## **Individual User Accounts and Permissions**

Log into <b>Data Services</b> https:\\data.ngumc.org.	Data Services helperguncarg         Pres           Username         Persword Asistance           Persword         Create a Lay Account           Copin         Create a Lay Account           Coulder in this system are cont only for managing security and permitations.         Data in this system is confidential and may only be used for authorized purposes.
Accounts with permission to create users will have a blue 'Administer Users' button in the church section on the Main Index.	Administer Users
To add a new user, click "New" in the top left column. To edit an existing user, click 'Edit' to the left of that user.	User Management Create user accounts for people, and set their permission la removed all of a users permissions click 'Delete' and the cli Admin: Administer Users, Ben: Benefits, CConf: Charge Confi Enter text to search
<ul> <li>Enter the person's email address as their Username.</li> <li>Enter their First Name and Last Name.</li> <li>Select Yes or No as appropriate for each of the permission levels.</li> <li>Click Update to save.</li> </ul>	Edit Form X First Name:*
<ul> <li>There are eight permission levels:</li> <li>Benefits and Payments (Ben)</li> <li>Charge Conference Reports (CConf)</li> <li>End of Year Reports (EOY)</li> <li>Remittance Payments (Pay)</li> <li>Vital Signs (Vital)</li> </ul> Special Access Areas <ul> <li>Administer Users (Admin)</li> <li>Clergy Reports (Clergy)</li> <li>For Chair of the SPRC (SPRC)</li> </ul>	Last Name:*   Image: Last Name:*   Image: Last Name:*   Image: Last Name:*   Benefits and Payments:*   Yes   Image: Last Name:*   Yes   Image: Last Name:*   Yes   Image: Last Name:*   Yes   Yes   Vital Signs:*   Yes   Yes
Please notify new users that they have an account in Data Services. They may use the Password Assistance button on the log in page to set their password and access their account.	Password Assistance