**Guidelines to complete the User Registration document**

* **KFS navigation:** **Main Menu > User Registration > User Registration**
* Open a new User Registration document and **write down the Doc Nbr** in the document header of your document.

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| --- | --- | --- |
|  | **Tab / Action** | **Fields to be completed** |
| 1 | Document Overview | * No need to fill in
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| 2 | User Registration  | * Lookup the principal name (employee number) of the new user that must be registered by completing the employee number at the Principal Name and/or Surname on the Person Lookup document.
* Click on search
* Choose record that you want to use and return value – the principal name and name will be completed on the document
* The Active From date will be completed automatically as the date when the user registration document is completed.
* If the person is on a contract basis, the Active To date field must be completed otherwise it can be left blank.
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| 3 | Access to Chart of Accounts and Membership | * Type in the Organization(s) to which the person must have access to.
* If the person must have access to certain specified roles, that roles must be mentioned in the Membership(s) field.
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| 4 | Ad Hoc Recipients:Persons Requests | * Click on and choose APPROVE

* Complete or lookup the employee number of the person who must authorize the registration of the new user.
* Click on the button to add that person to the document.

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| 5 | Ad Hoc Recipients:Group Requests | * For Office Use Only
 |
| 6 | Submit | * Click on so that the document can route to the next person in the workflow.

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| 7 | Route Log | * To follow the progress and find out who is next in line to approve
* Click in the Pending and Future Action Requests

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| 8 | Close | * Click on to close the document and on **YES** to save the document again.

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