This resource guides the **Company Administrator** through the process of registering a New User within their company to the Compass Portal.

How to Add a New Compass User

This process facilitates a New User to gain access to the Compass Portal. Note: a company and an Administrator must already be registered with University Lands to be able to register a **new** user. If an Administrator is not yet registered, please see the "How to Register a New Compass User" guide.

The Company Administrator logs in and follows these guidelines to **Add** a New Compass User:

1. From the Landing Page, navigate to the "Security Management" Page by clicking the "Navigation" button on the left-hand side of the screen and select "Profile Management" > "Security Management."
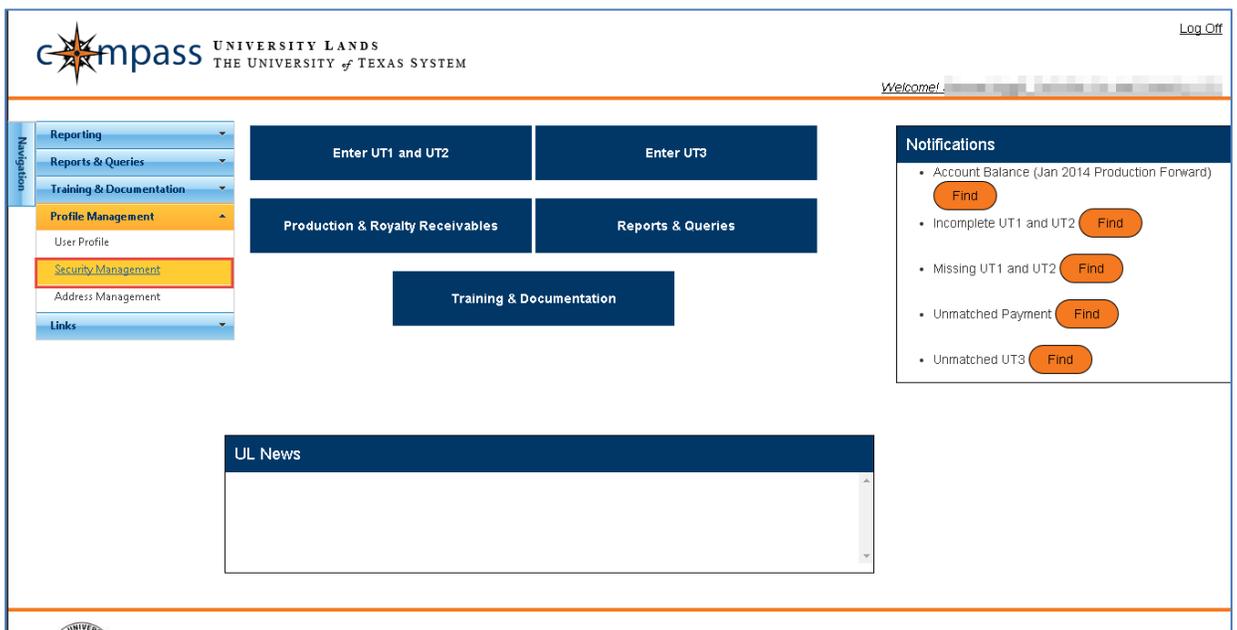
2. Press "Add."
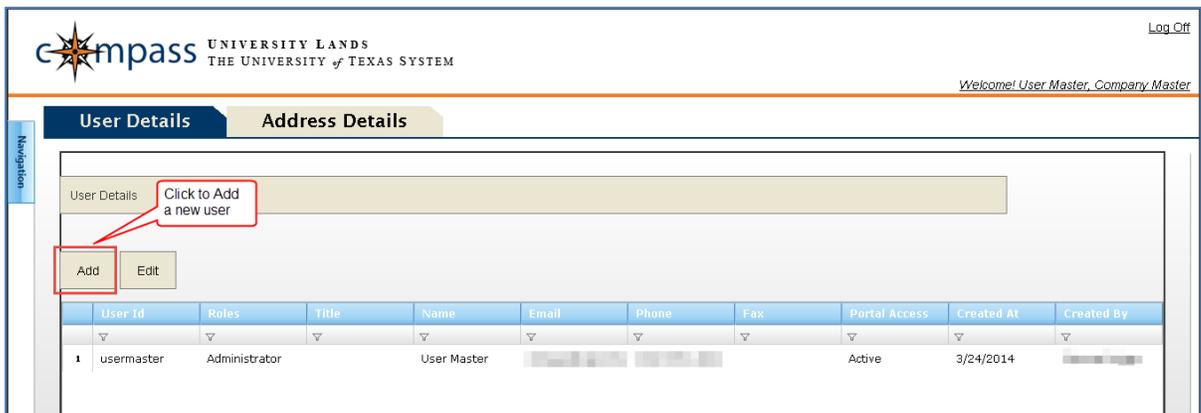
3. When the pop-up appears, the Administrator enters the User Details as specified in the e-mail received by the Administrator. Check a "Role" box to designate their Compass Security privileges and check the "Active" box to designate them as an Active Compass user. Note: the fields "User Id" and "Email" are required. The user will be able to add/edit their User Details once they login. Press "Save."
   - User IDs must meet the following criteria:
     i. Have a minimum of six characters, maximum of 15 characters
     ii. At least one lower or upper case letter
     iii. Special characters are not accepted

4. The **New User** receives an e-mail containing a link to set-up their Compass Portal login Password. Click the link embedded in the e-mail to initiate this process.

5. The link directs the **New User** to a Compass Portal page to create a Password. The New User enters his new Password in the "Password" field and re-enters the Password in the "Retype Password" field. Click "Save."
   - Passwords must meet the following criteria:
     i. Have a minimum of eight characters
     ii. At least three characters must be numbers.
     iii. At least one character must be a lower or upper case letter.
   - Note: the New User is restricted from accessing Compass if the Password is incorrectly entered five times.

6. Upon pressing "Save," if the new Password meets the Password Credentials, the New User is redirected to the Compass Portal Landing Page.
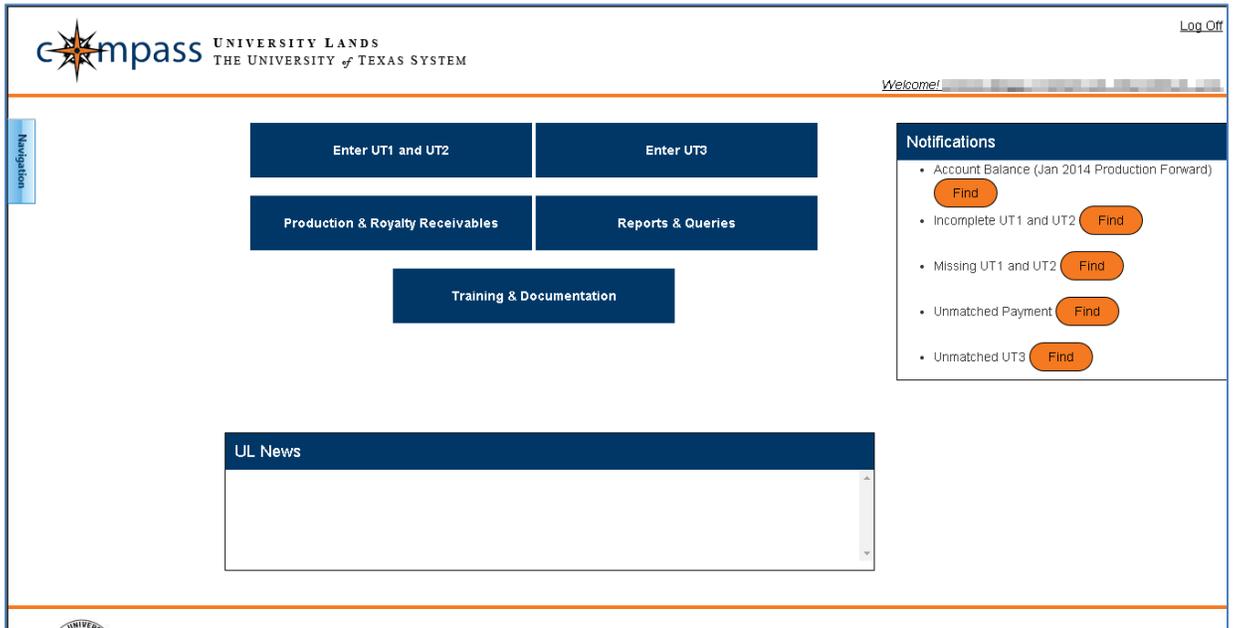
7. The New User can change his Password once logged into the Compass Portal. From the Compass Portal Landing Page, click the "Navigation" button on the left-hand side of the screen and select "Profile Management," then "User Profile."

8. Enter a new Password in the "New Password" field and re-enter the same Password in the "Confirm New Password" field. The Password must meet the Password Credentials listed in step 5. Press the "Save Changes" button on the top right-hand side of the screen.

9. From this point forward, this is the user's Password to login.