



Adding a User to an Organization and an Application

Add a user to an organization:

- Click Administration
- On dropdown hover over Organization & Person
- Click Person Search
- Use Search Criteria to locate user to add
- From the search results provided select the user needing to be added
 - If the user is not listed in the search criteria, please confirm the user has created a MILogin account and successfully logged into NexSys and updated/saved their profile. Users cannot be added if they have not successfully logged into NexSys.
- Person Information screen will appear
- Click the + button in the Organizations section of the Person Information screen
 - Entity Authorized Official can assign anyone to their entity at the Application Administrator level and below
 - Select the Organization from the Organization dropdown list provided
 - Select the appropriate Role
 - Update the Active and Inactive Dates as appropriate
 - Inactive date is not required but can be used for users that are temporarily assigned work within the system
 - “Assign to Existing Documents?” By selecting “Yes” this field assigns a new agency user to access to all existing documents in NexSys. By selecting “No” it will not assign the user to any documents in the system and the authorized official to add them to individual documents as noted below.
 - Click Save
 - Organization user was added to should appear

Add a user to a document/application:

- On the sliding menu click Add/Edit People
- Click the + button in the People Assigned to this Document box
- Complete the Person Search information to search for active entity users, or click Search to display all
- Locate the user to be assigned to the document in the Person criteria returned as a result of the search completed
- Assign a document role for the appropriate user(s)
- Assign an Active/Inactive date(s) for access
 - Inactive dates do not have to be assigned but are there for use for temporary users
- Click Save
- User(s) will be added to the document/application