# **How-To Guide**



### **CPR & EMERGENCY CARDIOVASCULAR CARE**

Add New User for an Organization

1. If you want to add other users who can shop for your organization, go to your profile and select My Organizations.

Ő ŝ	American Heart Association. ShopCPR			I am buying for Myself		~ @	
Products	Courses ~	Product Type ~	Topics ~	Course Cards	Instructor Mate	Dashboard User Profile Order History	
						Address Book My Organizations	

2. Click the number next to Users.

Ħ	Ameri Sh	an Heart Associa OPCPR	tion.		Lam buying	for Dolly's. ~	Dolly Mae Mad	English Search All Product	s Q	
ll Produc	ts	Courses ~	Product Type 👻	Topics v	Course Cards	Instructor Material	5		() ا	

Home / My Account / My Organizations My Organizations

 My Account
 My Organizations
 Create New Organization Account >

 Dashboard
 Dolly's CPR

 Account Information
 Invoicing: Apply for invoicing

 Order History
 Users: 1

 Address Book
 Users: 1

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3. Click add new user and enter the user's name and email.

American Heart Association. ShopCPR	I am buying for Doily's -	e Mad_ ~ Search All Products Q
Il Products Courses - Product Typ	e - Topics - Course Cards instructor Materials	<b>V</b> (10)
Home / My Account / My Organization	ons / Dolly's CPR / User Management	
My Account	User Management: Dolly's CPR	Add a New User 3
Dashboard Account Information	Dolly Mae Madison (me) dollym@gmail.com	Remove

Note: The email address you enter will be the one the new user uses to log into ShopCPR to see your organization.

#### Add User to Dolly's CPR

All users can place orders on this organization account, view past orders, manage addresses, and add or remove other users. They cannot see your personal dashboard or profile details.

April Madison
Jser's Email *
aprilm@gmail.com

If this user already has an account with the AHA, please use the email address associated with that account.

Add User to Organization

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4. Click the "Add User to Organization" button and you will see confirmation that the user has been added.

User Management: Dolly's	Add a New User	
Dolly Mae Madison <i>(me)</i>	dollym@gmail.com	Remove
April Madison	aprilm@gmail.com	Remove