



Ensure that the Requester has been approved by the Registration Authority to have access to the Administrator Portal prior to starting this process.

STEP 1

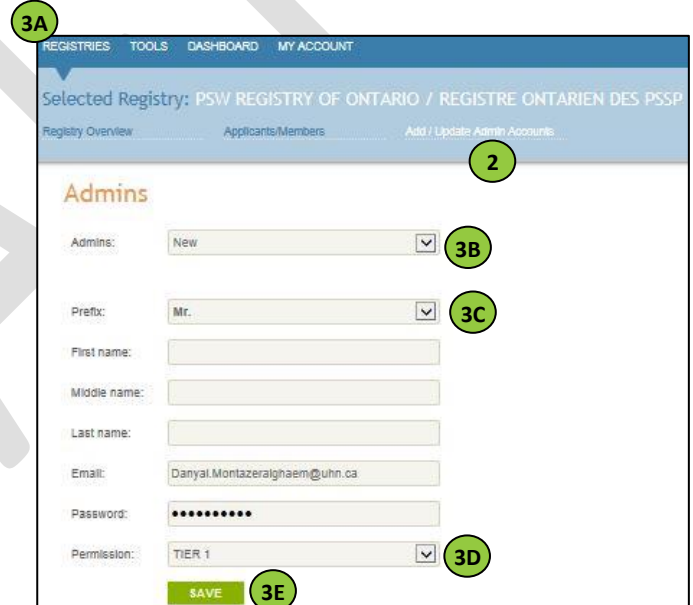
Within the “REGISTRIES” tab (1A), click on “PSW REGISTRY – PHASE 1” (1B).



REGISTRY ID	REGISTRY NAME
000001	PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

STEP 2

Click the “Add/Update Admin Accounts” (2) tab.



Selected Registry: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Registry Overview Applicants/Members Add / Update Admin Accounts

Admins

Admins: (3B)

Prefix: (3C)

First name:

Middle name:

Last name:

Email:

Password:

Permission: (3D)

(3E)

STEP 3

You will be redirected to the **Admins (3A)** page.

Ensure that the “Admins” field is set to “New” (3B).

Complete the following fields (3C):

- Prefix
- First Name
- Last Name
- Email

Click the “Permission” (3D) dropdown button and assign a Tier 1 or Tier 2 designation.

Click the “SAVE” (3E) button.

The administrator will receive an email with their log in credentials.



Ensure that the “Permission” field is correct before saving.



Update the Administrator Account tracker.