**Quick Steps to Add a New Department User as a Department Admin**

**Step 1:**

From the Home screen select “Dept” (you can click on Dept. or click the dropdown arrow then select “Dept contacts”) you will see your name and information relating to yourself.



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**Step 2:**

Select the “Show All Dept. Users” button by clicking on the blue highlighted people icon in that column.

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**Step 3:**

Select “New Dept. User”.



**Step 4:**

Select the button highlighted below to bring up the employee list.



**Step 5:**

Search for the new user and then select them from the given list by clicking on their name.



**Step 6:**

Select “Create” to create the new Department User.



**NOTE:** If you would like to add a new dept. user and they are not in your department list you will need to contact ECS at: ecs@uoguelph.ca

**Please provide the following information in your email request:**

Claimant Name

Claimant ID #

Department #