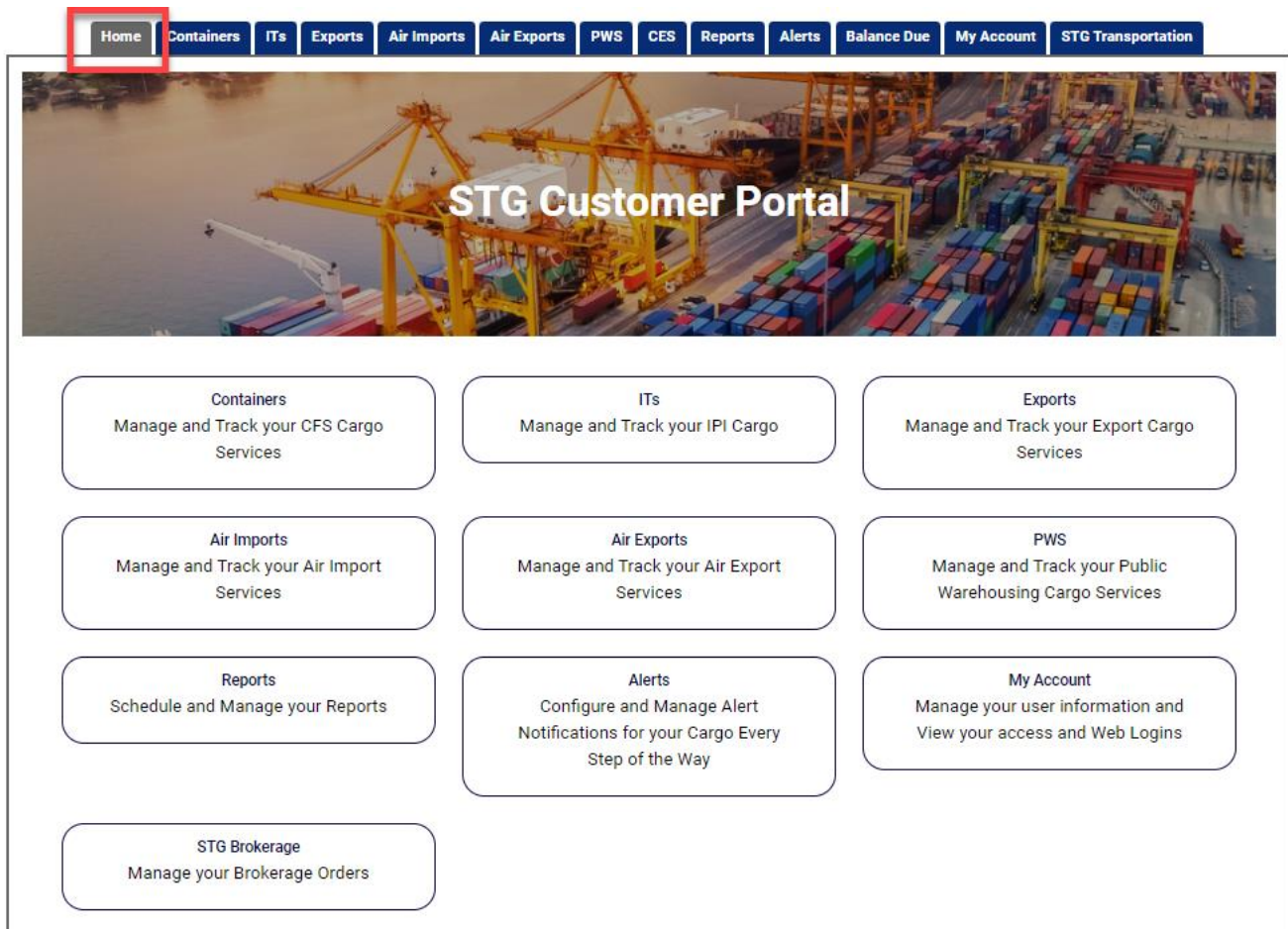# Setting up Additional Users

Setting up a New User

Administrators have access rights to set up and delete users.

From the STG home page you must log in to your account to access your account information. Only the Account Administrator may add/delete users and assign access rights.

After a successful login you will be directed to the home page.

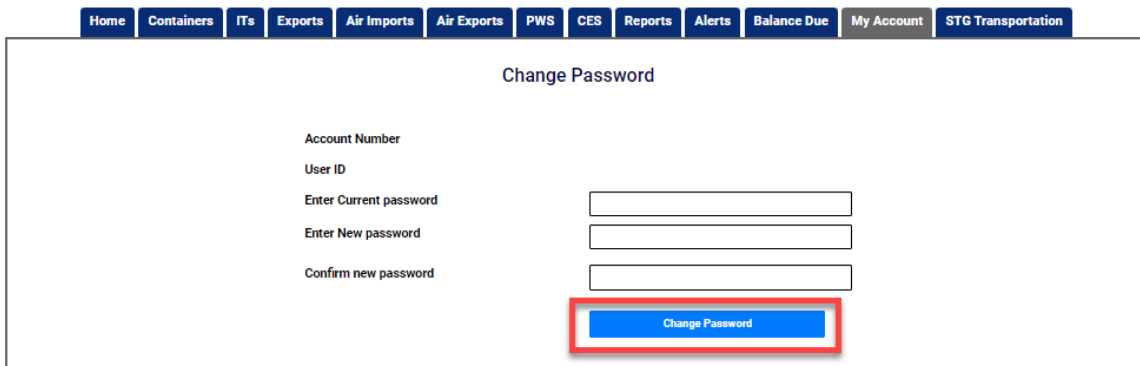Click on My Account tab to Change Password and Maintain User List.

Click Change Password.

Update Password and click Change Password button.

Click Maintain User List to update or make changes.

Click the Add user button to add an additional web user.
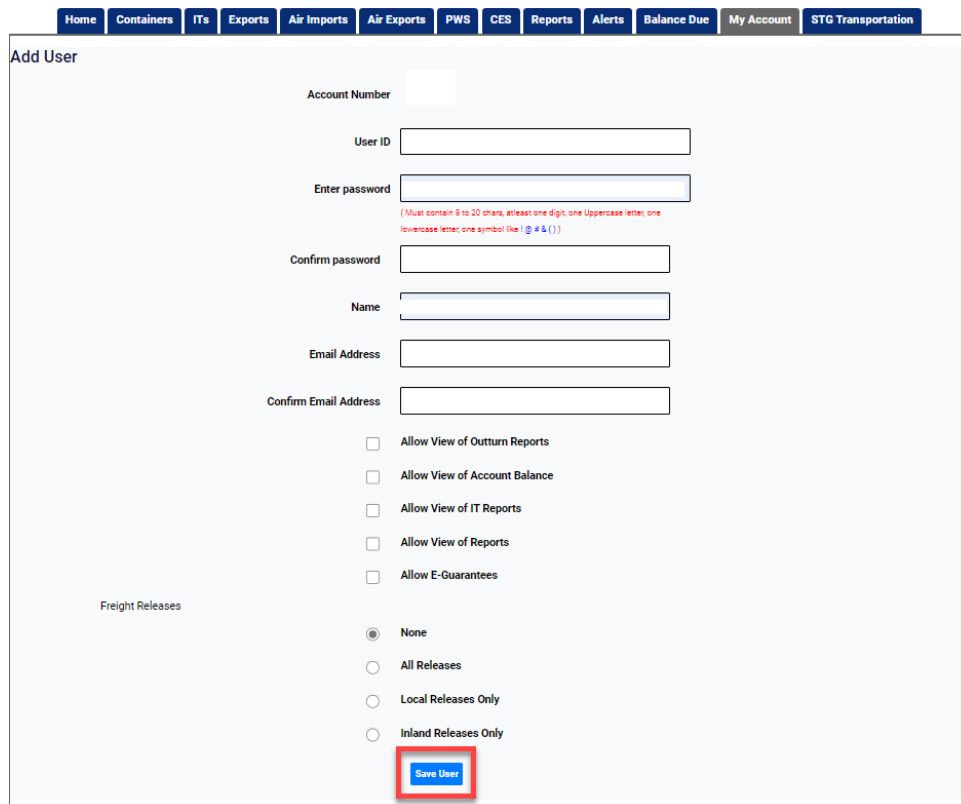
Enter required information for user access. Please remember to provide access to functions by checking the boxes that apply. When complete click **Save** button.

To Delete users select the Delete button.

To Edit users select the Edit button

Edit user information and click Save User button.