

Asbestos Management Plan

User Accounts

Add a New User

Administration → Users

Only individuals assigned as the Asbestos Designated Person (ADP) may create individual user accounts for other district staff.

1. In the top right-hand corner of the screen, click the arrow next to your name to display a dropdown menu.
2. Select **Administration**. If you don't see **Administration** in the dropdown, you are not currently assigned as the ADP and cannot create new user accounts. Contact your district's ADP to add new users.
3. Select **Users**.
4. This page displays a list of users for the district. Click **Add**.
5. Enter requested information for the new user. Select a Role from the dropdown menu. User role permissions are described in more detail in the **Change Role of Existing User** instructions.

IMPORTANT: Only one ADP can be assigned per district. If you assign the new user the ADP role, your account will immediately be changed to a "District Viewer" role upon clicking **Save**. You will receive an "Access Denied" error since you are no longer the ADP and cannot continue adding users.

If you reassigned the ADP role on accident, contact AMPsupport@tasb.org.

6. Leave the **Login Options** toggled **ON** for Single Sign-On Enabled. Click **Save**.
7. After saving, new users will receive a Welcome Email and login instructions.