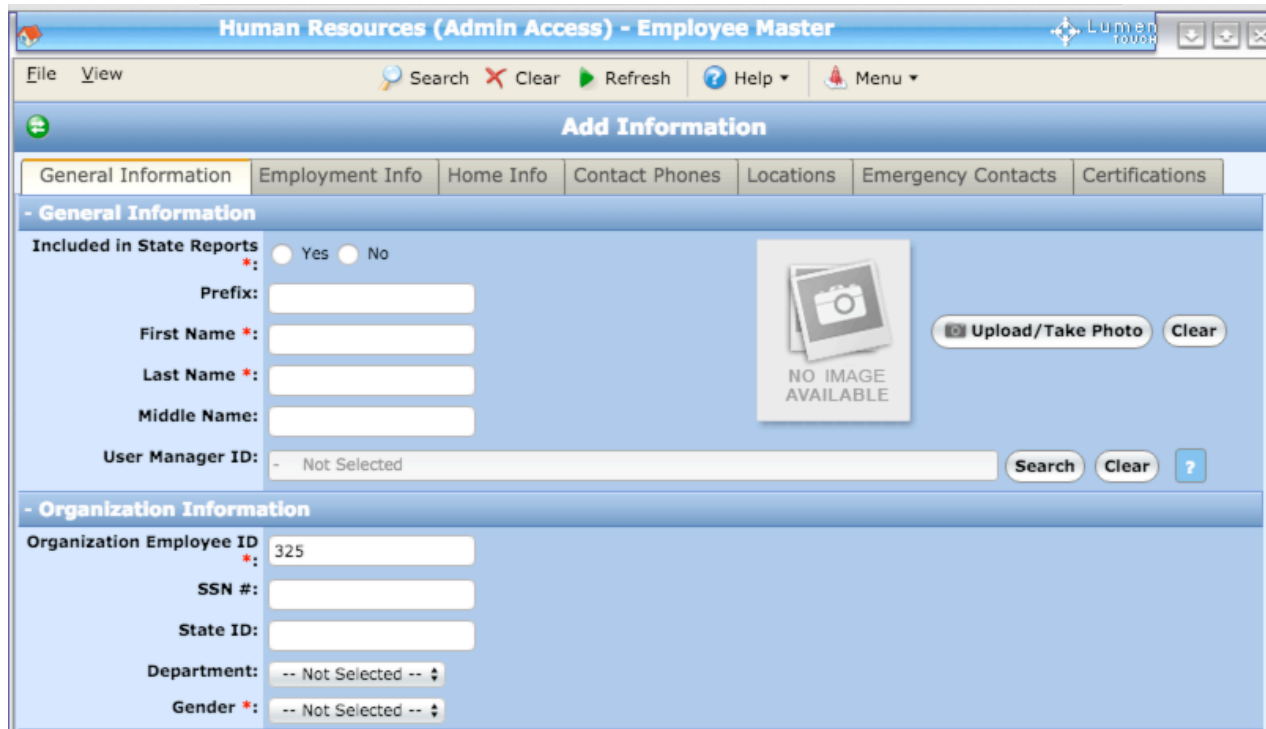


Create an Account in Human Resources

EzStart -> Office Apps -> Human Resources -> Human Resources



Human Resources (Admin Access) - Employee Master

File View Search Clear Refresh Help Menu

Add Information

General Information Employment Info Home Info Contact Phones Locations Emergency Contacts Certifications

- General Information

Included in State Reports *:
 Yes No

Prefix:

First Name *:

Last Name *:

Middle Name:

User Manager ID: - Not Selected Search Clear ?

NO IMAGE AVAILABLE
Upload/Take Photo Clear

- Organization Information

Organization Employee ID *:

SSN #:

State ID:

Department: -- Not Selected --

Gender *:
-- Not Selected --

1. Click "Add New"
2. Select "Yes" for **Included in State Reports**.
3. Enter **First Name** and **Last Name**.
4. Click the Search for **User Manager ID** to assign the User Account.
5. Select the instructor user account.
6. Select the **Gender**.
7. Click Save and Edit.
8. Select the **Locations** tab and click "Add New" and enter the information.
9. Enter the additional information and upload/take photo. (This can be done at a later time.)
10. Save and Finish.