



Adding a New User to the MPA Website

Note: Your organization must be active in the MPA system for this feature to work. If you had deactivated your account with us in the past, please email mpa@maddiesfund.org to request reactivation.

When you add a new user to the MPA website, you will assign the person as one of the following:

- Basic User
- Administrator

Basic Users are staff or volunteers who will be reviewing surveys online, but will not be changing any organizational information, creating email templates or push notifications, or managing resources uploaded. Only Administrators have access to the Admin Tab where those types of options are accessed.

Steps for Adding a New User to the MPA Website

- Once logged into the [MPA website](#), place your cursor over the **Admin** tab, and click on the **Manage Users** option from the dropdown menu. This will direct you to a list of current users for your group.

The screenshot shows the Maddie's Pet Assistant website interface. The top navigation bar includes tabs for PETS, PEOPLE, SURVEY, REPORTS, and ADMIN. The ADMIN tab is selected, and a dropdown menu is open, showing options: Manage Users, Manage Surveys, Manage Documents, Push Notifications, Schedule an Email (#Days), Schedule an Email (Date), and Organization Details. The 'Manage Users' option is circled in red. Below the navigation bar, there are filters for County, Organization, Relationship Type, Pet Status, and Assigned. A table of pets is visible, with columns for Pet Photo, Pet ID, Pet Name, Pet Species, Pet Sex, Pet Age, Litter ID, Relationship Type, Adoption/Foster Care Date, Reviewer, and Options. The first row shows a pet named Mooney, a Dog, Male, Adult Dog, Fostered, with ID 87677, adopted on 06/08/2018, reviewed by Jessica Schleider (1).

- If the user you would like to add does not appear in the list, click the teal button on the right-hand side of the screen, as shown circled below.



The screenshot shows the 'Manage Users' page in the Maddie's Pet Assistant website. The top navigation bar includes tabs for PETS, PEOPLE, SURVEY, REPORTS, ADMIN, and SUPER USER. The ADMIN tab is selected. Below the navigation bar, there are filters for County and Organization. A table of users is visible, with columns for Email, Is Active, Admin, Super User, Organization, and Options. The first row shows a user with email demo@winwire.com, who is active, an admin, and a super user, associated with Demo Organization. The second row shows a user with email janed@lalalall.com, who is active, not an admin, and not a super user, associated with Demo Organization. The third row shows a user with email jdoe@lalalaa.com, who is active, not an admin, and not a super user, associated with Demo Organization. The '+ Add User' button is circled in red.






You will be taken to the form shown here:

Add User

First Name

First Name 

Last Name

Last Name

Email Address

Email Address

Is Administrator? ☐

Is Active? ☒

Add **Cancel**

1. Enter the new user's information: **First Name**, **Last Name** and **Email Address**.

2. If the new user should have access to those administrative duties for the MPA website, check the **Is Administrator** box. If not, leave the checkbox blank.

Is Administrator? ☐

3. Make certain the **Is Active** check box is checked. (In the future, you can uncheck this box rather than delete a user, if that person is temporarily not using MPA, ex: medical leave.)

Is Active? ☒

4. Once the new user's information is entered, click the red **Add** button.

Add **Cancel**

The new User or Administrator is now added!

The person you added will automatically receive an email similar to the one on the next page, containing their MPA Website **Log in** information.

To avoid messages going to the spam folder, add **petassistant@maddiesfund.org** to email contacts. Please do not reply to emails from petassistant@maddiesfund. If they do not see the email, they can also search for it by the title: "Maddie's Pet Assistant – Your User Account Details."





MADDIE'S® Pet Assistant

Maddie's Pet Assistant – Your User Account Details app x



Maddie's Pet Assistant petassistant@maddiesfund.org via sendgrid.me
to me ▾

Jun 1



Dear tester,

Thank you and welcome to **Maddie's Pet Assistant**®. You'll be using this exciting tool to enhance post adoption and/or foster caregiver follow-up!

Your organization has two primary types of app users:

- Maddie's **Pet Assistant Account Administrators** who oversee the follow up process and make certain that adopters and/or foster caregivers are being assisted.
- Survey Reviewers, or **Users**, who are assigned to pets. Once an adopter or foster caregiver submits a survey 'users' review their comments and respond as needed.

Your account details for using the **Maddie's Pet Assistant** web app are below. Training and materials are to follow.

Organization Name: Posey's Humane Society

Administrator Name: Anastasia

Please login to the following website: <https://maddiespetassistant.azurewebsites.net/>




Your username: [REDACTED]@gmail.com

Your password: [REDACTED]

Thank you,
Anastasia
Posey's Humane Society

Please do not respond to this email. For questions about reviewing or responding to **Maddie's Pet Assistant** surveys, please contact your organization's administrator.

To avoid these emails going to your spam folder, please add mpa@maddiesfund.org and petassistant@maddiesfund.org to your address book.

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