## **ATS - Temporary User**

There are times when a temporary or limited time user needs to be added to your database. This could be possibly a visiting AT, a PRN employee covering session, a hospital if you are on the road and need more emergency information. Below are some basic recommendations to get you started with a temporary user, this should be further configured based on your organization, and settings necessary.

Ad	nin Windows Help		
-	Site Info		
<b>8</b>	Add/Update Teams & Organizations	►	
	Users	•	Add a User
<b>1</b>	Malantanaa		

## **Recommendation #1:**

Begin by setting the user's ID and password as you are creating a regular user. Make sure to assign them to the PRN or Other. Only for a Temporary User do we recommend filling in the log in until date, preemptively; this ensures they have to be reactivated to regain access. Once that date passes they will have to contact the administrator of the system to log back in.



Also, this user should either be granted, or cleared of their access for reports, group emails, and other details at the top of the screen.

## **ATS – Temporary User**

## **Creating Temporary User on the Core Portal**

ADMIN—> Org-Team-Users—>Users

Admin	►	Dropdown/Popup Lists	
Reports	►	Org-Team-Users ▶	Organizations
Home		Import Athletes	Teams
		Medical Providers	Users
		Insurance Companies	User Info Lookup

Once you load the users page, use the +Add button to open a new user page.

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