

User Management

For staff Helm accounts

- [Create a User](#)

Create a User

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On the sidebar navigation select [Settings then User Setup](#)

Click [New User](#)

Fill out the:

Name

Email

Level: Select either Admin or Supervisor

Password

Confirm Password

and submit

Get the User to Update their Password

With a user created, they can now login to <https://onlinefulfilmentcentre.myhelm.app>

Give the user their details, and get them to login. Inform them to change their password on login (unless they set the password in the previous step).

This can be done by

Clicking the name at the top-right of Helm

Press My Account

On the new page click Update Password

Fill out the passwords, and press Update

Email

Hi X,

I have setup a Helm account for you.

Please login here: <https://onlinefulfilmentcentre.myhelm.app/>

With your email address, and the password:

I recommend changing your password when you login, this can be done by Clicking the name at the top-right of Helm, selecting My Account, then on the new page click Update Password.