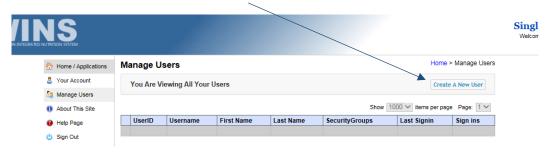# ADDING A USER TO WINS
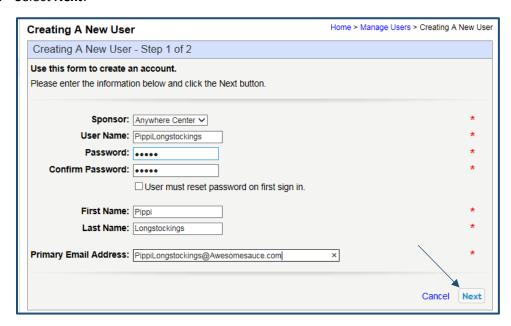
1. Log in to your WINS account. You must be a **Sponsor-Admin** to add another user. Select **Manage User Accounts**.
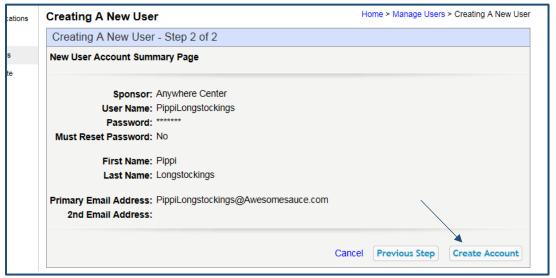

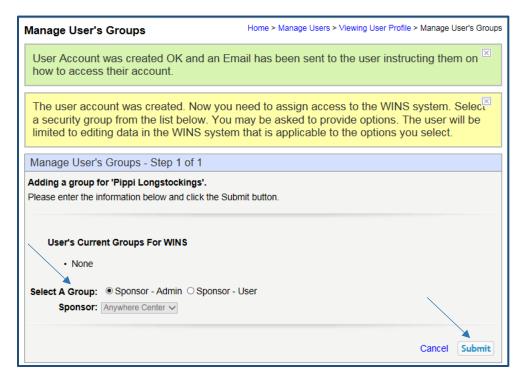2. Select **Create A New User**.

3. Fill in all required fields.
   a. ***Sponsor*** - This will be automatically selected.
   b. ***Username*** – Please enter in "FirstLast" format.
   c. ***Password*** – Needs to be atleast 6 characters. Makes sure to check the ***User must reset password on first sign in*** box.
   d. Enter ***First Name*** and ***Last Name***.
   e. Enter the ***Primary Email Address*** for the user you are creating.
4. Select ***Next***.

Creating A New User   Home > Manage Users > Creating A New User

Creating A New User - Step 1 of 2

Use this form to create an account.
Please enter the information below and click the Next button.

Sponsor: [Anywhere Center ▾]   *
User Name: [PippiLongstockings]   *
Password: [•••••]   *
Confirm Password: [•••••]   *
☐ User must reset password on first sign in.

First Name: [Pippi]   *
Last Name: [Longstockings]   *

Primary Email Address: [PippiLongstockings@Awesomesauce.com   ×]   *

                                                    Cancel   Next

5. Select ***Create Account***.

cations   **Creating A New User**   Home > Manage Users > Creating A New User

s   Creating A New User - Step 2 of 2

te   **New User Account Summary Page**

                        Sponsor: Anywhere Center
                      User Name: PippiLongstockings
                       Password: *******
              Must Reset Password: No

                     First Name: Pippi
                      Last Name: Longstockings

          Primary Email Address: PippiLongstockings@Awesomesauce.com
               2nd Email Address:
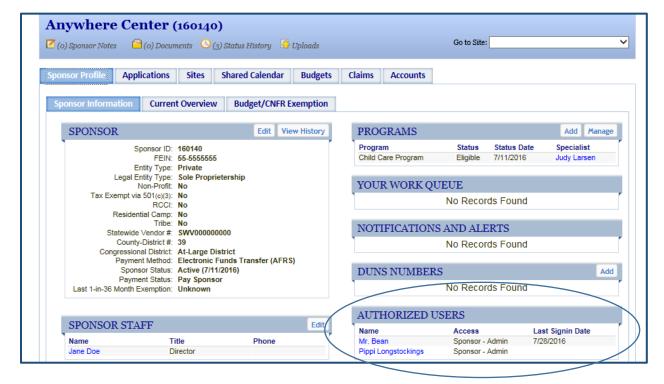
                              Cancel   Previous Step   Create Account

6. **Select A Group** for your user. The options are:
    a. **Sponsor-Admin** – A *Sponsor-Admin* will have access to all areas of WINS, and will be able to create other users.
    b. **Sponsor-User** – A *Sponsor-User* will only have access to what you allow them to, and they will not be able to create other users.
7. Select **Submit**.

8. Your user is now created and will show up in the **Authorized Users** list in WINS.
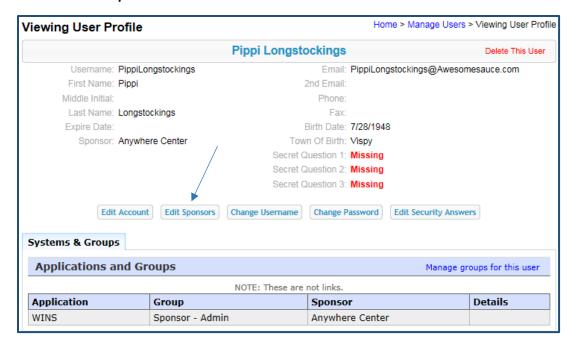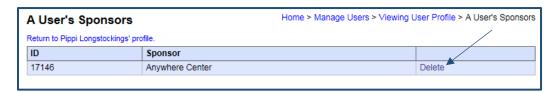
REMOVING A USER FROM WINS

1. Log in to your WINS account. You must be a *Sponsor-Admin* to add another user. Select *Manage User Accounts*.

2. Once in the *Manage Users* screen, you will see the users that currently have access to WINS. *Select* the user that you would like to remove.
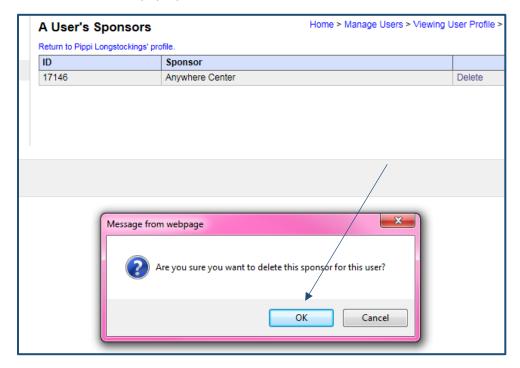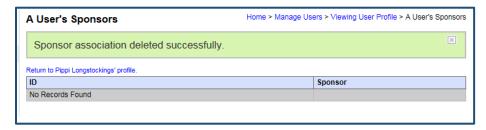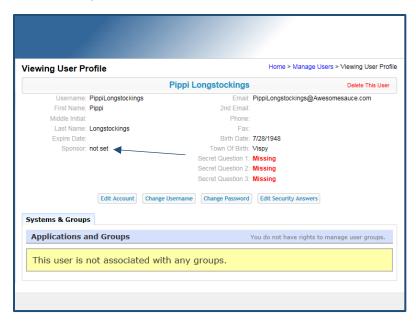
3. Select *Edit Sponsors*

4. Select *Delete*.

5. You will receive this pop-up. Select *OK*.

6. You will be redirected to this page. You will see this message "***Sponsor association deleted successfully.***" There will no longer be a sponsor associated with this user.

7. When you view their user profile, you will see "***not set***" under sponsor. This user no longer has access to your WINS information.

8. When looking at your ***Sponsor Profile*** (main page), you will see that the user is no longer listed under ***Authorized Users***. Please follow these steps for any users listed in WINS that are no longer associated with your institution/center. All ***Authorized Users*** will have access to your WINS account until you remove them.