

Org-Admin – Quick Start Guide

1. Introduction

The Org-Admin (Organizational Administrator) is taking care of the user management for customers of the MSA Cloud.

The tasks are:

- Creating user accounts
- Assigning roles to accounts
- Forcing password reset for users

2. First Login

Every Org-Admin will receive an email with a temporary password. When logging in, the user is requested to set a personal password. After setting a password, the Org-Admin user can log in to the **SUMMON** System to set up additional accounts for the organization.

3. Setup of User Roles for Personal Account

Before being able to use the **AIMS** System, it is required to set the roles for the personal account.

1. Click the three dots at the end of the line where the personal email address is listed and select “Edit”.
2. Assign one or more roles to the account.
3. Click save.

Now the account is set up for use in the **AIMS** System.

4. Setup of First User Account

To allow users to access the **AIMS** System, additional accounts can be created through the **SUMMON** System.

1. Click the “+” in the top right corner of the user listing.
2. Add the email address.
3. Select the appropriate roles for this user.
4. Click save.
5. Click on the three dots at the end of the line from the created user and select “Edit”.
6. Click the “Copy generated link to clipboard”.
7. Create an email, paste the link into the email and add the link to the **AIMS** System.

Note: Steps 5-7 will be replaced by automatically sending emails from the **SUMMON** System (in a future release).