

Creating New NZ Analytics Users

WRLC staff can fill out the NZ Analytics agreement form (which can be found [here](#)) in order to have a user account created for them in WRLC's NZ Alma; this is so that they can access NZ Analytics and create queries and reports.

Once a staff member fills out the form, an email is sent to the relevant WRLC staff. When creating an NZ Alma user account for accessing Analytics, the user account should have the following settings:

- Primary Identifier = work email address
- User group = WRLC Analytics User
- Expiration date = the date given by the staff member on the Google Form; if none is given, set a date for 2 years from now
- Password, Verify Password
 - Give them a temporary password
 - Checkmark 'Force password change on next login'
- User Roles
 - Choose the Add from Profiles button
 - Then choose the 'Designs Analytics' profile in order to give the user all of the necessary roles

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