Steps to add a new user in Medical Registry

- User Login: ATC Admin user (Admin who is adding new user in the system)
    - Use the correct username to login into the medical registry
    https://njmcp.crc.nj.gov/web/#/home

- To Add a New User click on the link under Organization Tab "**Add User To The Registry**"
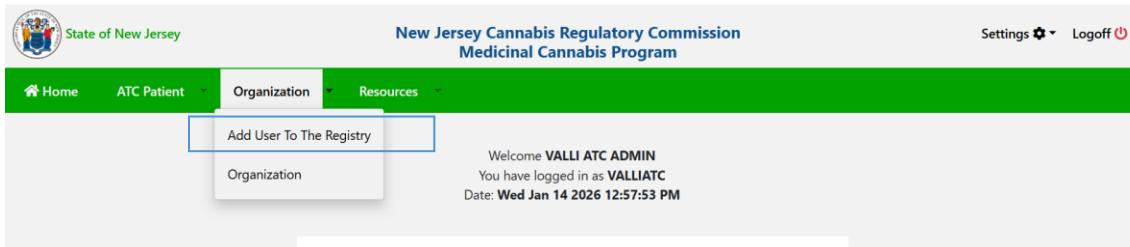
- A popup will show with important information. Click on **Continue** button to add new user in the system
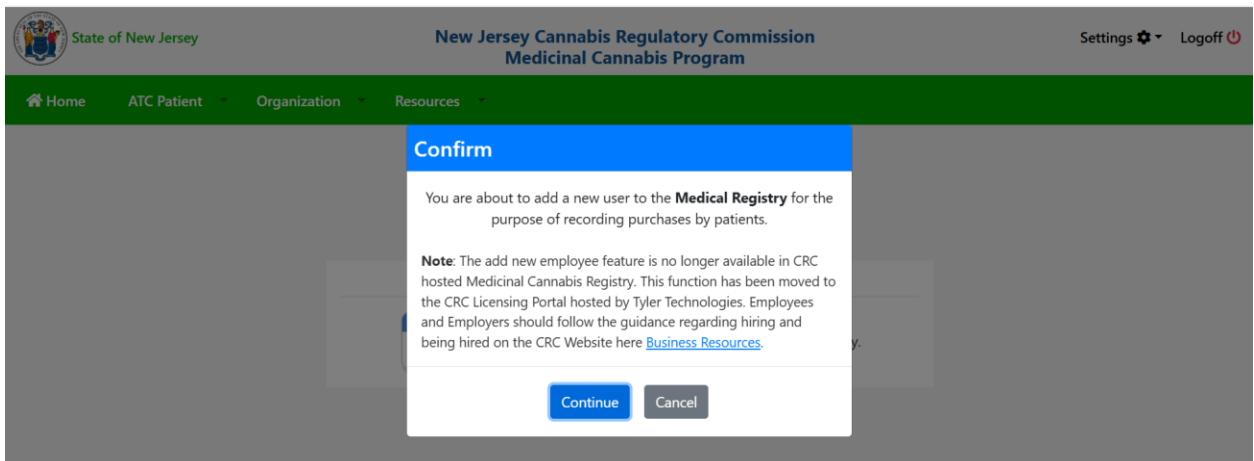
- Click on continue button will navigate to new user information input form to create new user profile-

Organization General Information

Organization Name	Organization Type	Organization Status
Bergen Main Alternative Treament Center	MAIN	ACTIVE

Add User To The Registry

Employee Information

Registry ID	First Name*	Middle Name	Last Name*	Date of Birth *
				MM/DD/YYYY

Address Information

Physical Address

Street Address *	Apt / Other	City *	County *
			Select County

State *	Zip Code*
Select State	Zip

Mailing Address

☐ Same as Physical Address

Street Address *	Apt / Other	City *	County *
			Select County

State *	Zip Code*
Select State	Zip

Contact Information

Phone Number *	Ext. *	Phone Type *	Alt Phone Number	Ext.	Phone Type
Phone Number	Ext.	Select Phone Type	Alt Phone Number	Alt Ext.	Select Phone Type

Email Address *	Confirm Email *
Email Address	Confirm Email

☐ * I hereby swear and affirm that the employee has successfully passed a background clearance, and that the information provided above is true and correct to the best of my knowledge.

Comments

Comments*

Please enter comments

Save   ↺ Reset   Cancel

- Provide all the required information and click on Save button.
- New user profile will be created successfully and success message will show

- To create an user account for the new user, click on **User Management**

- Add User account screen will popup, provide the required information and click on Save button

- A success message will pop up.

- New User will receive an system generated auto email with a link to activate user account on the email Id mentioned in user's profile.

- New user must click on the link and activate the user account. Once the user has activated his/her user account, they can login into medical registry with their username and password .