

Create a User Account for the Employee

After saving the new employee record, a function is made available next to the employee number field. This account will enable the employee to log into Signify HR system.



- To create the user account, click **Create as System User**.
- Confirm that you do want to create the user.
- The page then creates the user and returns with the following message.



- The employee number provided when loading the employee becomes the employee's username and a random password is assigned. This password can and should be changed by the user when he logs in.

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