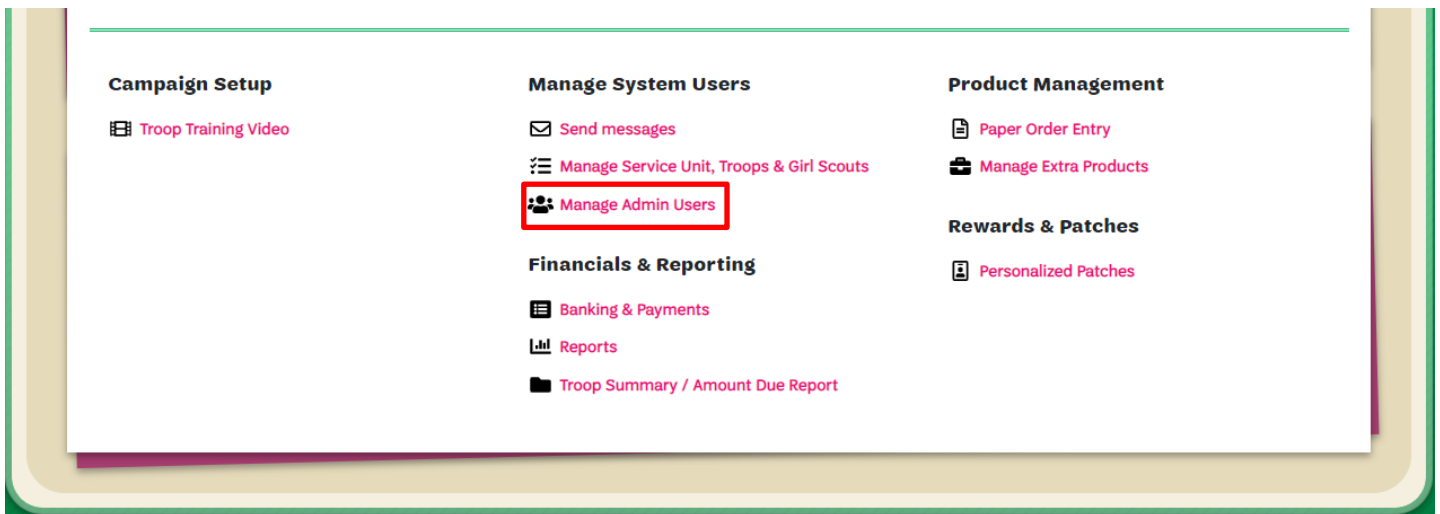


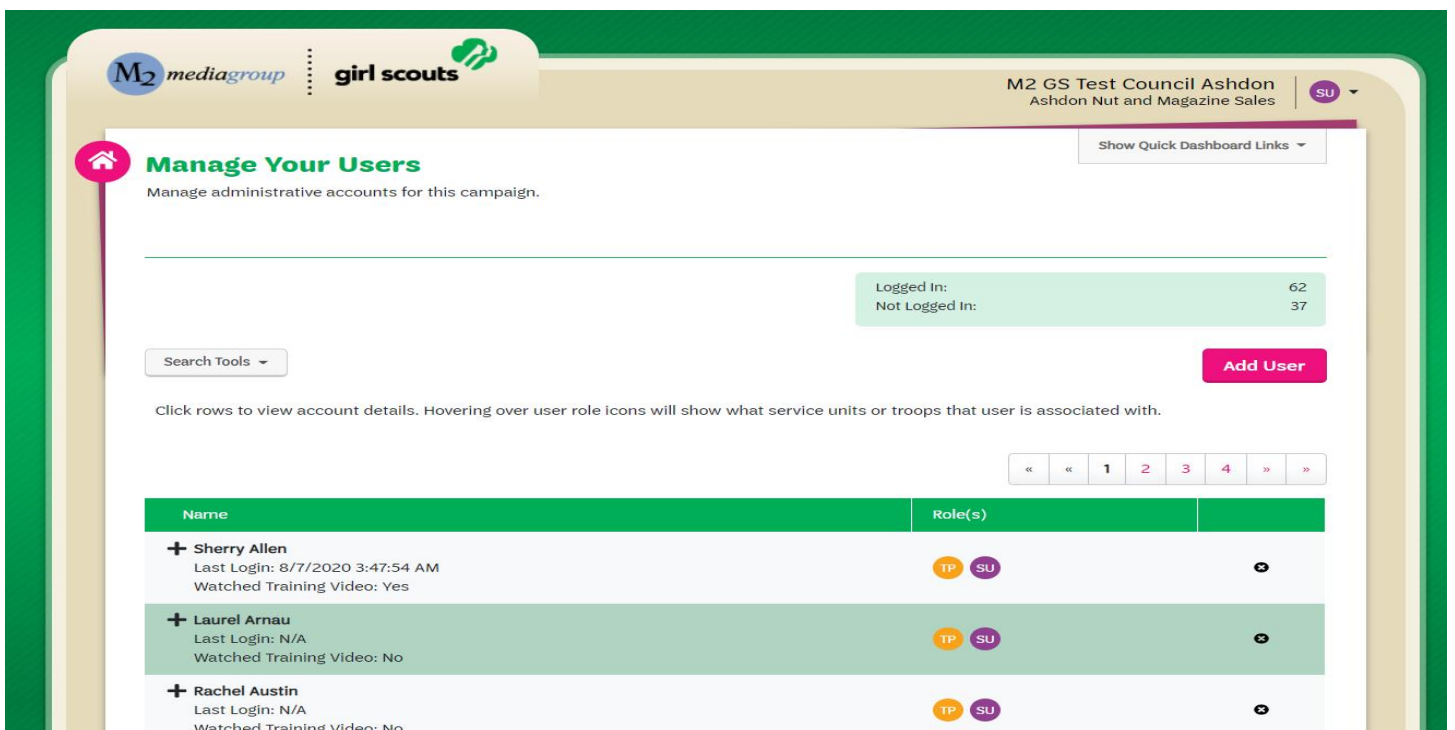
Adding Users

Service units are able to add additional users to the troop level. This is only for troops that are already in the system. Service units cannot add troops or troop users that have not been uploaded by GSHCC.

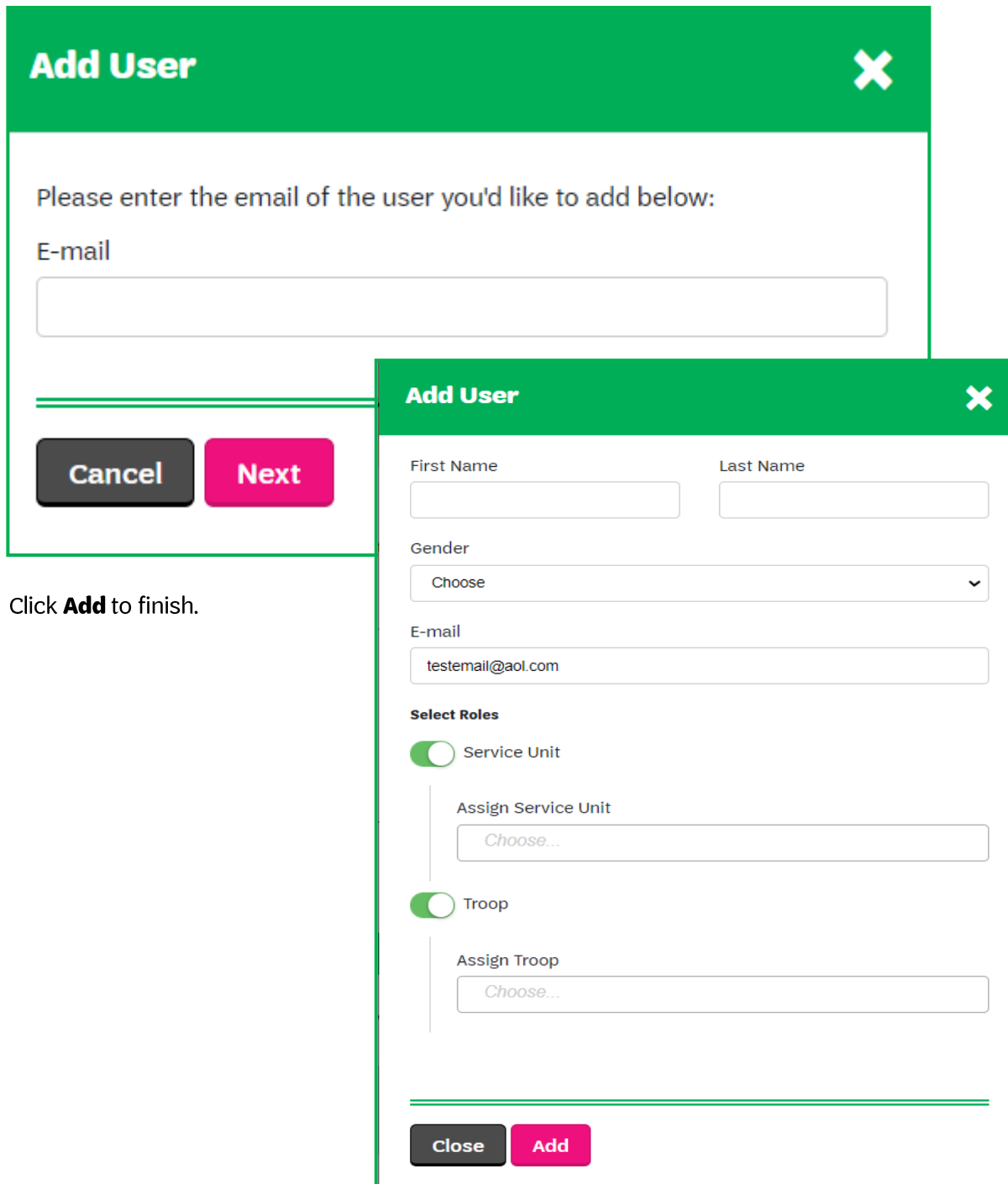
1. Log in to M2 System (gsnutsandmags.com).
2. Scroll down the service unit dashboard and select **Manage Admin Users** under the **Manage System Users** section.



3. Select **Add User** on the top right of your screen.



4. Add their email then click **Next**. The following screen will prompt you to add the following information: name, gender, troop # and/or service unit # (this depends on what access you would like the individual to have).



Add User [Close]

Please enter the email of the user you'd like to add below:

E-mail

[Input Field]

[Cancel] [Next]

Add User [Close]

First Name [Input Field] Last Name [Input Field]

Gender [Choose ▼]

E-mail [testemail@aol.com]

Select Roles

Service Unit

Assign Service Unit [Choose...]

Troop

Assign Troop [Choose...]

[Close] [Add]

5. Click **Add** to finish.