



Site admin can create Atlas accounts for new users for their site/locations. An Atlas account must be created before CellNetix IT can set the user up with Single Sign-On (SSO) that allows users to securely authenticate using one set of credentials.

Setting Up New Users in Atlas

1. To set up a user with an Atlas account, use the menu toolbar at the top of the screen and go to the **System\Users**.

The screenshot shows the top navigation bar of the Atlas application. The 'System' menu is highlighted, and its dropdown list is visible. The 'Users' option is selected and highlighted in blue. Below the navigation bar, the 'Patient Search' section is visible, including a 'Look up By' dropdown and a search button.

2. Select **New User** in the lower left-hand corner.

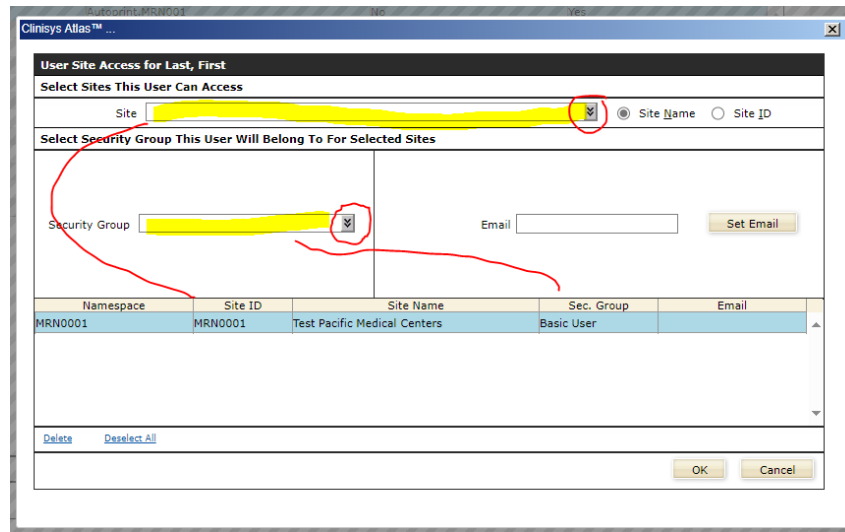
The screenshot shows a button labeled 'New User' and a button labeled 'Edit Locations'.

3. Fill out the required **User Information**.
 - a. **NOTE:** This password will only be used to set up the user with an Atlas account. The actual password needed for the user to log in to Atlas will be provided after CellNetix IT creates the user's SSO account.
 - b. Uncheck "Required Password Change on Next Login."
 - c. Add the user's email in the **Email** field related to possible messages from Atlas.
 - d. Click **Save**.

The screenshot shows the 'User Information' form in the Clinisys Atlas application. The form contains fields for Name (Last, First), User ID, New Password, Confirm Password, Physician, and Email. The 'Required Fields' section on the right contains checkboxes for 'Is Active', 'Is Lab Administrator', 'Skip Report Counting During Login', 'Require Password Change on Next Login', 'Is Auto-Printer User', 'Is External', and 'Access All Sites'. The 'Require Password Change on Next Login' checkbox is circled in red. The 'Email' field is highlighted in yellow. The 'Save' button is at the bottom right.

4. Set the **Site Access**.

- To set the **Site Access**, you need to save user information first before you can proceed to Site Access.
- Select **Site** and **Security Group**. The Basic User group will allow for viewing reports and ordering tests.
- Click Ok.

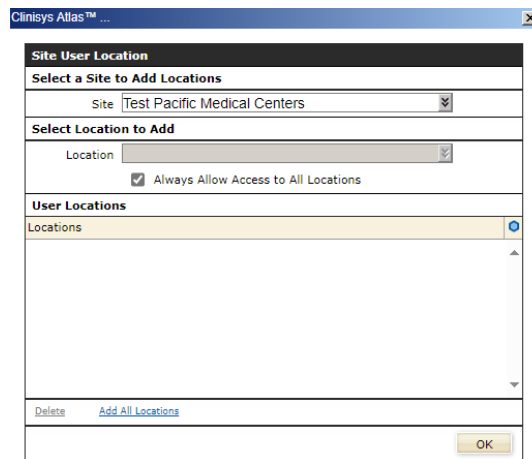


5. **Set Location**: Click on **Edit Locations** to the right of the **New User** link.

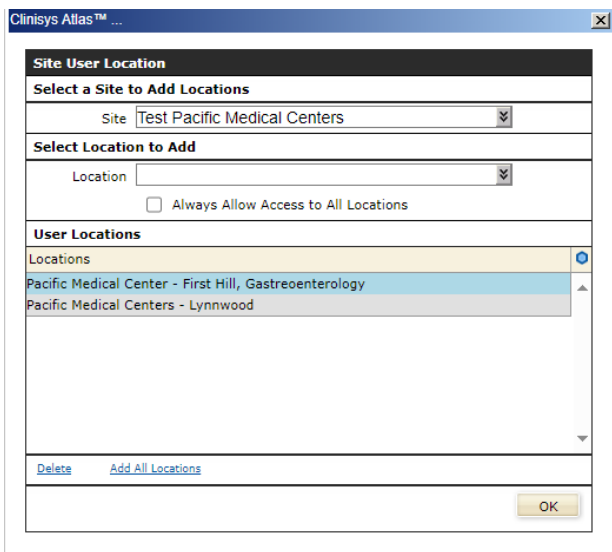


6. Set the **Site** and the **Location**.

- Select a checkbox for “**Always Allow Access to All Locations**” to simplify the access.



- b. If needed, access to specific locations can be selected and added. Simply select the location(s) from the drop-down menu.



- c. Click on **OK** when complete.
7. After the Atlas account has been set up, send the user information to atlas@cellnetix.com, and CellNetix IT will be notified to create the user's SSO account.
 8. After the SSO account has been created, the user will receive a one-time password to log in for the first time. This password will be sent either by the Site Admin or from CellNetix IT Support email.