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## BEGINNER'S GUIDE TO ADDING NEW INDIVIDUAL MEMBERS TO YOUR ORGANISATION

01 SELECT THE MEMBERS TAB							
My Lea	arning Zone	Organisation Management Zone					
🚆 Organisations	Reports	E Order Licences					
PUS Test Org	🗄 Services	🞓 Upcoming Pharmacist-led Cou	rses 🛛 🔅 Past Pharmacist-led Courses	🔠 Members	E Licences	Settings	

02	CLICK 'MANAGE MEMBERS	SHIP'	
Members of the Organisa	ation: OPUS Test Org		
Filter V			Back Manage Membership
Not Available* Only Members with a ur	nique email address may be promoted to a Manager position		
Table Key: 🧪 Edit 🔂 Allo	ocate Licence  📋 Training Record 🥫 Archive Member 🕥 Promote to Organisation Manager 🔱	Demote to Member U Not Permitted	
Name	Email / Username	🖍 🚊 🕕 Role	Edit Role
Alpha Bravo	ab@opustest.com	🥕 🚊 🕒 Member	









If your Member already has an OPUS account, select 'Add Existing Member' to add them to your Organisation

## INPUT MEMBER EMAIL/USERNAME AND GENERATE A PASSWORD

Login Details					
Email	Username	Generate Username			
	OR				
Password		Generate Password			
Passwords must be at least 8 characters long, and contain at least 1 lowercase, uppercase and number character, and at least one of the following symbols: !@#\$%^&*()+=}{[] :;/?.<>,"`~					
Confirm Password					
View Password					

**Top Tip** If your Member doesn't have a unique email address, create a username then add your details to email the password for passing on to the Member You can add your own password rather than generate one. If you want to see what your password is, click 'View Password'

05 PRESS SAVE TO SEND LOGIN DETAILS TO THE MEMBER BY EMAIL	
View Password	
Cancel Save	
EASY!	