

WEBSITE USERS REGISTRATION

1. Register as a user on the new mountainviewhospital.org site by going to home >> register or clicking on this link:
http://www.mountainviewhospital.org/public_home/public_register.php
2. After you register, you will receive a validation email. Follow the instructions in this email.
3. The MVH website administrator must log into website to give you permission to specific sections of the site.
4. After the MVH website administrator has given you permissions, re-log into the site.
5. There will be a new **ADMIN** menu item available in the top menu.
6. Click on the Admin menu item and all sections you have permissions to use will be available on the left side green menu.

WEBSITE USERS ADMINISTRATION

1. Log into the administrative portion of the website by clicking on this link:
<http://www.mountainviewhospital.org/admin/login.php>
2. Enter your username and password and login.
3. Navigate to Users & Groups >> Front-End User Management
4. All users that have validated their registration shall appear in the list at the bottom of the page.
5. Click on the username or edit icon next to the user you would like to grant or remove permissions.
6. Select the portion of the site that the user has permissions to use and **mark them as a site administrator**. Click next. Click Submit.