# KinderConnect – Add System User: Operator

An "Operator" is a system user able to access the Provider's KinderConnect account. A Provider Admin can add multiple Operators. You should always **Search** for the Operator before adding a new one to avoid duplication.

A Click **Detail** under **Operator**.
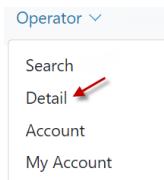
B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click *Add Provider*.

Note: Every **Provider** must have at least one **Operator** with the role *Provider Administrator*. Ensure that your Provider has at least one **Operator** of this type.

Note: Checking the *Inactive* check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.
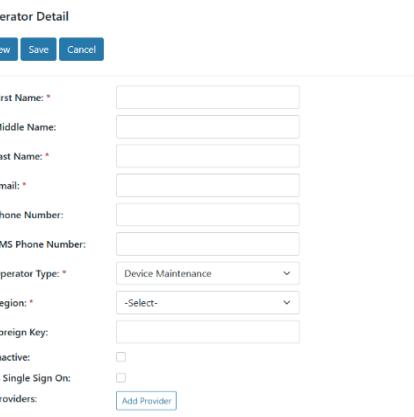
**C** Enter the *Provider Name* and press **Search** to locate.
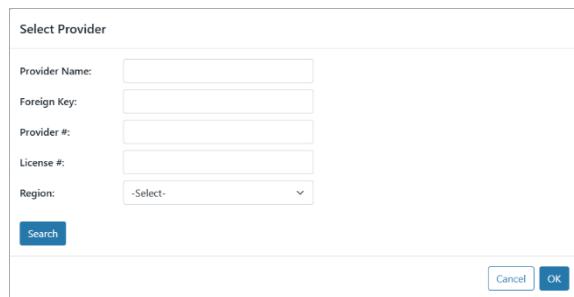
D In the search results, click to select the name of the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login-related information.

A Click **Account** under **Operator**.
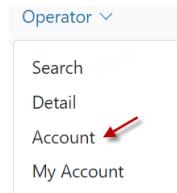
B Enter the required information of the Operator indicated by a red asterisk (*).

Note: You *must* select the **Registered** checkbox to add the account. It will not be created if you leave it unchecked.

C Press **Save**. The system displays a message indicating that the record was saved successfully.