
How to add a new staff user

- **Article Type:** General
 - **Product:** Alma
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Desired Outcome Goal:

To add a new staff user so that the staff can log in to Alma for fulfillment activities.

Procedure:

To Add a New Staff User

1. Under Find and Manage Users, click on Add User and select Staff.
2. Enter the fields for the user record. First and Last Name, password, User Group, Job Category etc.
3. Add the role of "Circulation Desk Operator," "Fulfillment Operator" or "Circulation Desk Operator Limited."

Additional Information

See attachment for steps and screenshots.

Job Category "Circulation Desk Operator" and "Fulfillment Operator" (as well as other Job Categories) have Roles that are automatically assigned via Role Templates and Role Assignment Rules. In other words, if in the user record you assign the user a Job Category, roles can be automatically assigned. The Automatic Role Assignment Rules can be configured via the Alma menu, Administration, User Management Configuration, Configuration Menu.

Attachment

[Attached file](#)

Category: Fulfillment - Alma

Subject: Configuration

- **Article last edited:** 5/29/2014