

# ARKIV: ASSESSMENTS HOW TO GUIDE



## 2 HOW TO ADD USERS (CONTACTS)

Adding users to an account or sub-account gives users the ability to access Arkiv and perform their assigned responsibilities. This function can only be completed by the Primary or Secondary Administrator. For all responsibilities, NCCER requires users to have the appropriate certification. Additionally, it is very important to confirm that the user is given the correct responsibilities based on his or her certifications, and his or her email address has been entered and verified.

### To add users (contacts):

1. Login to Arkiv
2. Choose **Administrator** responsibility
3. Select **Account Management > Account Info > Search Accounts**
4. Choose **Account** or **Sub-account** from the drop-down Account name menu
5. Click **Search**
6. Select **Account** or **Sub-account**
7. Click **View Account Details**
8. Select **Users (Contacts)** tab
9. Click checkbox for **Add/Edit Contacts**
10. Click the top-most white space in the empty **Contacts** column
  - a. If adding to a list of preexisting contacts, then click the line immediately below the last contact
11. Enter user (contact) information
12. Confirm user has a valid email address entered
13. Click **Edit Users/Responsibilities**
14. Enter NCCER card # as username
15. Assign and Verify password
  - a. Must be at least 6 digits/characters
16. Add appropriate responsibilities
  - a. **Note:** The responsibility of Coordinator already includes Proctor responsibilities, so it is not necessary to assign Coordinator and Proctor responsibility to the same user. Simply give Coordinator responsibility and Give Tests, and do the same for Proctor.
17. Click **Save and Return**
18. Click **Save**

ADDRESS	SUB-ACCOUNTS	USERS (CONTACTS)
<b>Primary Contact</b> Select the individual that will receive materials on behalf of this organization. First name <input type="text" value="Tim"/> Last name <input type="text" value="Turner"/>		
<b>Contact Details</b> <input type="button" value="ADD"/>		
<input type="checkbox"/> Add/Edit Contacts		
Contacts		
asdf, knjnk21 - Contact		<b>knjnk21 asdf asdf</b> 10934 South Parker Way, Suite 105 Price, Utah 84231 United States 435552121
Bird, Larry - User		
Bobbins, Bob - User		
Bradshaw, Terry - User		
Cricket, Jim - User		