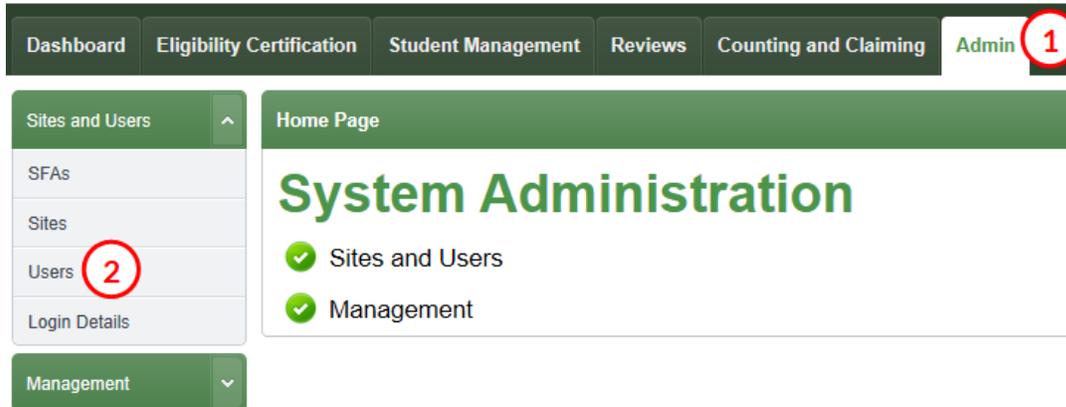
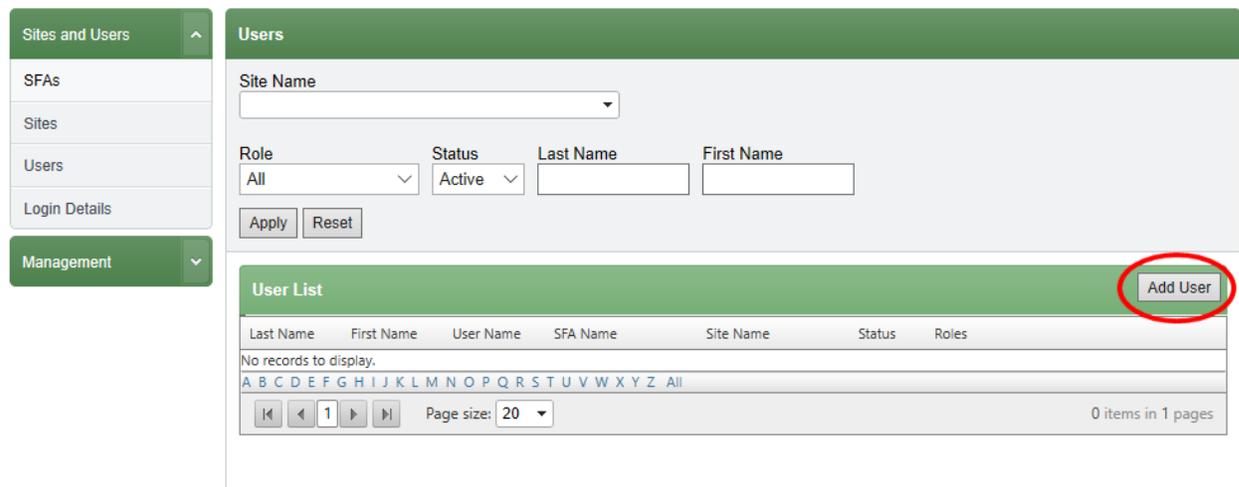


Adding a New User to SNACS

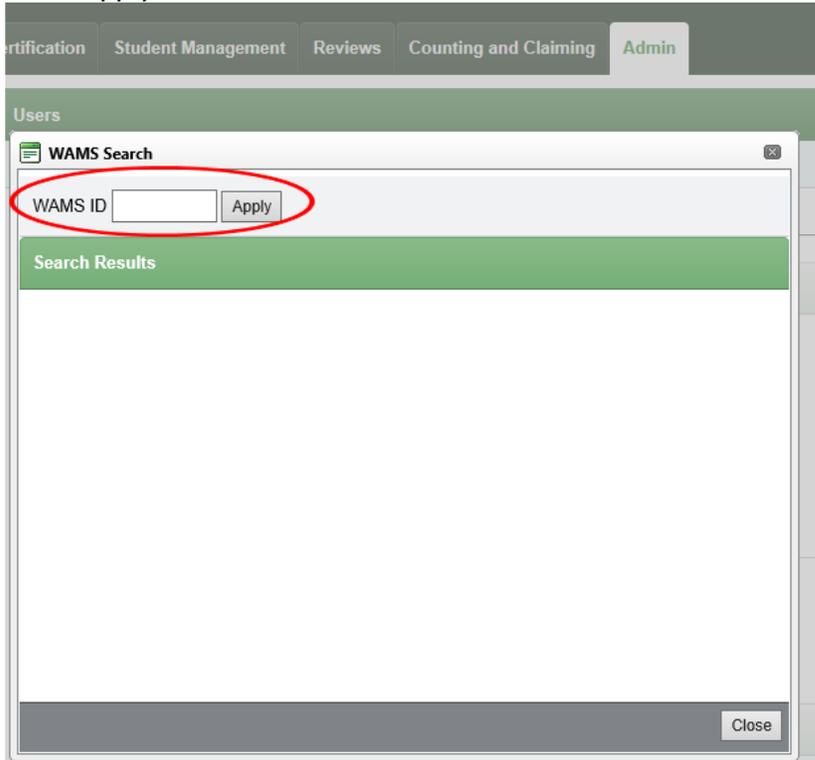
1. Once DPI has set-up the SFA Admin User in SNACS that person is responsible for adding any additional users for their SFA. **All users need a Web Access Management System (WAMS) ID.**
 - To create a WAMS ID go to the [WAMS homepage](#).
2. To add a user to your SFA, first log into SNACS through the [SNACS webpage](#). Then, access the Admin Module (#1) and under the Sites and Users selection click User (#2).



3. After selecting Users a new window will open, select Add User, which is located at the bottom of the right hand side of your screen.

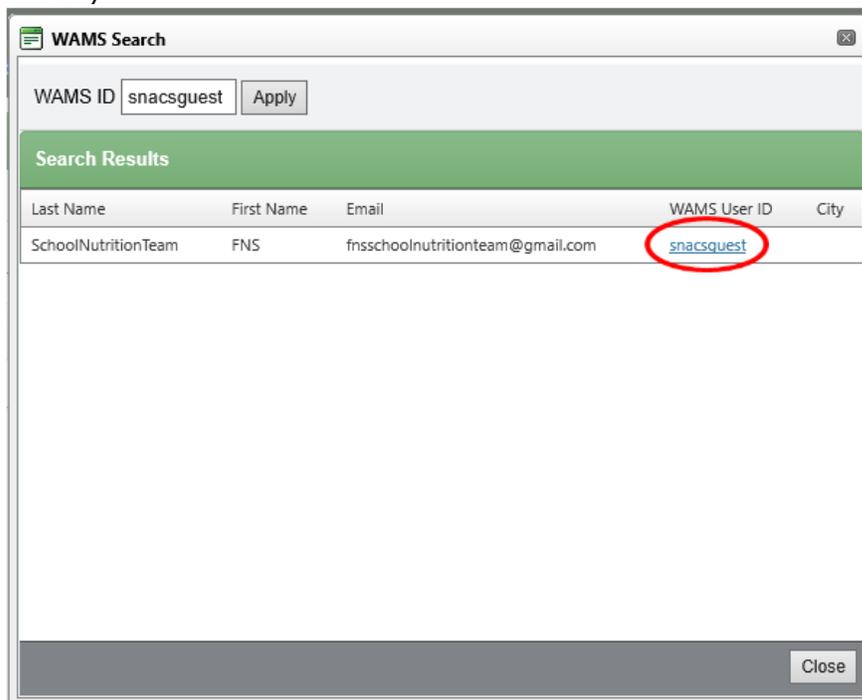


4. After selecting Add User, a pop-up window will open. Enter the WAMS ID for the new user and select apply.



5. Once you click Apply a search results window opens and you can view the user information. Click on the hyperlink under WAMS User ID.

Note: if the user info does not come up double check to make you have entered the WAMS ID correctly.



6. You will now see a User Profile screen. Select the role/s appropriate to the user (#1) and select create user (#2).

Note: you may see options for DPI Admin and Settings under Roles, but all users should be assigned the role "SFA Wide."

Users

[« Back to Users](#)

User Info

User Profile

User Name *

Last Name *

First Name *

Email *

Phone

Fax

User Status **New**

Roles *

DPI Admin

Settings

SFA Wide

Organization Access

Organization Level SFA DPI

SFA

FSMC Employee No Yes

Site Name (Optional)

2

7. The new user is now set-up. Have them log into SNACS to verify that they now have access.