

How to Add an Account

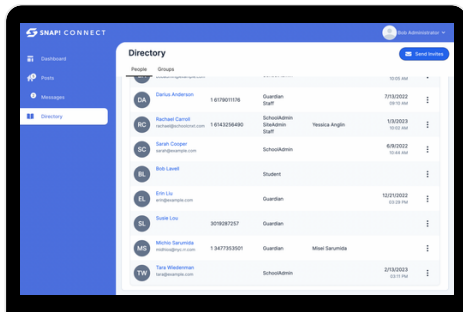
Snap! Connect imports account information from your school information system (SIS), so it's not necessary to add users. However, if you want to add an additional person who was not created in the original import, follow the steps below on the website.

Any changes created manually will not be overwritten by future imports and will need to be maintained manually. Also, new accounts will not be automatically invited. Please make sure you invite the new account.

Step One

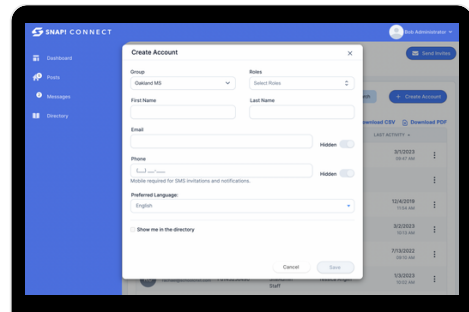
Select **Directory** from the left-hand navigation menu bar.

Click **+ Create Account**.



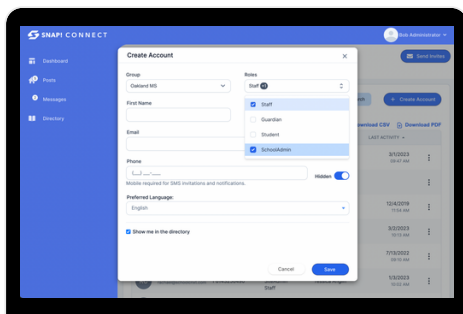
Step Two

Select the group to which you want to add an account. If you are a school admin, only your school will show up. Otherwise, you can use the search bar or scroll to find the group to which you want to add the user.



Step Three

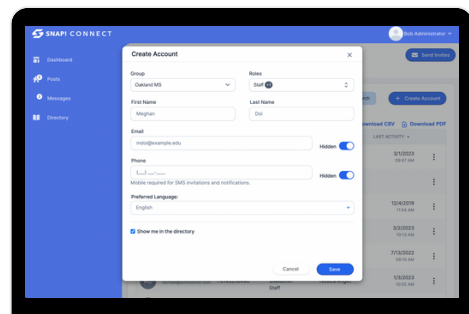
Select the user's **role** type.



Step Four

Add the person's information. You must add a first and last name. Add an email address and/or mobile number for them to receive a digital invitation. You may include any additional information.

Then, click **Save**.



Note: The digital invitation (text and/or email) will be delivered in the language set in this profile.