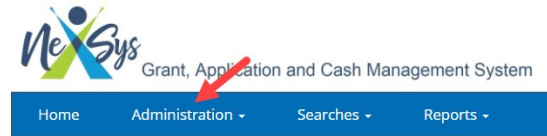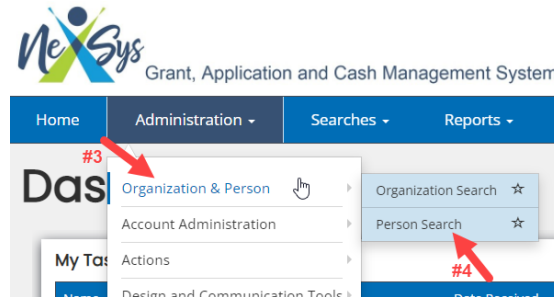# Adding a User to an Organization in NexSys

1. Log into your NexSys account.
2. Click on Administration.

3. Choose Organization & Person search from the dropdown menu.
4. Click on Person Search.

5. Enter the individual's name, in the Person Search and click the Search button, to locate them in the system.

NOTE: 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.

6. Click on the name of the person you want to add, from the search results.
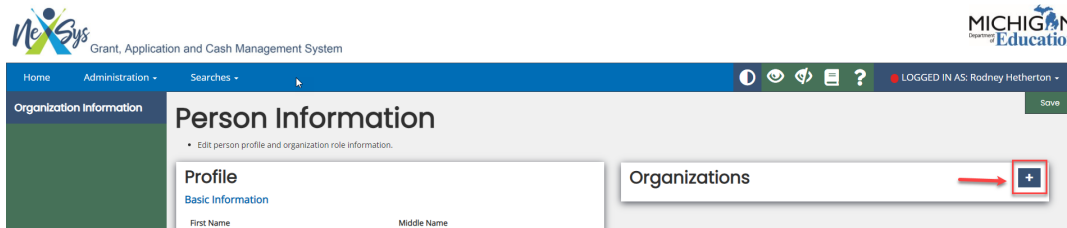
Adding a User to an Organization in NexSys

7. Click the + button in the Organizations section of the Person Information screen

8. Select the organization from the Organization List.

9. Select the number in the "Organizational Role", that is the same number as the program application level, that will be assigned. **For example:** If the person will be added as a level 4 in the application, they need to be a Role 4 in the organization.

10. Enter the date the person will be active in the organization.

11. Choose "No" if the person should not be added to all applications.

12. Click the Save button. The user was added to the organization and will appear in the People Assigned to this Document list on the screen.