

Creating a Unique Administrator User upon Initial Login

To create a unique administrator user upon initial login:

1. Log in to GradPoint using the administrator login credentials provided in your GradPoint Welcome Letter.
2. Select **Users** from the main menu.
3. On the next screen, click **New** in the top right.
4. On the next screen, enter your first name, last name, and desired username and password. Your email address is recommended.
5. Click Save. The new user has been added to the system.

PLEASE NOTE: By default this new user is a Student User until you complete the remaining steps.

6. Next, click the User ID of the new user.
7. On the next screen, select the **Domain Permissions** tab.
8. Next, click **Grant** on the right.
9. On the next screen, access the role dropdown menu and select the **Domain Administrator**.
10. Click **Save**.