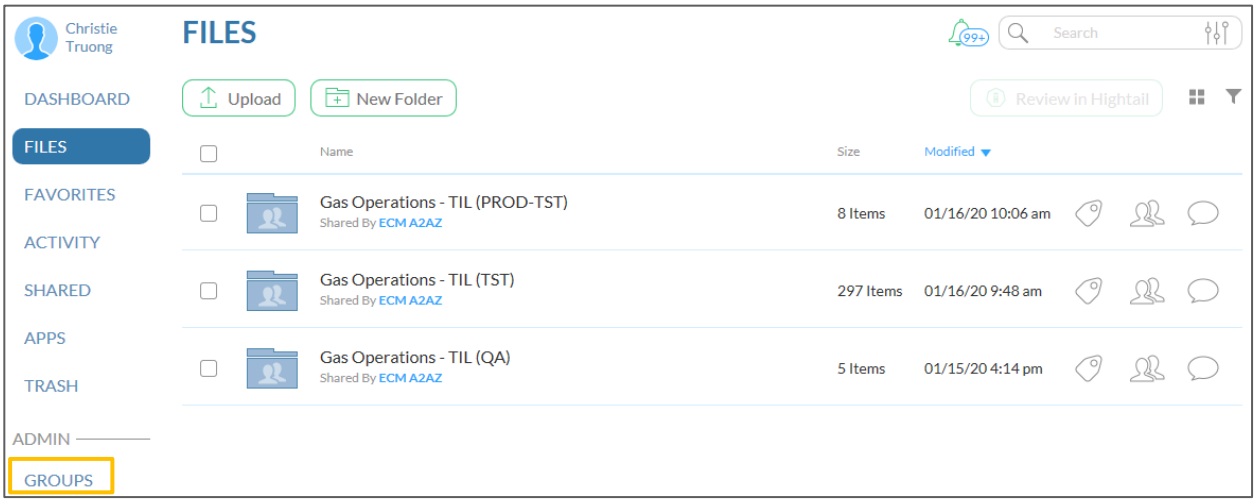
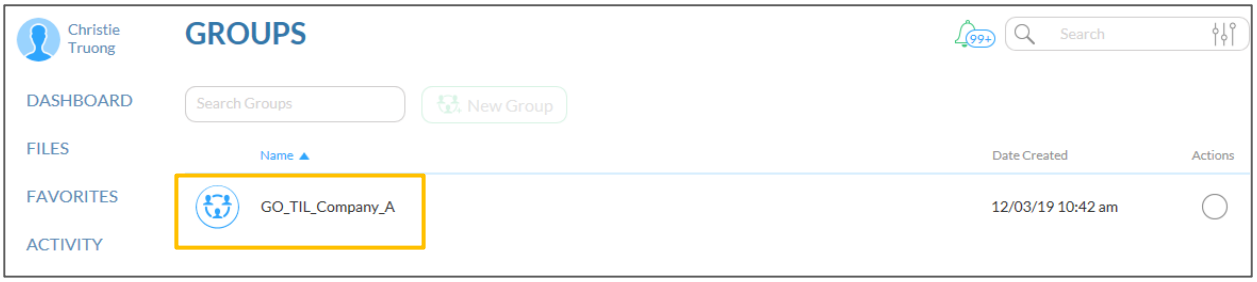
# Adding Users to Groups – Admin Task

Effective: 01/20

## Add a Backup Admin

Your first task as a CORE Admin is to add a backup Admin for vacation coverage or anytime you cannot perform the Admin duties.

**Caution: Admin access enables the user to add and delete users. Please limit two Admins per company**.

| Step | Description |
|---|---|
| 1. | As an Admin, you will see an **Admin** menu when you log in. Click **Groups**.   |
| 2. | Click your **company name**.   |

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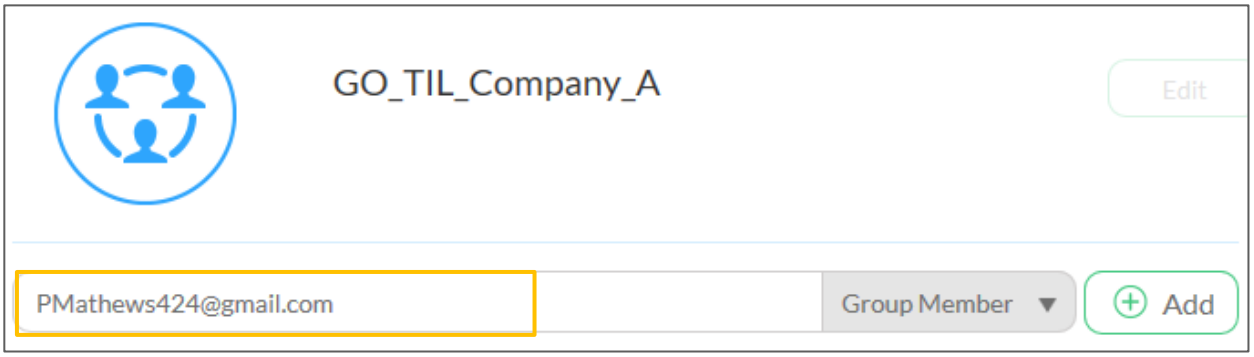
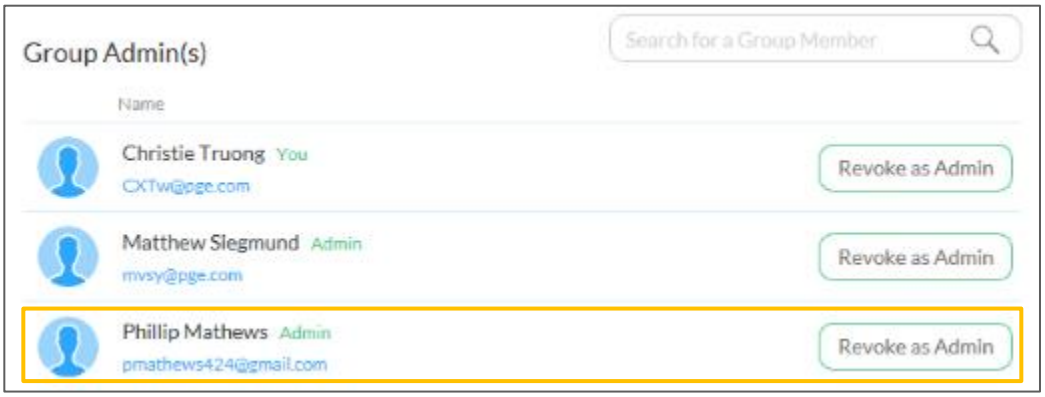
| Step | Description |
|---|---|
| 3. | Enter the **Admin email address**.<br><br>Note: The email that you enter becomes the User ID during the login process. If you have a choice of multiple email addresses, always select the shortest email with the fewest keystrokes. See example below.<br><br>• GeorgeMcCarthy@SCBConstruction.com<br>• GeorgeMc@SCBConstruction.com<br>• GM@SCB.com ←<br><br>  |
| 4. | Select **Group Admin** from the dropdown.<br><br> |
| 5. | Click **Add**.<br><br> <br><br>The new Admin is added. This user will now have access to perform all Admin tasks.<br><br>  |

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## Add Users to Groups

Similar to the Admin step, the email address becomes the login User ID. When possible, select the shortest email address.

To add users to groups, follow the same steps as above, except select **Group Member** from the dropdown and click **Add**.

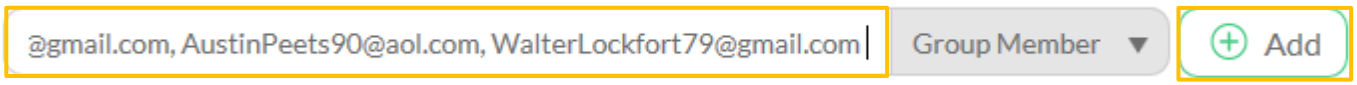
## Adding Multiple Users

If you have a list of user email addresses, separated by commas, you can copy (**CTRL+C**) and paste (**CTRL+V**) the list to add multiple users at once.

1. Select the email addresses.
2. Copy **(CTRL + C)**.

JoeyDrakian67@yahoo.com, MathiasBerry23@gmail.com, DebbieSmithson@yahoo.com, JustinDavis89@comcast.com, KevinThomson80@yahoo.com, KCSmith123@gmail.com, DevinFloyd99@gmail.com, AustinPeets90@aol.com, WalterLockfort79@gmail.com

3. Access the **CORE Company** screen.
4. Click in the **User** field.
5. Paste **(CTRL + V)**.
6. Click **Add**.




The users are added. CORE will email them a link to sign up for a CORE account. Refer the new users to the **Sign up for a CORE Account** job aid for instructions.

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