

Add User – (Admin privilege only)

To add a “Staff”(user) to the program, you will want to do the following:

- Log in to SMP
- On Main SMP page, the left-hand side toolbar, Click on “Settings”
- Click on the Users
- Under the title “Users” there is a Circle with a plus sign in it.
- Click on that Circle and a pop-up window will appear for you to enter the new “Staff”
- They will need to be “Staff” not “Admin”.
- Then “Save” and they should have access to the program