## Adding an Agent

In Oasis PRO, you can add as many log-ins as your agency needs. Please remember that Oasis houses confidential information about our neighbors in need. Only set up those volunteers to use Oasis that have completed a confidentiality agreement (see appendix for CFBNJ's suggested form). Follow the steps below to add a user to your Oasis PRO account. NOTE: There are two ways to set it up; best practice is having the user set their own password for Oasis, not the Admin.

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Agency Na				Home My Agency Agencies
ADD NEW CASE +	General Gues Assistance Catego Garfield Unity Pantry	pries Barcoides Services Appointments	Broadcatts Duplicate Cases Forms Reports Offline	SEDITAGENCY INFORMATION
cont Cases	Street Address: S23 MIDLAND AVE Garfield, NJ Phone: Not Provided Fax: Not Provided Web: Not Provided Uper: Non-profit Joined: Jan 31, 2023 Agency ID: 253	Mailing Address: Not Provided About Us: Not Provided	Add Agent First Name * Last Name * Drimary Phone Est.	2
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		5	🕢 Add Agent 🗶 Cancel	

- 1. Go to the My Agency Tab
- 2. Click the button Add Agent
- 3. Enter the agent's information and click the 'Send Email With Password Setup Instructions' option; the agent will receive an email prompting them to set up a password, security word and agreement to the terms of Oasis.
- 4. You can also choose to set the password for your agent by choosing 'Enter A Password For the New Agent Now'; when you choose this option, the agent still gets an email, but must use the password you have entered to gain access to Oasis.
- 5. Select the Add Agent button and the agent will be added to your agency.