Corporate Admin: New User Checklist

- ☐ Review existing roles and determine if a user role can be reused, or create a new role if necessary.
- ☐ Create the new user and assign the applicable role.
- ☐ Provide the new user their Login name and the one-time password you created.
- ☐ If the user's role enables approval rights they should set up mobile authorizations in the Settings menu and fill out the Mobile Authorizations page.
- ☐ Give the new user a copy of the "*Corporate Desktop Quickstart*" which will help them with their first time login.
- ☐ If the user needs mobile access, give them a copy of the "*MSB online Temporary Mobile App for LPT group*."

  Note: Only if a new user is being set up prior to June 23, 2020. If after June 23, 2020 instruct new users to the app store to download the MSB Online app.