

Promote an Existing Staff Member to a Provider(Medical provider)

Last Modified on 08/07/2021 8:50 am ACST

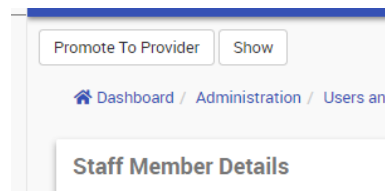
To upgrade an existing Staff Member user account to a Provider, this can be done from the existing Staff Member user account.

1. Click **Administration**.
2. Select **Users and Groups** from the menu.
3. Select the **Users** sub menu item.
4. Select **Show** button next to relevant User.
- 5.

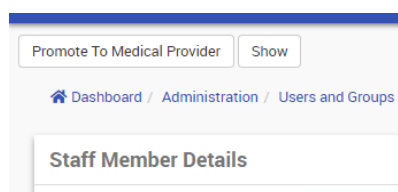


Staff Members		Search...	Q
Name			
thas thas	Show		
Prof treds fd	Show		
test user	Show		
Dr Clintel Test	Show		
Dr John Dorian	Show		
Dr Perival Ulysses Cox	Show		
Dr Bob Bippity Boppity Boo	Show		

6. Select the **Edit** button.
7. Select the **Promote to Provider** button.
- 8.



9. Select the **Promote to Medical Provider** button.(Must be a provider)
- 10.



11. Scroll down and complete the fields
12. To save changes click **update** button.