

## Add/Delete Users

Follow this process to change the staff and faculty with access to the web site.

1. Go to [www.parishportal.com](http://www.parishportal.com) \*You do not need to log on\*
2. Click Add/Edit User

ad - Mozilla Firefox

File Tools Help

http://parishportal.com/launchpad/#

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Website Forms

Issue/Question Add/Edit User Change

You are not authorized to view this resource.  
You need to login.

Username  
ehaselhorst

Password  
●●●●●●●●

Remember me

Login

Lost Password?

Solutio

### User Request

Please fill out this form to notify the Solutio team of a change in users

\* Required

#### Name \*

Name of person to be Added/Deleted

#### Change Requested \*

- Add Email Account
- Add as Website Manager
- Add as Website Administrator
- Delete Email Account
- Delete Website Account

#### Website \*

Please list the website that this user will be added

#### Contact Name \*

Person to notify that the change has been made.

#### Contact Email \*

#### Comments

Please list any other concerns/comments.

Done

This Window will pop up

The following will either add a new user, edit a current user, or delete a user depending on your needs.

Type the person's name who no longer needs access to your website.

For a new user type the person's name

Select to create a user  
(This will vary from one parish to another)

Select to delete a user

Type in the name of your parish

Type in your name

Your email—  
Solutio will notify you via email when the changes are made

If there any instructions you want Solutio to have, type them here

Click submit when done.