



ADD NEW ADMINISTRATOR

To create a new administrator, you will have to login to the Case Log System with the director login. The director login is the same login that is used to access the ADS system.

Once logged in select **Program Setup**. Select **Update Program Information** under the Director heading (fig. 1).



Figure1: Program Setup

Select **New Administrator** from the top right-hand corner (fig. 2).

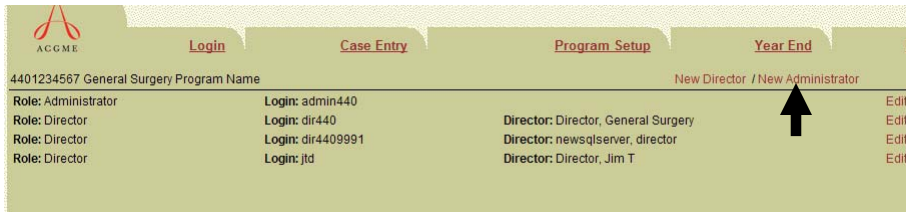


Figure 2: Administrator

A new window will appear where you can create a user ID and Password. Select **Save** when done (fig. 3).

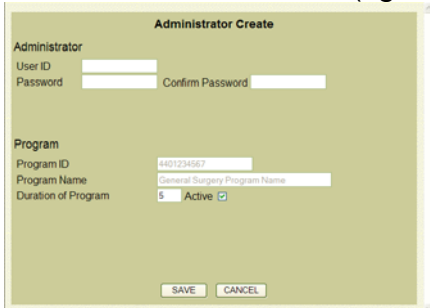


Figure 3: Administrator Setup