

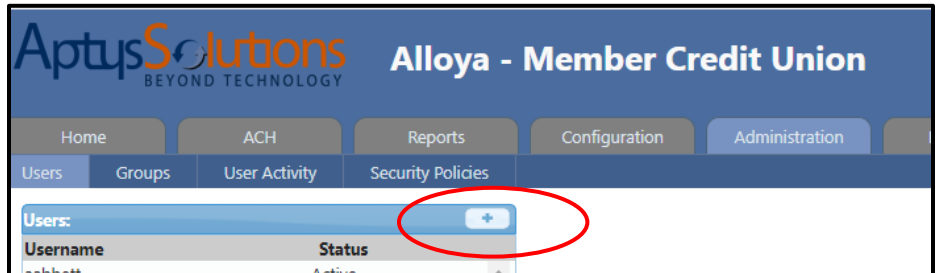
This document provides instruction for administration of the Aptys Contingency System.

Topics in this article include:

- [Create a User](#)
- [Approve a User](#)
- [Reset a Password or Disable a User](#)

## Create a User

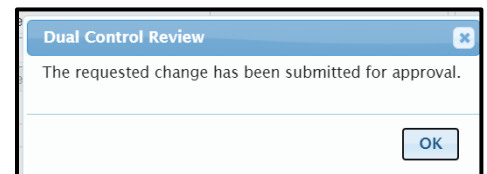
- Click on **Administration**.
- Select the **Users** tab.
- Click on the **+** sign.

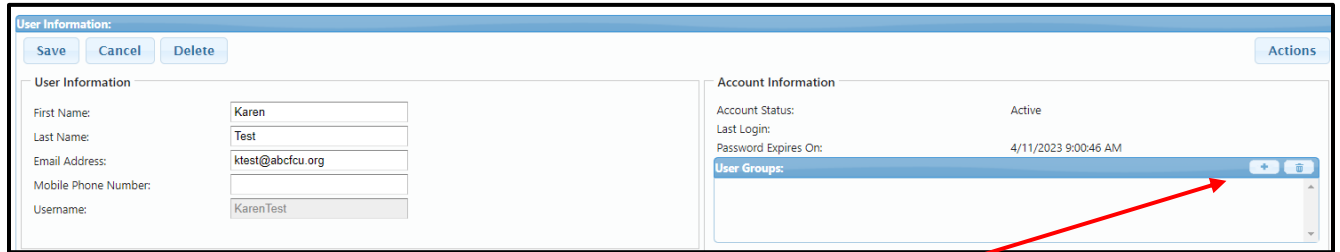


Complete the following:

- First Name
- Last Name
- Email Address
- Create a username or click **Generate a Username**
- Copy or write down the temporary password to provide to your user or click **Send a Temporary Password via Email**
- Click **Save** in the upper left corner

Another administrator will need to approve the user. Once the user is approved you can complete the second step.






The second step is to assign the user a permission group(s).

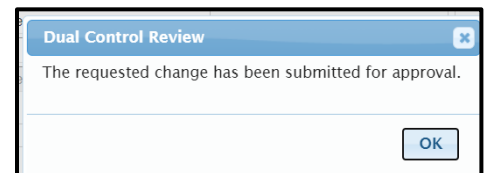
- Click the + sign next to **User Groups**.
- Select the appropriate group(s) from the drop-down box.

Credit unions will have access to Administrator, View Only and Receipt Processing and/or Origination Processing based on your current credit union permissions. Users can be subscribed to more than one group.

- Click on **Add Selected Groups**.

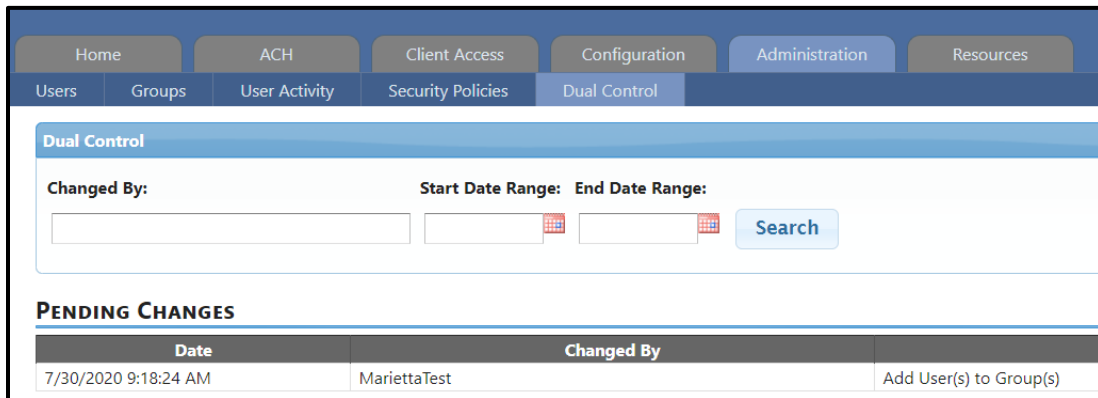



Another administrator will need to approve the user.



## Approve a User

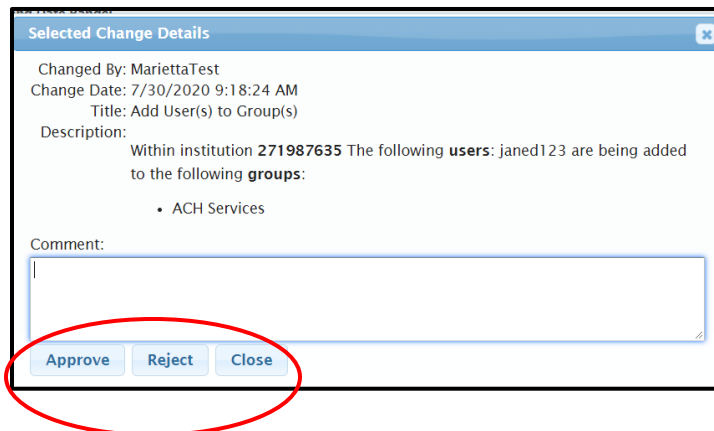
- Click on **Administration**.
- Select the **Dual Control** tab.
- Click the line item that needs to be approved under the **Pending Changes** section.



The screenshot shows the 'Dual Control' section of the system. At the top, there are navigation tabs: Home, ACH, Client Access, Configuration, Administration (selected), and Resources. Below these are sub-tabs: Users, Groups, User Activity, Security Policies, and Dual Control (selected). The main content area has a search filter for 'Changed By' and 'Start Date Range: End Date Range:' with a 'Search' button. Below the search area is a section titled 'PENDING CHANGES' containing a table:

Date	Changed By	
7/30/2020 9:18:24 AM	MariettaTest	Add User(s) to Group(s)

- Click **Approve**.
- Click **Reject** if you want to reject the change.



The 'Selected Change Details' dialog box shows the following information:

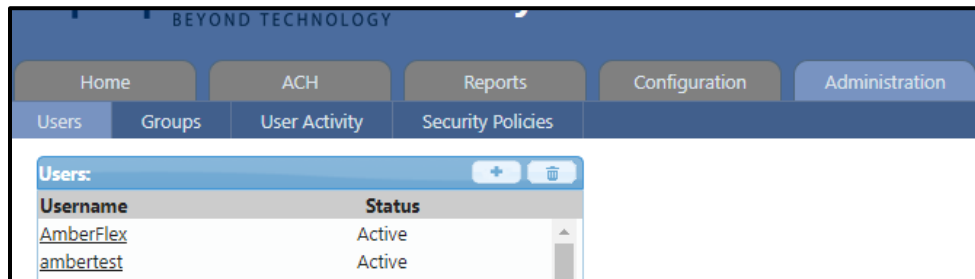
- Changed By: MariettaTest
- Change Date: 7/30/2020 9:18:24 AM
- Title: Add User(s) to Group(s)
- Description: Within institution 271987635 The following users: janed123 are being added to the following groups:
  - ACH Services
- Comment: (empty text area)

At the bottom of the dialog, there are three buttons: **Approve**, **Reject**, and **Close**. These buttons are circled in red in the image.

## Reset a Password or Disable a User

Second approval is not required to reset a password or disable a user.

- Click on **Administration**.
- Select the **Users** tab.
- Click on the appropriate user from the list.



- Hover over the **Actions** button.

Your options will be:

- Reset Password
- Reset Password and Send via Email
- Disable User Account

A confirmation will pop up depending on the option selected.

