

Contact Account

User accounts in Global AlertLink are created in the Account section of a contact record's settings.

1. To create a user account, open the Contact record.
2. Click the Account tab.

The screenshot shows the 'Account' tab selected in a contact record's settings. The form is organized into four main sections:

- Basic Info:** Includes input fields for 'User Name' and 'Account Email'. It also features three checkboxes: 'Disable User', 'Enable User', and 'Password Never Expires'.
- Password:** Includes input fields for 'Password' and 'Confirm New Password'. A blue question mark icon is next to the password field.
- Security Question:** Includes input fields for 'Support Passphrase' and 'Security Answer'. A dropdown menu for 'Security Question' is currently set to 'Select a password question'.
- Role Membership:** Shows 'User's Current Roles' as 'User does not belong to any roles'. A blue link '- Add -' is visible below the role list.

At the bottom of the form, there are three buttons: 'Add & Exit' (blue), 'Add & Continue' (blue), and 'Cancel' (grey).

3. Enter a user name and account email.
4. Select the Enable User or Password Never Expires checkboxes as required.
5. Create a password and security question for the account.
6. Add the user to one or more roles to determine the permissions and privileges available to the user.
7. Click Add & Exit or Add & Continue.

