



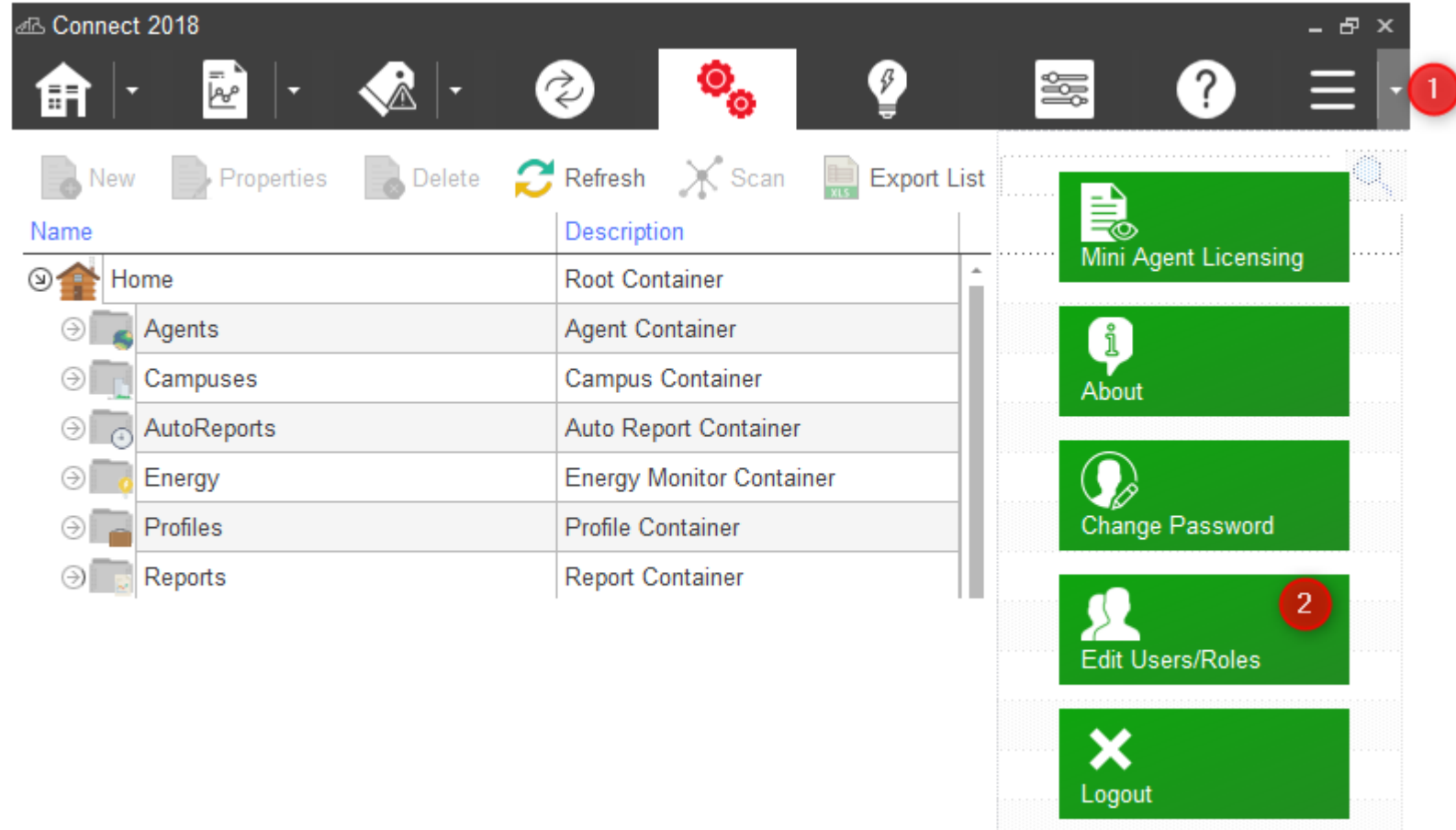
CONNECT

Users

Users

New in Connect2018. An admin level user may create new users.

1. Choose the drop-down arrow to the far right of the menu bar.



The screenshot shows the Connect 2018 application interface. The top menu bar contains several icons, including a home icon, a document icon, a warning icon, a refresh icon, a gear icon, a lightbulb icon, a settings icon, a question mark icon, and a dropdown arrow icon. A red circle with the number 1 is placed over the dropdown arrow icon. Below the menu bar, there is a toolbar with buttons for New, Properties, Delete, Refresh, Scan, and Export List. The main content area displays a table with columns for Name and Description. The table lists various containers: Home (Root Container), Agents (Agent Container), Campuses (Campus Container), AutoReports (Auto Report Container), Energy (Energy Monitor Container), Profiles (Profile Container), and Reports (Report Container). To the right of the table, a dropdown menu is open, showing several options: Mini Agent Licensing, About, Change Password, Edit Users/Roles (with a red circle and number 2), and Logout.

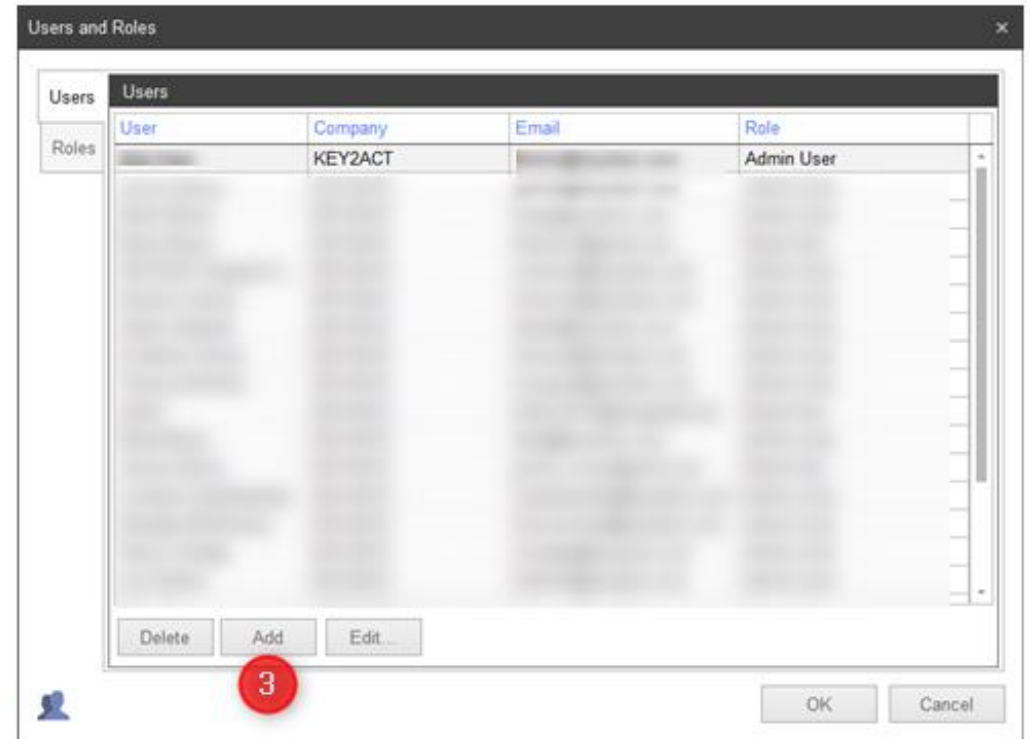
Name	Description
Home	Root Container
Agents	Agent Container
Campuses	Campus Container
AutoReports	Auto Report Container
Energy	Energy Monitor Container
Profiles	Profile Container
Reports	Report Container

2. Choose **Edit Users/Roles**.

Users

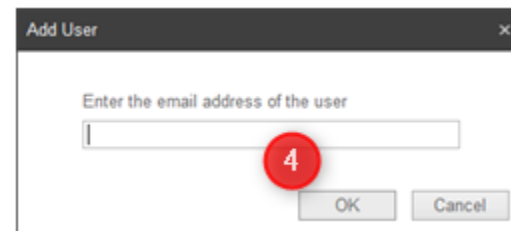
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3. In the Users and Roles window, choose *Add*.



4. Enter the **Email Address** of the user you are creating. Choose *OK*.

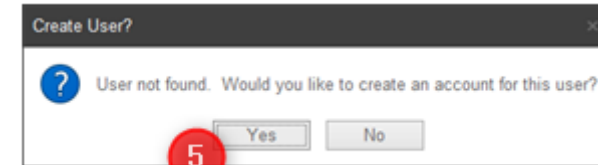
Note: Each user must have a unique email address.



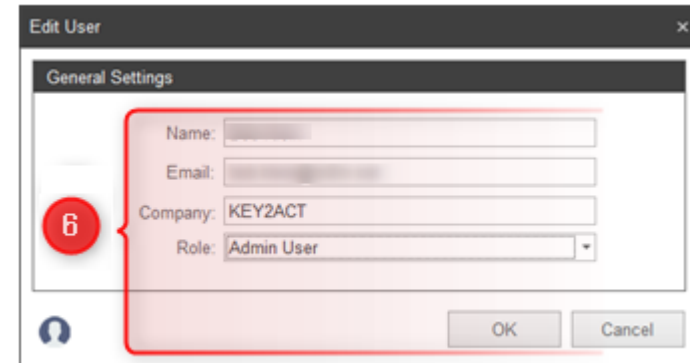
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5. In the Create User window, choose *Yes*.



6. In the Edit User window, enter the **Name** and choose the **Role** for the user. Choose *OK*.

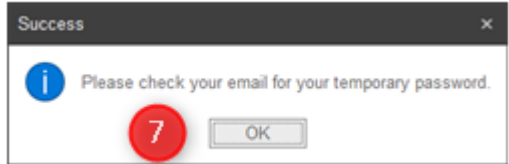


Note: The Admin User role is the only installed role.

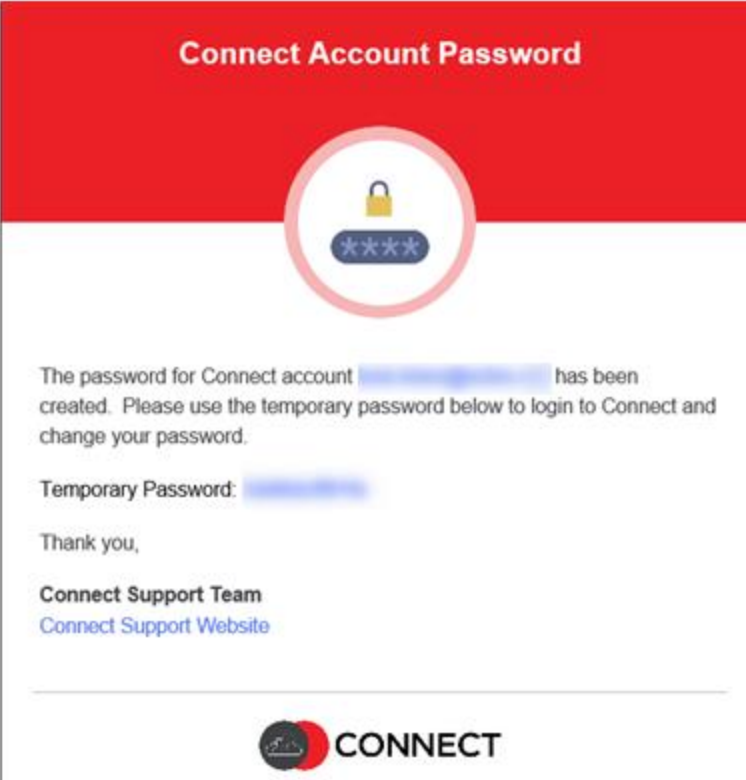
Users

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7. After the user is created, a success window displays. Choose *OK*.



The user will need to check their email inbox for the temporary password.



Users

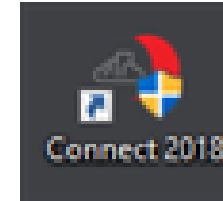
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New user login and password change

The assumption is that the new user has installed Connect.

Double Click on the Connect2018 icon to start the software.

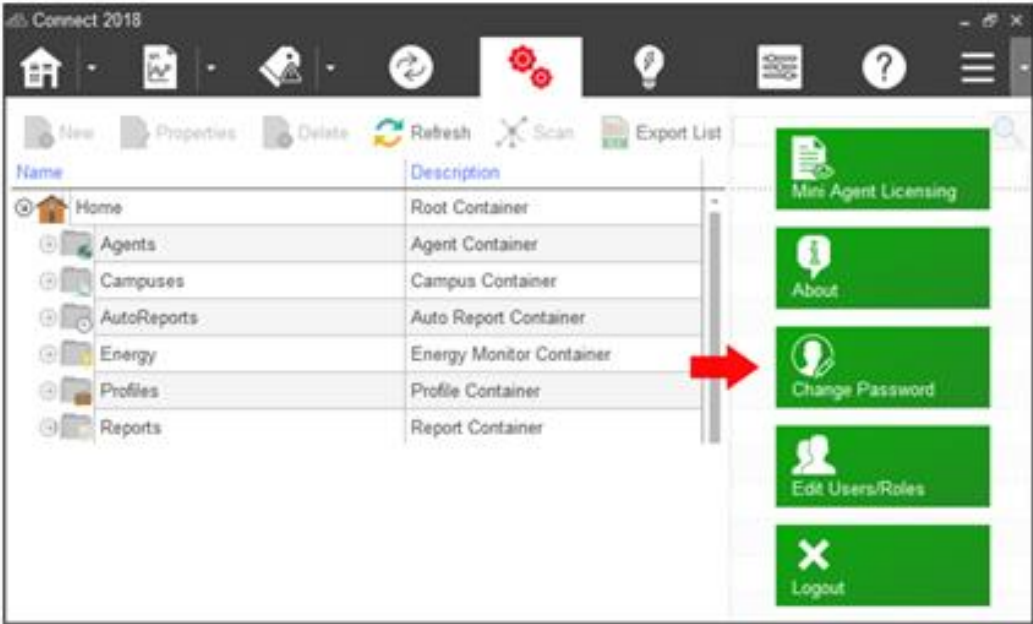
Login using the your email address as the user and the temporary password provided in the email.



Users

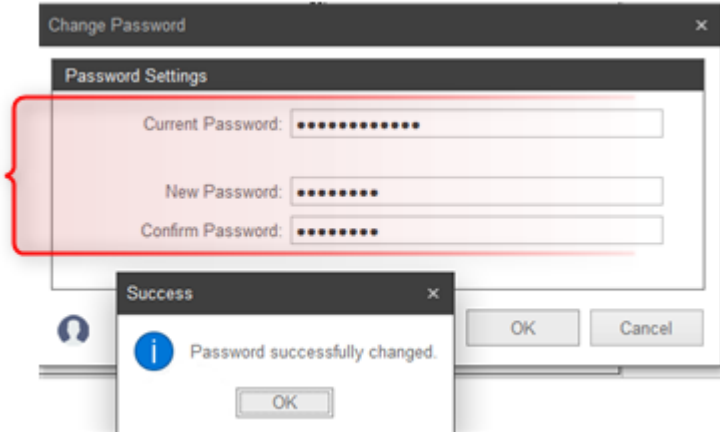
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Choose the drop-down arrow to the far right of the menu bar.



Choose **Change Password**.

In the Change Password window, enter the **current password** and then enter the **new password** (twice).



Choose *OK*.

Choose *OK* in the Success window.

Users

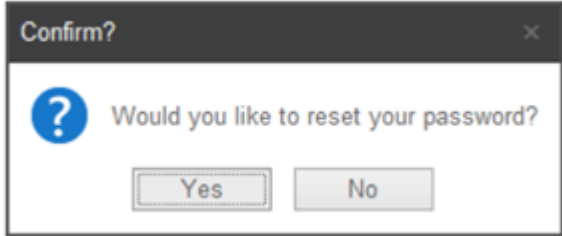
New in Connect2018. An admin level user may create new users.

Forgot password

In the Login window, choose *Forgot Password*.

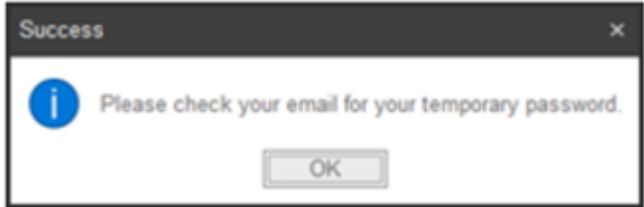


Choose *Yes* in the confirmation window



Choose *OK* in the success window.

Note: A message displays if the email address is not found in the database.





THANK YOU