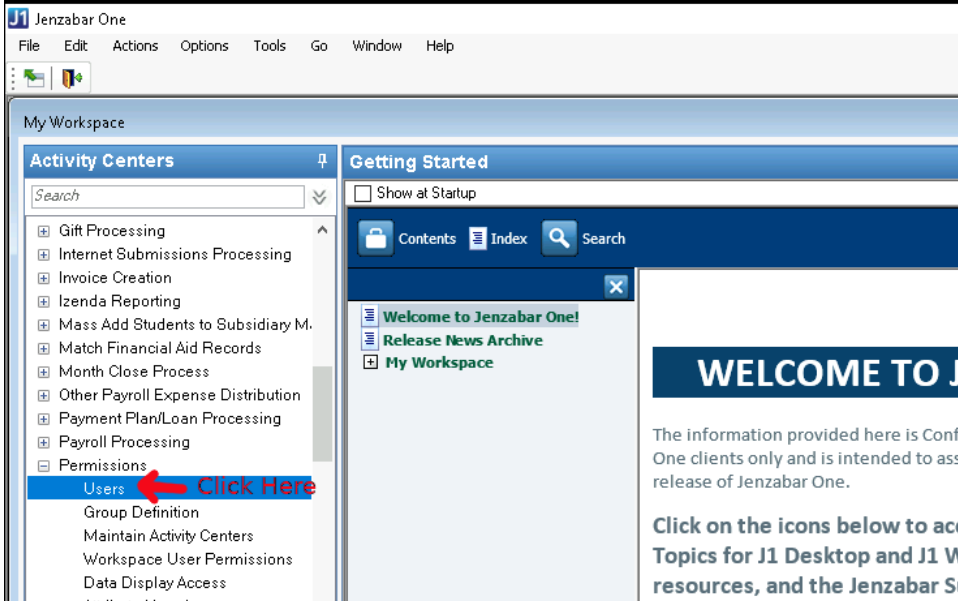


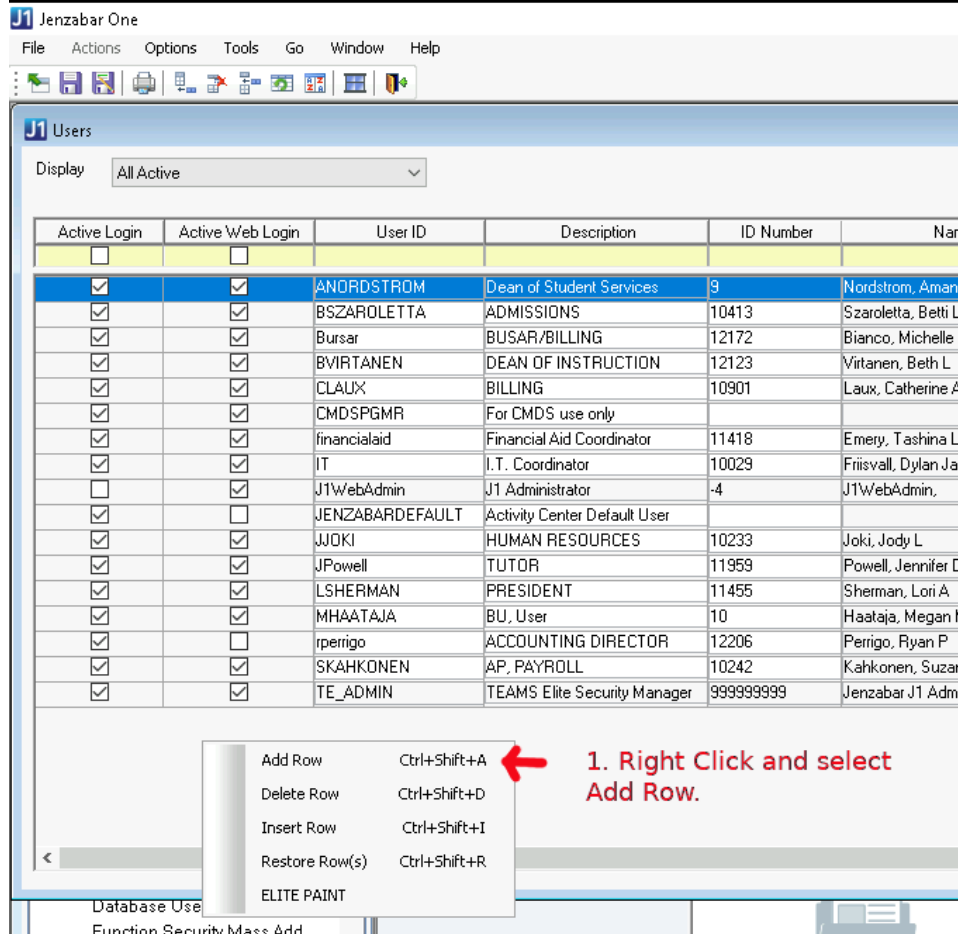
# KBOCC - Adding a user to Jenzabar J1

## Adding a User to Jenzabar J1 Desktop

1. First make sure to add the new staff to the system/HR making not of their ID number. You will need their ID number to add them a username for the Jenzabar J1 Program.
2. In Jenzabar J1 Desktop Click Permissions then Users



3. Now right on the window and select Add Row



4. Now please follow the numbered directions on the following graphic below

The screenshot shows the 'Users' window in Jenzabar One. The window title is 'Jenzabar One' and the menu bar includes 'File', 'Actions', 'Options', 'Tools', 'Go', 'Window', and 'Help'. The window contains a table with columns: 'Active Login', 'Active Web Login', 'User ID', 'Description', 'ID Number', 'Name', 'Audit User', and 'Notification Enabled'. The table lists various users, including 'ANORDSTROM', 'BSZAROLETTA', 'Bursar', 'BVIRTANEN', 'CLALX', 'CMDSPGMR', 'financialaid', 'IT', 'JTWebAdmin', 'JENZABARDEFAULT', 'JOKI', 'JPowell', 'LSHERMAN', 'MHAATAJA', 'iperigo', 'SKAHKONEN', 'TE\_ADMIN', and 'jsmith'. The 'jsmith' row is highlighted in blue. A red arrow points to the 'jsmith' row with the instruction: '1. Now fill in the fields marked with the red dash. 2. For the ID number it will be the staff's ID number you created when adding the staff for HR.' Another red arrow points to the 'File' menu with the instruction: '3. Click Save then you can close the window'. A third red arrow points to the 'X' button in the top right corner with the instruction: 'Click here to close and cancel changes'.

5. Please now Contact REMC1 support and give them the username you input under the User ID field above. They must now activate/add this user to the Jenzabar Database.
6. Meanwhile you can add this user to groups in Jenzabar which will give them rights for HR or Payroll or whatever their new role will be.

## Adding Users to Groups/Roles in Jenzabar J1 Desktop

1. First Click Permissions then Group Definition as shown below.

The screenshot shows the 'My Workspace' interface in Jenzabar J1 Desktop. The left sidebar contains a list of 'Activity Centers' including 'Izenda Reporting', 'Mass Add Students to Subsidiary M.', 'Match Financial Aid Records', 'Month Close Process', 'Other Payroll Expense Distribution', 'Payment Plan/Loan Processing', 'Payroll Processing', and 'Permissions'. Under 'Permissions', the 'Users' sub-menu is expanded, and 'Group Definition' is highlighted with a red arrow and the instruction: 'Click Group Definition'. The main content area shows a 'Getting Started' section with a 'Show at Startup' checkbox and buttons for 'Contents', 'Index', and 'Search'. Below this, there are links for 'Welcome to Jenzabar One!', 'Release News Archive', and 'My Workspace'. A large 'WEL' logo is visible on the right side of the interface.

2. Now Click the group you wish to add a user to

**1. Group Definition**

Group Id	Description	Group Manager User ID
JT_ADMANAGER	Admissions Module Managers	
JT_ADMIN	JT Security Managers	
JT_ADUSER	Admissions Module Users	
JT_APMANAGER	Accounts Payable Module Manage	
JT_APPROVER	Purchasing Approver	
JT_APUSER	Accounts Payable Module Users	
JT_ARMANAGER	Accounts Receivable Module Man	
JT_ARUSER	Accounts Receivable Module Use	
JT_AVMANAGER	Advising Module Managers	
JT_AVUSER	Advising Module Users	
JT_BDMANAGER	Bidding Module Managers	
JT_BDUSER	Bidding Module Users	
JT_BGMANAGER	Budget Module Managers	
JT_BGUSER	Budget Module Users	
JT_CADMIN	CE Administrative Users	
JT_CMANAGER	Common Module Managers	
JT_DEDATAENTRY	Development Data Entry Staff	
JT_DEINQUIRY	Development Inquiry Users	
JT_DEMANAGER	Development Module Managers	
JT_FXMANAGER	Fixed Assets Managers	
JT_FXUSER	Fixed Assets Users	
JT_GLMANAGER	General Ledger Module Managers	

**1. Click the group you wish to add or remove users from.**

**2. Click the Membership button**

Membership...    Permissions...    Copy Group...

3. Now Please follow the numbered instructions on the graphic below

**Group Membership**

Group: JT\_APUSER    Accounts Payable Module Users

**Members:**

User ID	Description	Added Date
		00/00/0000
SKAHKONEN	AP, PAYROLL	10/23/2019 16:20:24
iperrigo	ACCOUNTING DIRECTOR	10/23/2019 16:22:29

**Non-Members:**

User ID	Description
TE_ADMIN	TEAMS Elite Security Manager
JENZABARDEFAL	Activity Center Default User
BSZAROLETTA	ADMISSIONS
BVIRTANEN	DEAN OF INSTRUCTION
CLALX	BILLING
CMDSPGMR	For CMDS use only
IT	I.T. Coordinator
JJOKI	HUMAN RESOURCES
JPowell	TUTOR
LSHERMAN	PRESIDENT
MHAATAJA	BU, User
Bursar	BUSAR/BILLING

**1. Click the user to add**

**2. Click the left arrow button which will move the user to the members pane on the left**

**3. Click OK to save**

OK    Cancel