How to Set up new users in Camino

1. Go to Administration > Users
2. Click ADD NEW USER in the top right corner.
3. Enter new users Email, First Name, and Last Name.
4. Click checkboxes for ACTIVE and FORCE USER TO CHANGE PASSWORD.
5. Choose a role that you want the user to have.
6. Click SAVE in the top right corner (once the data from 3 and 4 are filled in it will become highlighted)
7. The new user will receive a password reset email. The new user will need to follow the prompts provided in the email.