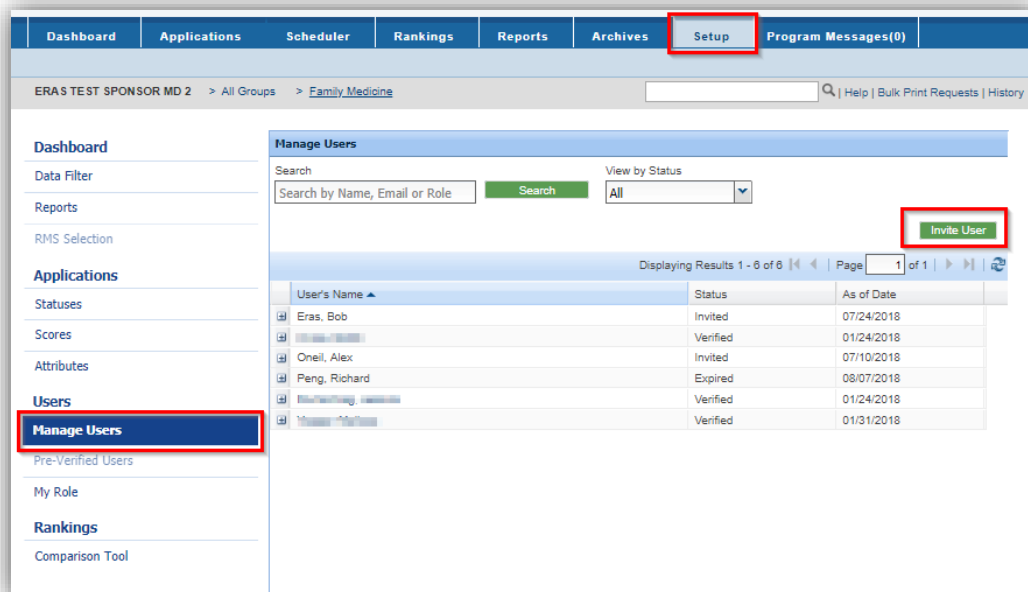


Users with a Coordinator or Super User role can invite new users (for equal access or lower) to access the PDWS. When users are invited:

- The system sends an email to the new user and changes the user’s status to Invited.
- The Invited user receives an email invitation with a link to the PDWS and instructions to:
 - Register for an AAMC account or log in with an existing AAMC account.
 - Verify their email account (only if a new AAMC account was created). The user’s status will change to “Verified”.
- After the user logs into the PDWS and accepts the Terms and Conditions, the user will be able to access the system and their status will change to “Active”. Users who accept their invitation; but, do not log into the PDWS will show as “Verified”.

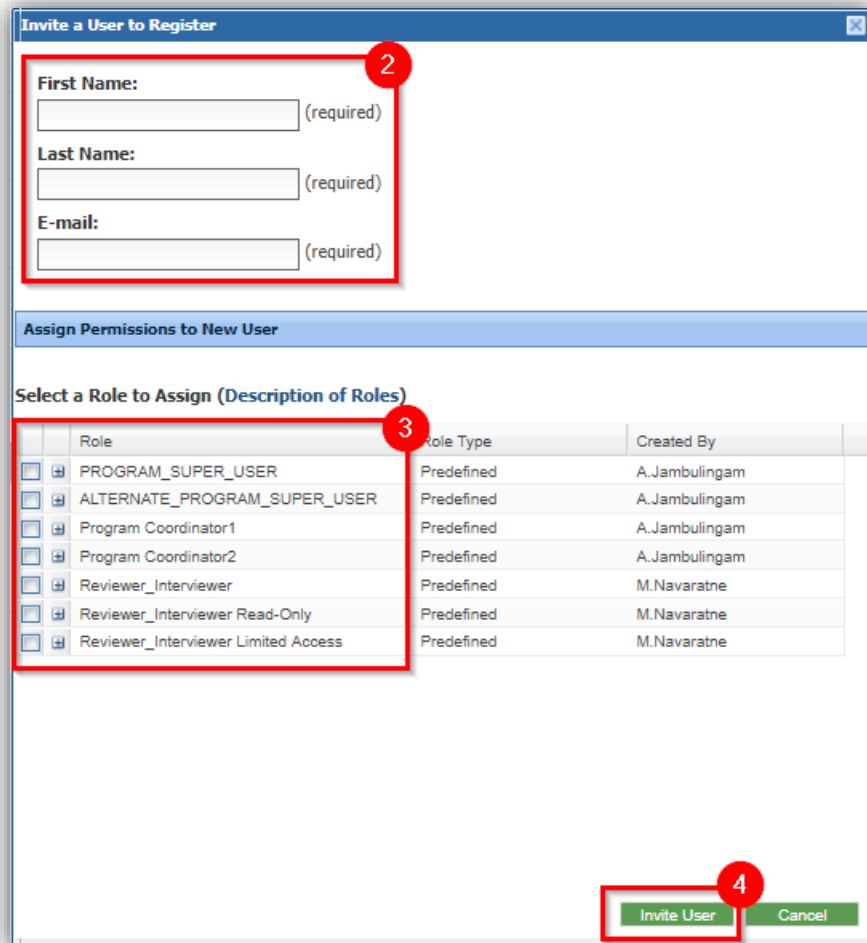
Follow the steps below to send the invitation.

- 1. Under the Setup Tab, click the Invite User button from the Manage Users page.**



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2. Enter required criteria: First Name, Last Name, and E-mail.
3. Select a Role from the list of System-Defined roles to assign.
4. Click the Invite User button.



Invite a User to Register

First Name:
 (required)

Last Name:
 (required)

E-mail:
 (required)

Assign Permissions to New User

Select a Role to Assign (Description of Roles)

	Role	Role Type	Created By
<input type="checkbox"/>	PROGRAM_SUPER_USER	Predefined	A.Jambulingam
<input type="checkbox"/>	ALTERNATE_PROGRAM_SUPER_USER	Predefined	A.Jambulingam
<input type="checkbox"/>	Program Coordinator1	Predefined	A.Jambulingam
<input type="checkbox"/>	Program Coordinator2	Predefined	A.Jambulingam
<input type="checkbox"/>	Reviewer_Interviewer	Predefined	M.Navaratne
<input type="checkbox"/>	Reviewer_Interviewer Read-Only	Predefined	M.Navaratne
<input type="checkbox"/>	Reviewer_Interviewer Limited Access	Predefined	M.Navaratne

Invite User **Cancel**

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