POLARIS SYSTEM ADMIN

**How to Add a Staff Member - Polaris Client**

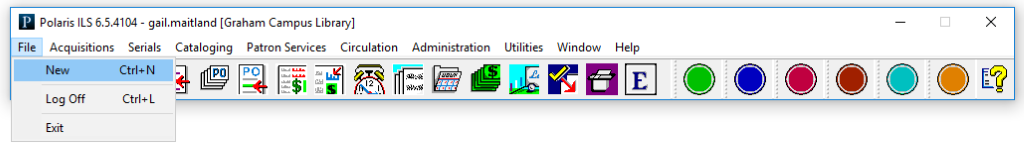
**Introduction:**

This article explains how to add a new staff member in the Polaris Client

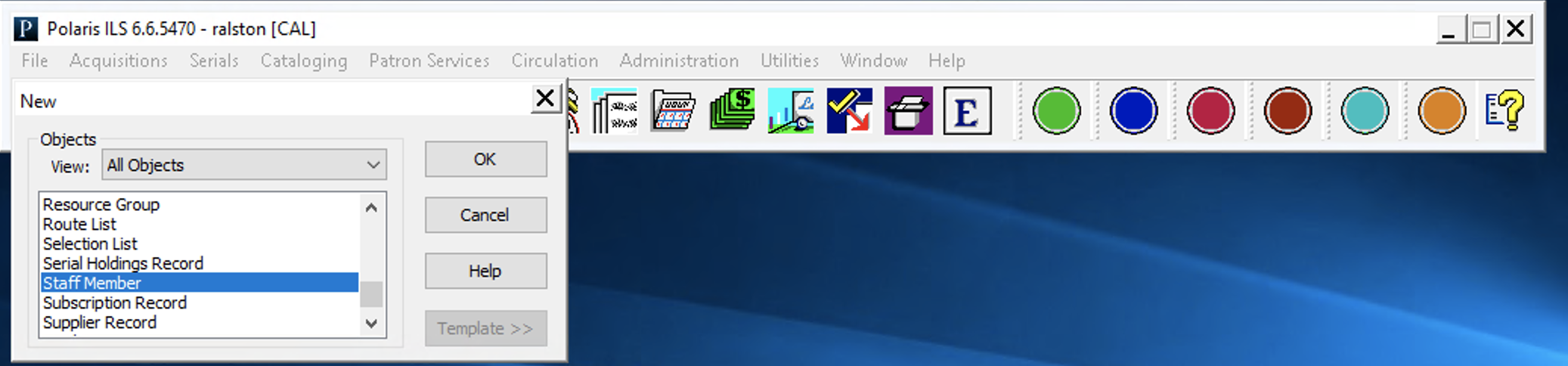
**Adding a New Staff Member:**

From the Polaris Toolbar select:

File>New

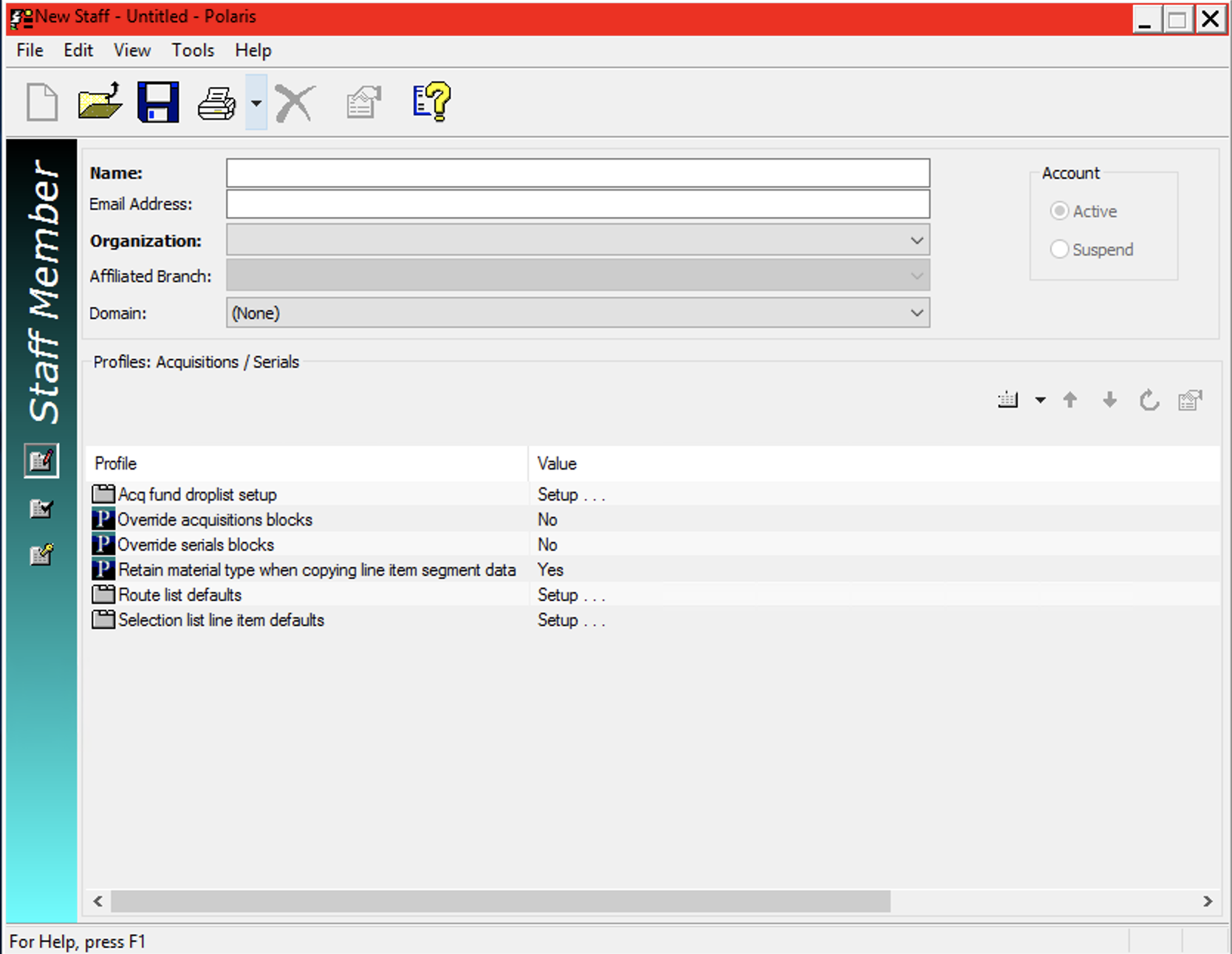


Click on Staff Member, then OK:



Complete all bolded information in the workstation form:

* If the organization is not branch level, you must choose an affiliated branch.
* The name must match the name in Active Directory.
* Email is not required, unless the staff member will receive Ask Us or Self Registration information.

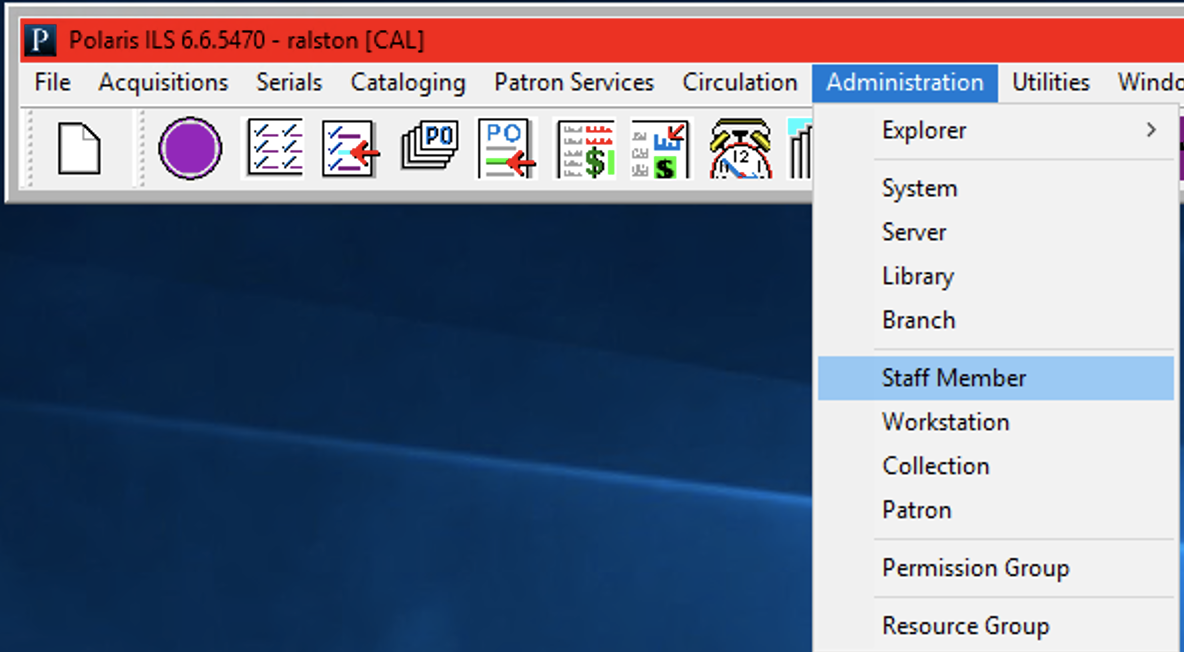


Click Save, there will be a warning that the staff member has no permissions. After saving, assign the staff member to the correct permission groups, or grant them the permissions needed.

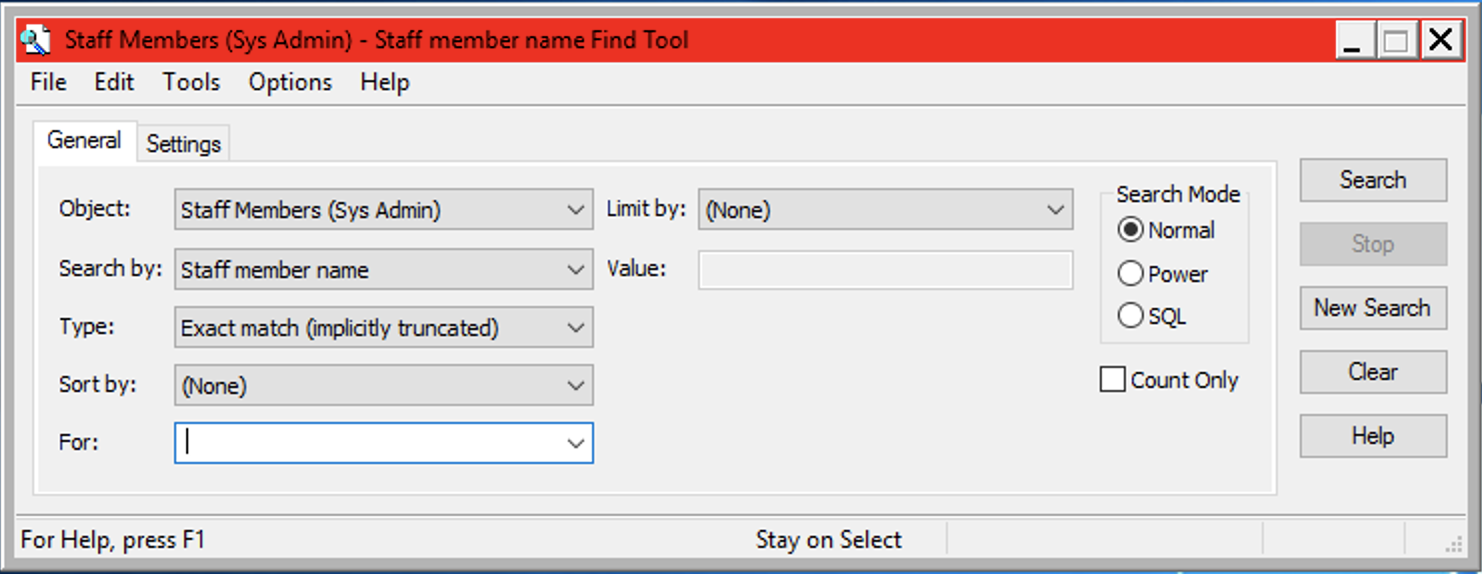
**Searching for a Staff Member:**

From the Polaris toolbar select:

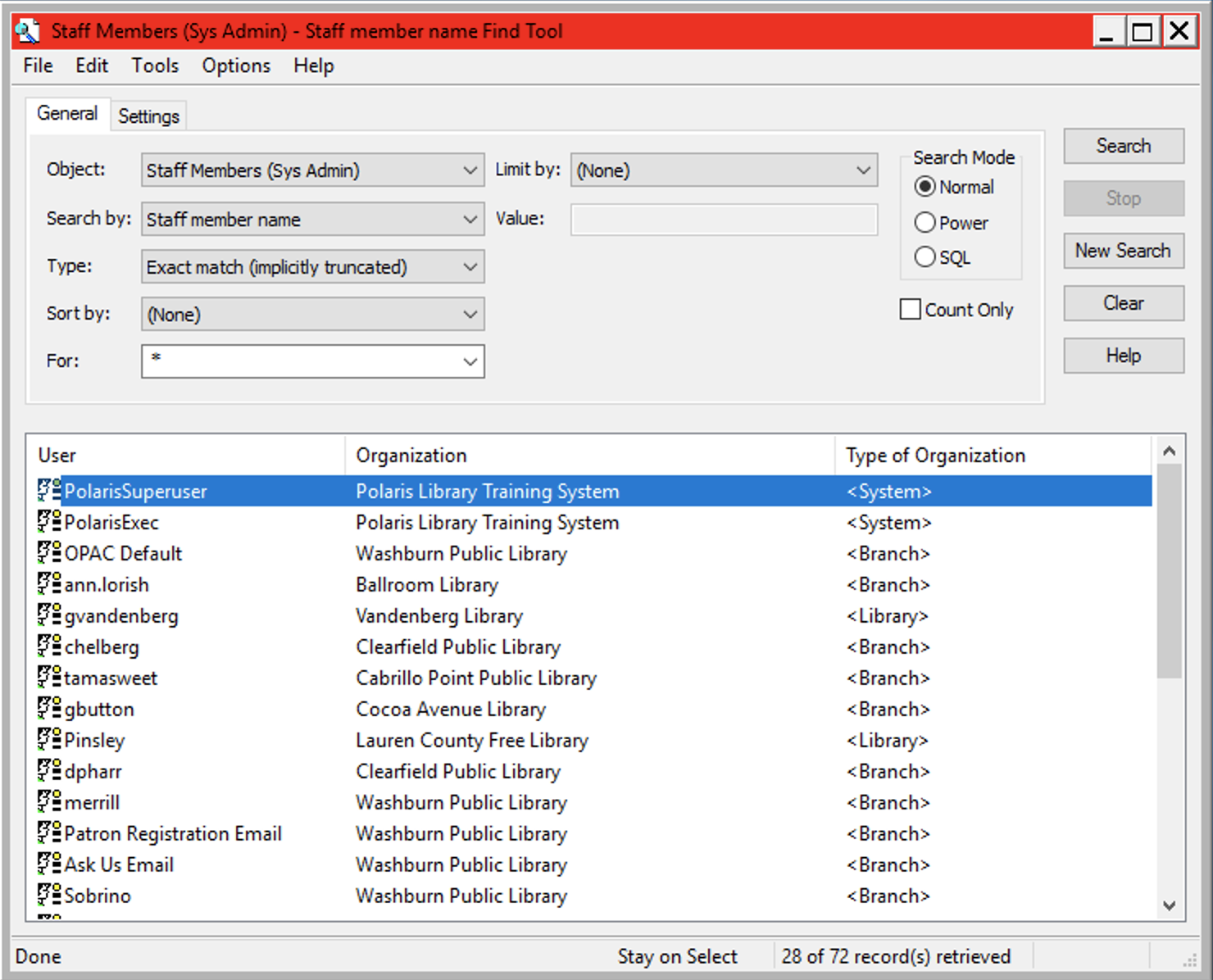
Administration>Staff Member



The Find tool will open and you can search for the staff member.



**Note:** An asterisk (\*) will bring up all staff members.



Double click to open and edit the staff member.

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