


Add a User

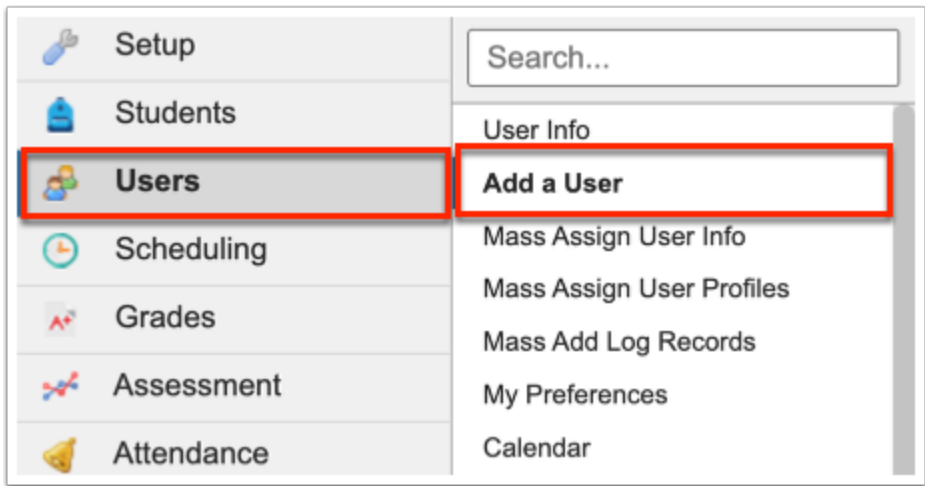
New users are added to Focus either by importing the users or by adding the users manually. Importing users is best when you are first getting started with Focus and your district has a large number of users to add. Staff members new to the district or users who are not in the district's database will need to be manually added to the system.

 The fields displayed in Add a User depend on Users > [User Fields](#) > Visible on Add a User Search.

Adding a New User

New users are manually added to the system using the Add a User screen. Focus will search for any users who match the entered search criteria to prevent duplicate users.

1. In the **Users** menu, click **Add a User**.



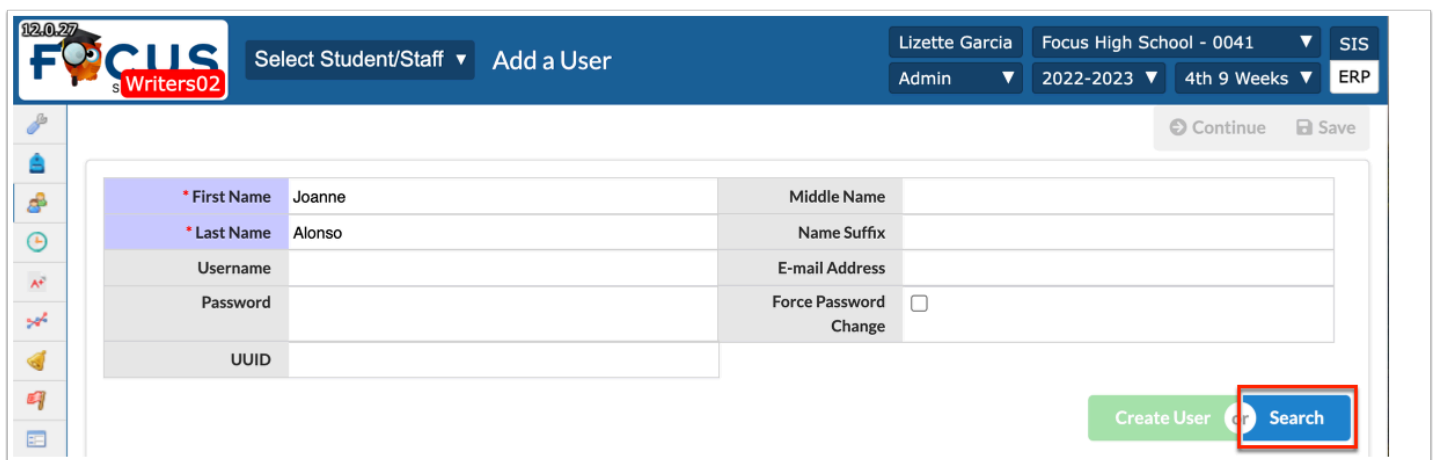
2. Enter search criteria to see if the user is already in the system.

The First Name and Last Name are required.

i If your district uses the UUID, the unique identifier utilized in Focus' Third Party Systems, and the field is enabled via Users > [Profiles](#) > User Fields, you can search for users by the applicable **UUID**.

When the system preference "Show username/password fields on Add a User" is enabled in Setup > System Preferences > Default School Preferences/School Preferences > [Enrollment tab](#), the Username and Password fields are included on this screen.

3. Click **Search**.



The screenshot shows the 'Add a User' interface in the Focus Writers02 system. The top navigation bar includes the Focus logo, a date/time display (12.0.27), and user information (Lizette Garcia, Focus High School - 0041, SIS, Admin, 2022-2023, 4th 9 Weeks, ERP). Below the navigation bar, there are buttons for 'Select Student/Staff' and 'Add a User'. The main form area contains several input fields: 'First Name' (Joanne), 'Last Name' (Alonso), 'Middle Name', 'Name Suffix', 'Username', 'Password', 'E-mail Address', and 'UUID'. There is also a 'Force Password Change' checkbox. At the bottom right, there are two buttons: 'Create User' and 'Search'. The 'Search' button is highlighted with a red box.

Any users who match the search criteria are listed. If there are no users who match the search criteria entered, "No Records Found" will display.

i The query searches User records for SSN; First Name, Last Name; Last Name, Birthdate; and Local ID (custom_53).

4. To view the user's record, click **View**.

12.0.27
FOCUS
Writers02

Select Student/Staff ▼
Add a User

Lizette Garcia
Focus High School - 0041 ▼
SIS


Admin ▼
2022-2023 ▼
4th 9 Weeks ▼
ERP

Continue
Save

* First Name	Joanne	Middle Name	
* Last Name	Alonso	Name Suffix	
Username		E-mail Address	
Password		Force Password Change	<input type="checkbox"/>
UUID			

Create User
or
Search

Export
Filter: OFF

	Name ▼	Email ▼	Date of Birth ▼	Username ▼
 View	Alonso, JoAnne Civil	example@email.com		russellr


The user's record is opened in another tab or window for review. When finished, close the tab or window.

5. If the user does not already exist in Focus, click **Create User**.

* First Name	Joanne	Middle Name	
* Last Name	Alonso	Name Suffix	
Username		E-mail Address	
Password		Force Password Change	<input type="checkbox"/>
UUID			

Create User
or
Search

Export
Filter: OFF

	Name ▼	Email ▼	Date of Birth ▼	Username ▼
 View	Alonso, JoAnne Civil	example@email.com		russellr

6. Select the **SIS Profiles** to assign to the user. One or multiple can be selected.

Selecting an SIS profile is required in order to continue.


7. If applicable, select the **ERP Profiles** to assign to the user. One or multiple can be selected.

8. Select the **Schools** the user will have access to. One or multiple can be selected.

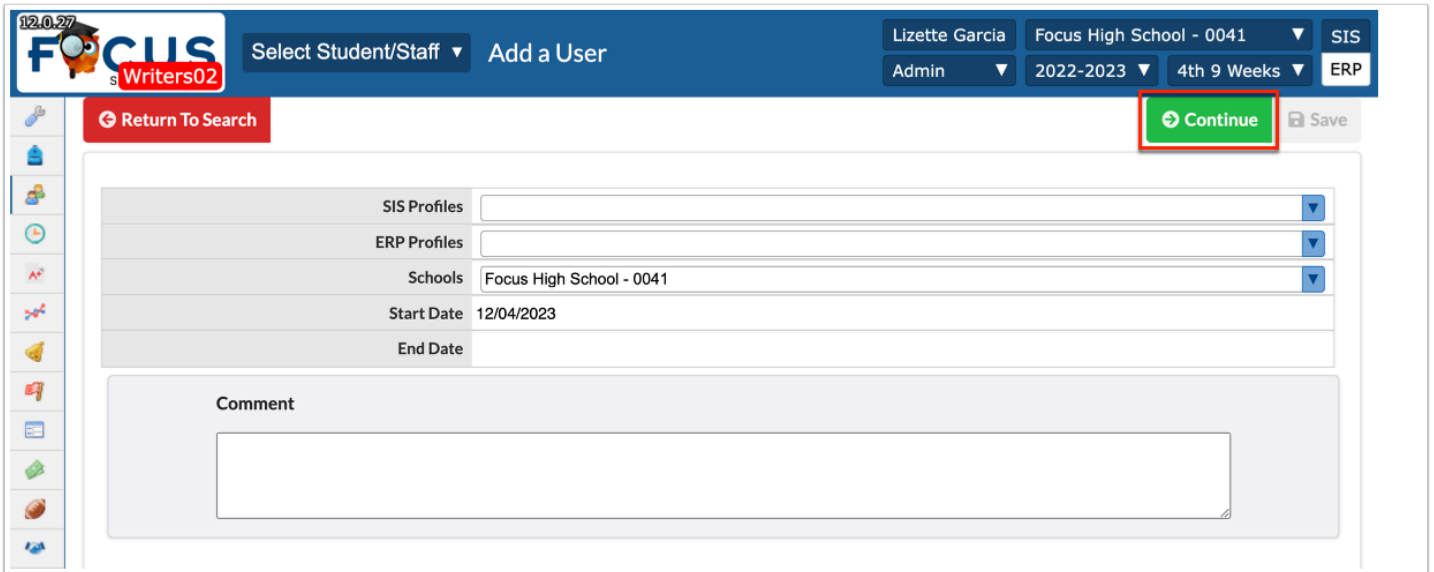
9. Select the **Start Date**. This is the date the user will be able to log in with the selected profile(s).

The **End Date** is used to deactivate the user from logging in with selected profile(s). In most cases, this will be left blank at this time.

10. Enter any **Comments**, if desired.

 The selected profiles, schools, start date, end date, and comments are populated in the Permissions tab in [User Info](#). These can be edited or additional profiles added at a later time.

11. Click **Continue**.



The screenshot shows the 'Add a User' form in the Focus Writers02 system. The form is titled 'Add a User' and includes fields for 'SIS Profiles', 'ERP Profiles', 'Schools', 'Start Date', and 'End Date'. The 'Schools' field is populated with 'Focus High School - 0041' and the 'Start Date' is '12/04/2023'. Below these fields is a 'Comment' section with a text area. The form has a 'Return To Search' button on the left and a 'Continue' button on the right, which is highlighted with a red box. The top navigation bar shows the user 'Lizette Garcia' and the school 'Focus High School - 0041'.

12. Continue filling out the user fields.

The fields that display on this screen are customized by the district.

Any errors are displayed in a list at the right side of the screen. This includes required fields that are not completed, and fields that contain data errors. The error messages will disappear as the required fields are filled out or data is corrected.

12.0.27
FOCUS
Writers02

Select Student/Staff ▾ Add a User

Lizette Garcia
Admin ▾

Focus High School - 0041 ▾
2022-2023 ▾ 4th 9 Weeks ▾

SIS
ERP

Return To Search Back

Continue Save

Social Security Number
Leave Accrual Date

Certification

Export Filter: OFF

	Subject Area ▾	Level ▾	Certificate Number ▾	Type ▾	Issue Date ▾	Expiration Date ▾	Scope ▾

ELL Certification Status
Florida Education Identifier
Florida Educators Certificate Number
Electronic W2
Phone Number
W4 Additional
W4 Status

☐

Duplicate SSN ✕

"Birth Date" is required

"Gender" is required

13. Hover the mouse over the error to view a description in a tool-tip.



14. Click on an error in the list to be taken directly to that field on the screen.

15. Once all required information has been entered, click **Save**.

12.0.27
FOCUS
Writers02

Select Student/Staff ▼ Add a User

Lizette Garcia
Admin ▼

Focus High School - 0041 ▼
2022-2023 ▼ 4th 9 Weeks ▼

SIS
ERP

Return To Search Back

Continue Save

Social Security Number ***-**-7366
Leave Accrual Date

Certification

Export Filter: OFF

	Subject Area	Level	Certificate Number	Type	Issue Date	Expiration Date	Scope

ELL Certification Status
Florida Education Identifier
Florida Educators Certificate Number
Electronic W2 ☐
Phone Number
W4 Additional
W4 Status

The Save button is not enabled until all required fields are filled out and any errors have been corrected.

16. In the pop-up window, click **Go To User** to open the user's record in User Info, or click **Create Another User** to return to the Add a User screen.

Complete

The user has been created.

Go To User or Create Another User