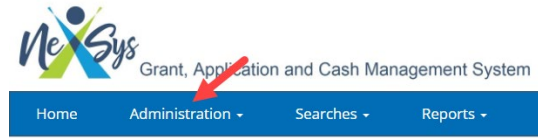
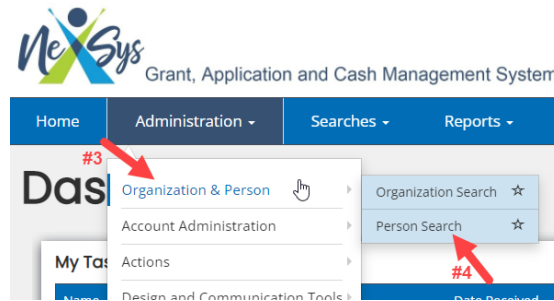


ADDING A USER TO AN ORGANIZATION IN NEXSYS

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.

Person Search

Instructions:

- Using the available fields, enter the appropriate search criteria and click the Search button.
- Clear all entered search criteria using the Cancel button.
- To view a user's profile, click that user's hyperlink in the Person column.

Persons

Name

User Type

State

County

Role

Title

Organization

City

Zip Code

Email

NOTE: If the user is not listed in the search criteria, please confirm the user has created a MiLogin for Business account, 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.

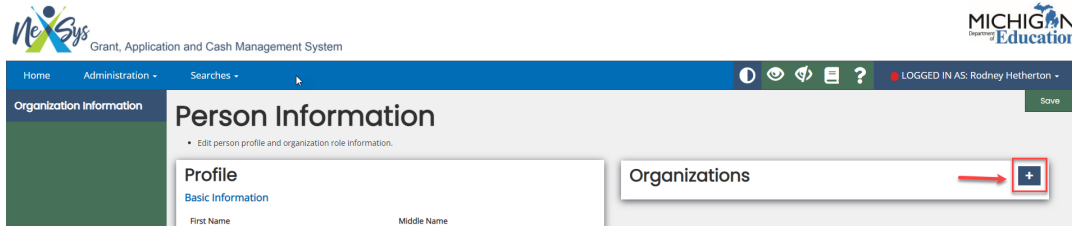
▼ Search Results Number of Results: 3

Person	Organization	Role	Active Date	Inactive Date
First and Last Name	Child Nutrition Program		2/8/2021	
	GCSS: Nutrition - GCSSNP		4/30/2012	
	Office of Health and Nutrition Services		11/29/2018	

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ADDING A USER TO AN ORGANIZATION IN NEXSYS

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



- Select the organization from the Organization List.
- 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.
- Enter the date the person will be active in the organization.
- Choose "No" if the person should not be added to all applications.
- 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.

Add Organization Role

Instructions:

- Use the Organization Name text box to filter options in the Organization drop down list. At least three letters of the name must be entered.
- Enter person Organization and Role information and Save.

Organization List #8

Role #9

Active Date #10 Inactive Date

Assign to Existing Documents? #11

#12