How to Create User Profiles

You will need to create Users that can log into identiMetrics Enrollment Manager™. Only users that are Managers or Administrators have access to do this. Open the Enrollment Manager and Click on User Management. NOTE: Users need to be created on any service deployed, (Distributor, Biometric Engine and/or ID Provider).

Click on the Add button to add a User. Use the tab key to fill out the fields.

Name: The User's full name

Role: The role defines what things a user is allowed to do. Choose one.

- **Enroller** – This role is intended for users that are just going to enroll people and aren't responsible for any management tasks. An Enroller can use the filter, find and sort functions to access the records they want and is allowed to enroll any of those records. They can print, set preferences and do backups.

- **Manager** – This role can do what an Enroller can do plus it is allowed to modify the enrollment records, use Find and Replace, use any of the Data Management functions, add and modify Manager and Enroller user profiles, use the EOY Management functions (if enabled) and can take backups and enter or review license info.

- **Administrator** – The Administrator can do everything.

Username: Username for login.

Password: Password for login.

Security Question: Use the dropdown arrow to select a question the User will be asked if the forget their login information.

Security Answer: The correct answer to the Security Question.

Info: Any info you would like to add about the User.

Email: The Users email address.

Last Login – This column shows the latest date and time that this user logged in.

Click on Save to save your User.

TIP: Consider using an already existing username & password (such as an existing windows logon or host application logon) for your users. It will make it easier to remember.

Need assistance? It's easy to get in touch with one of our Biometric Experts!

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