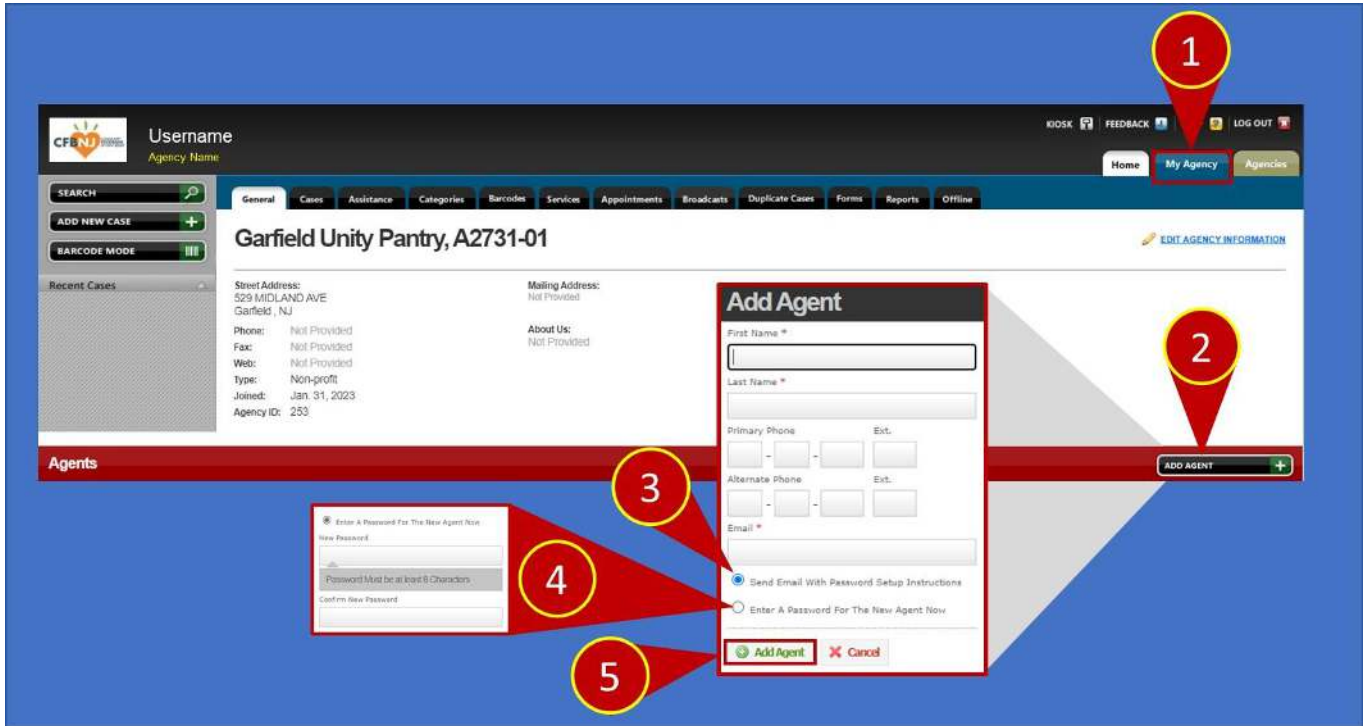


## Adding an Agent

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.



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.