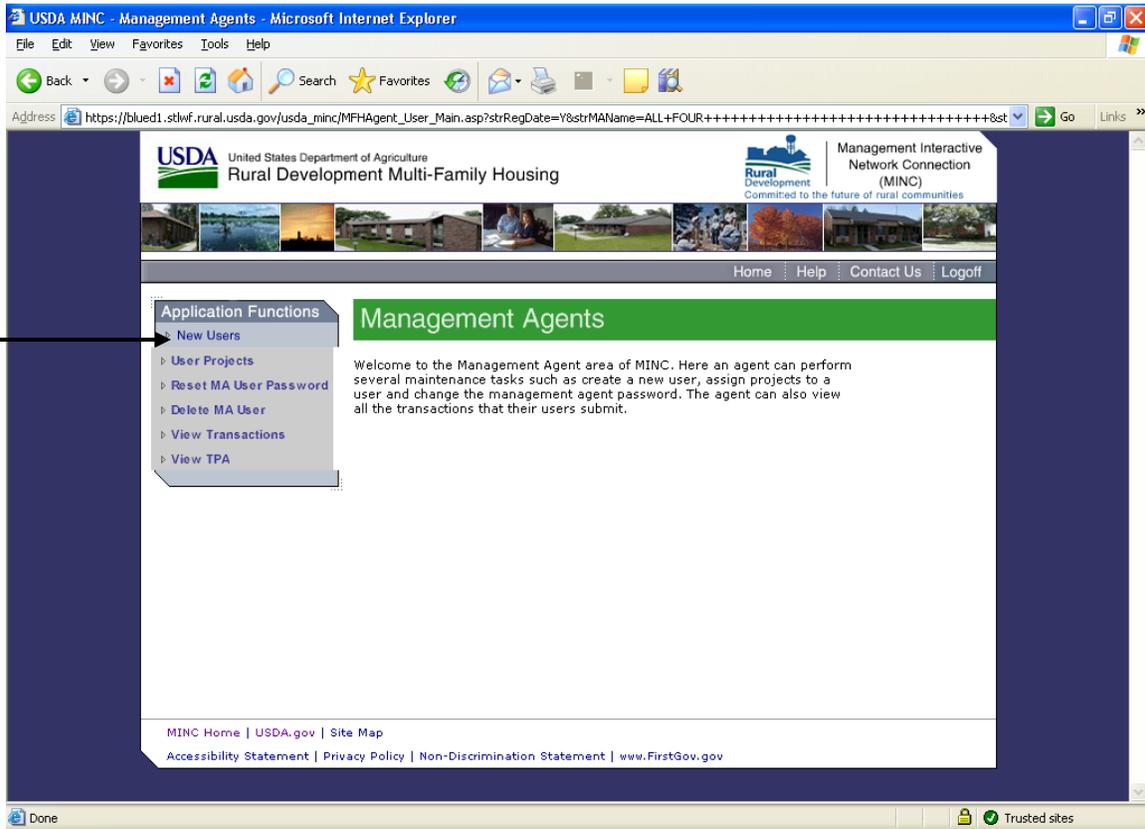


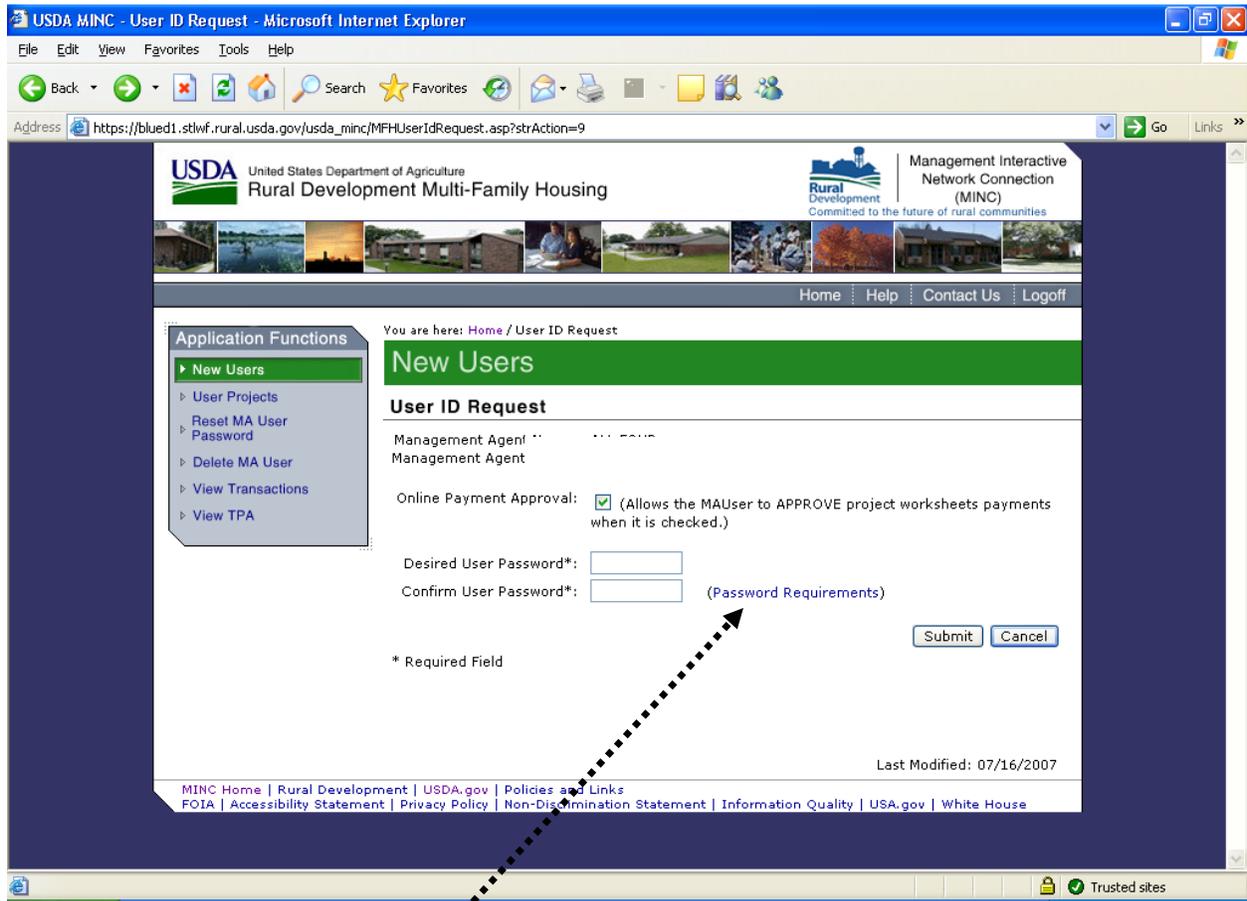
New Users

The New Users link on the Management Agents window is where you set up the MA User ID for your agency or by a Service Bureau if you are using one.

To do this, click on the link titled “New Users”.



The system displays the “User ID Request” webpage.



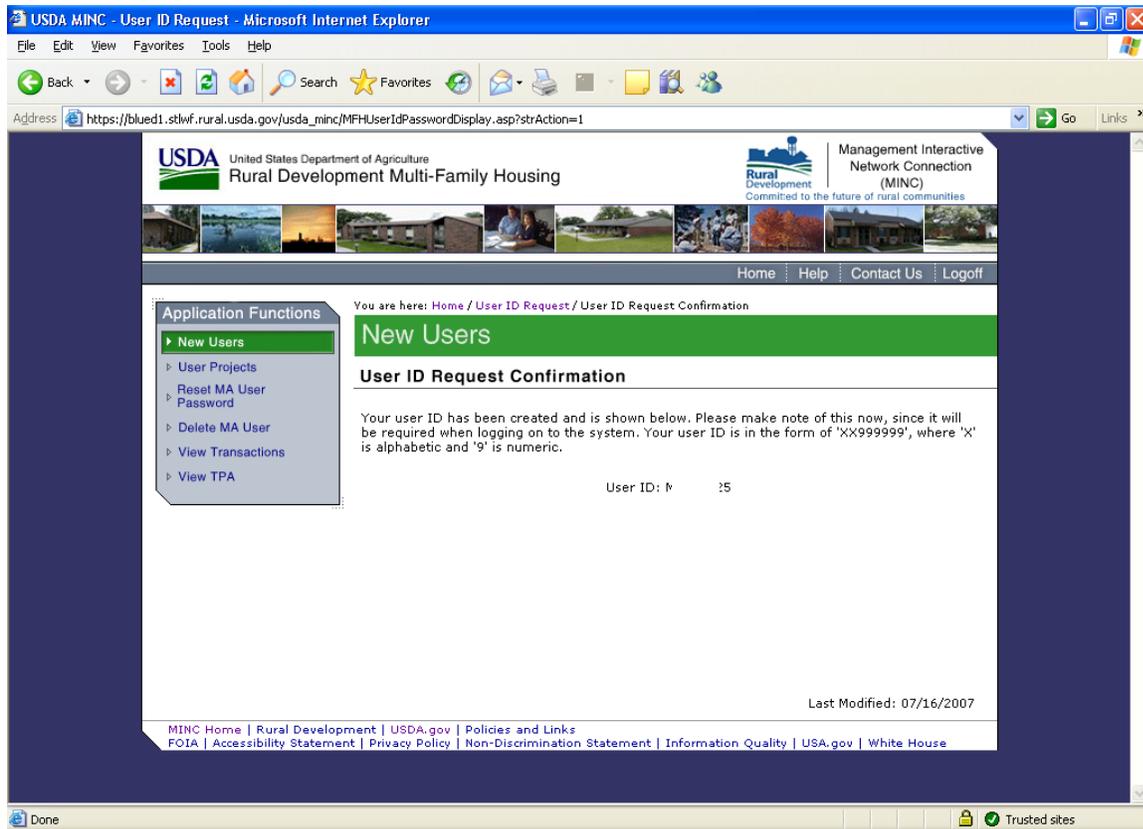
Creating a New User

Complete the User ID Request page with the new user data. All fields containing an asterisk (*) must be completed to accomplish this process.

1. Enter the Desired User Password for this user ID. For the password requirements, click on the (Password Requirements) link displayed on the User ID Request webpage.
2. Confirm by re-entering the Desired User Password for this user id. It must be EXACTLY the same as the ID entered in the previous step.
3. Click on the Submit button or Cancel to return to the Management Agents window.

After you submit the User ID Request page, a MINC User ID is generated beginning with "MA." The system displays the User ID Request Confirmation window. The User ID is displayed in the center of the page.

On rare occasions the system is unable to generate a unique number. When this happens, the system displays a message that says: **"MA User could not be created. Please try again."** In the unlikely event this situation occurs, restart the process to create a new MA user ID.



After the User ID Request is confirmed, it is time to associate the user with projects. Refer to the help document on [User Projects](#) for assistance.