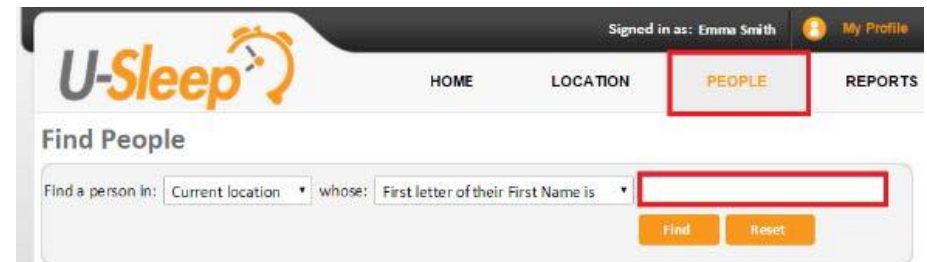


# Giving Users Access to Multiple Locations

## Quick Reference Guide

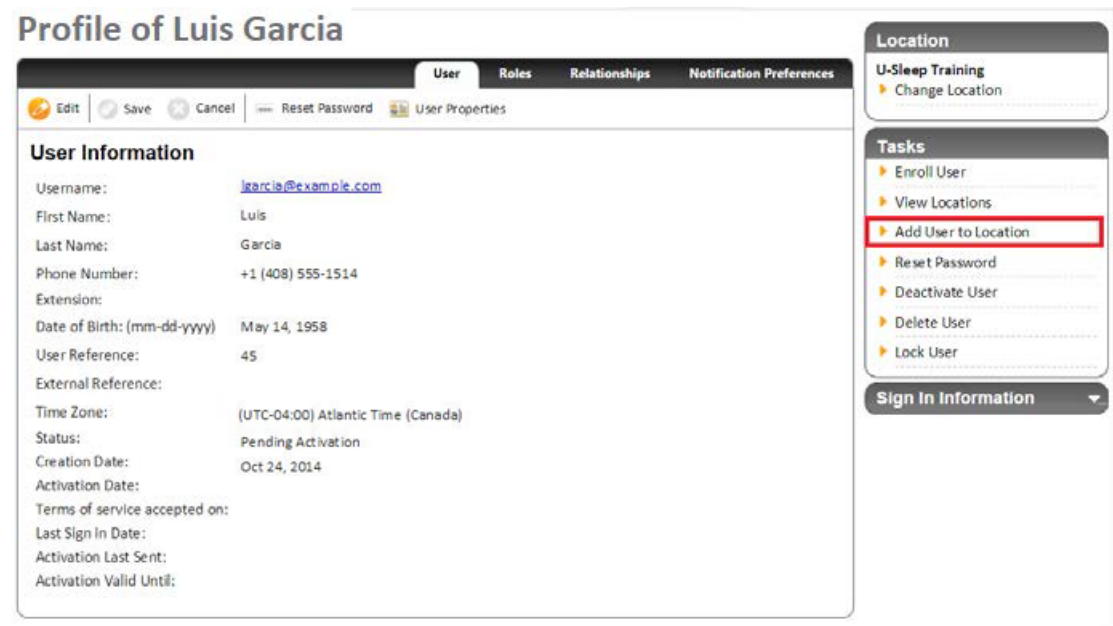
### Find the user

- 1 Sign in to U-Sleep™.
- 2 Click the **People** tab.
- 3 Search for the user that you want to give access to multiple locations.
- 4 In the results, click the user's name to open their profile.



### Add user to a new location

- 1 On the user's profile page, go to the **Tasks** menu on the right side of the page and click **Add User to Location**.
- 2 In the pop-up menu, select the location that you want to give the user access to.
- 3 Select a **Role** for the user by clicking the appropriate check box.
- 4 Do not edit the **Relationships** and **Notification Preferences** sections. These sections do not apply to staff user roles.
- 5 Click **Finish**.



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