

Creating a Team Member Record for Discovery

Last Modified on 06/16/2023 3:45 pm EDT

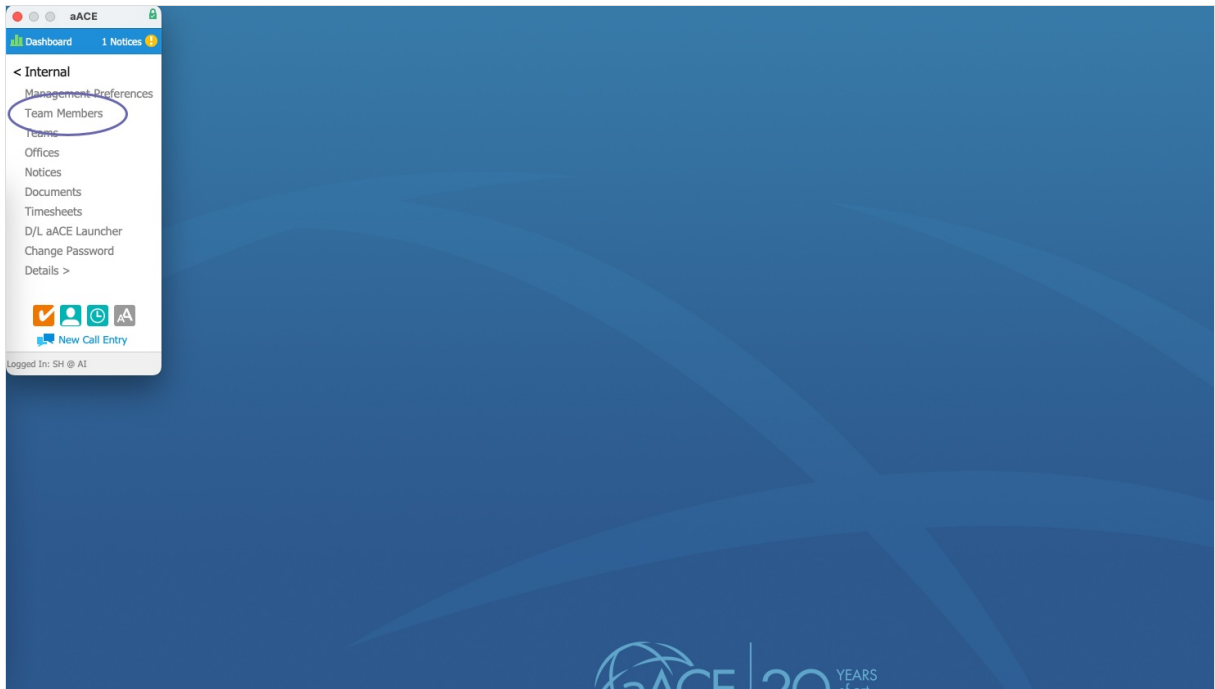
This guide explains the first step for setting up new users for an aACE Discovery. It is intended for system administrators.

To start setting up your aACE system for your Discovery team, [log in to your system](https://aace6.knowledgeowl.com/help/logging-in-and-out-of-aace) (<https://aace6.knowledgeowl.com/help/logging-in-and-out-of-aace>) and create the team member records.

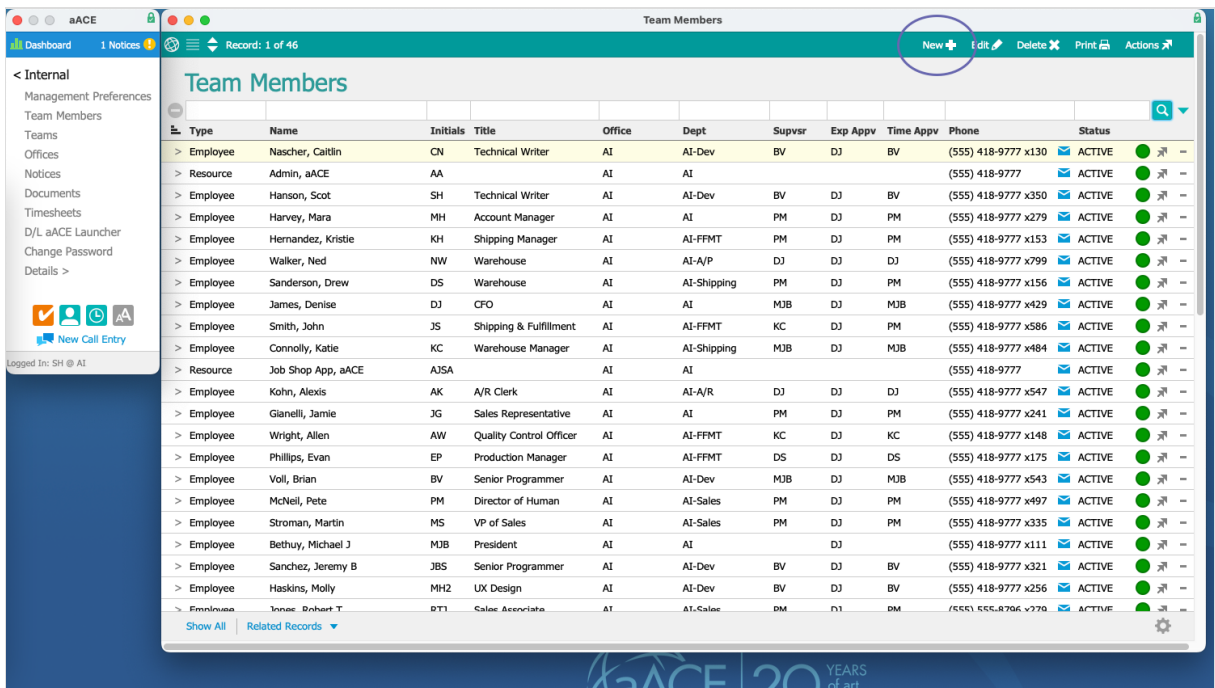
1. At the Main Menu, click **Internal**.



2. Click **Team Members**.

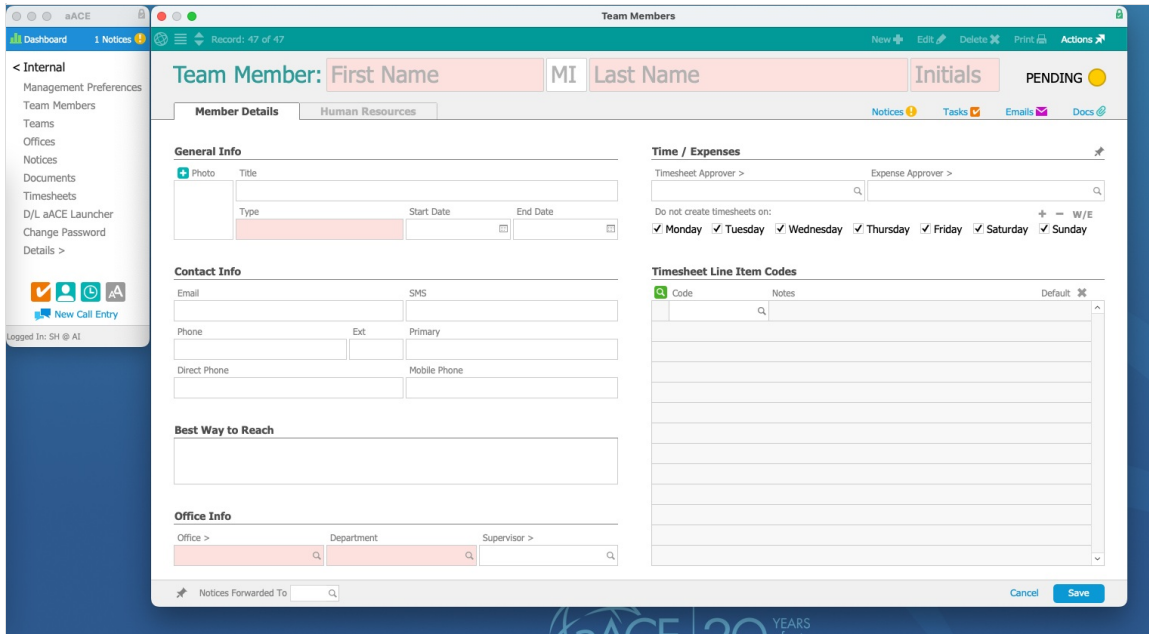


3. At the Team Members module, click **New**.

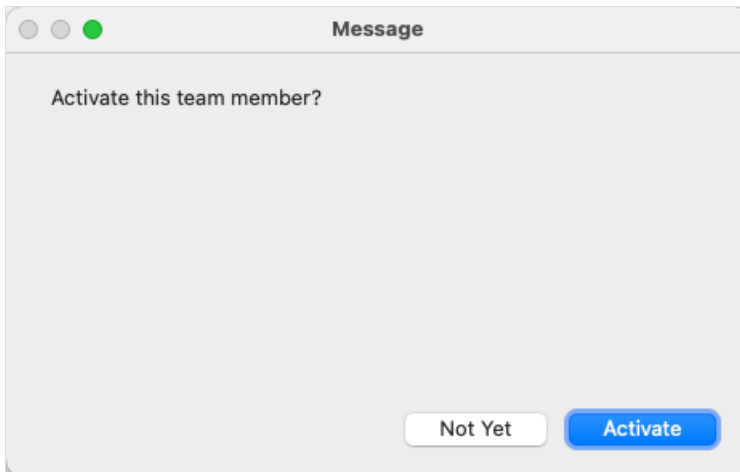


4. At the new team member record, enter the user's info in the required fields (i.e. highlighted in pink):

- First Name
- Last Name
- Initials – Enter two or three letters to identify the user
- Type – Employee
- Office – AI (or as directed by your aACE rep)
- Dept – Autopopulates with the default department for the office you select



5. In the module footer, click **Save**.
6. At the confirmation prompt, click **Activate**.



Next Step

[Assigning User Groups for Discovery](https://aace6.knowledgeowl.com/help/assigning-user-groups-for-discovery) (<https://aace6.knowledgeowl.com/help/assigning-user-groups-for-discovery>)