How to Add or Inactivate a Person's MEFIRS Account

1. Click on the name of the correct department in the upper **left** of the screen (if you are attached to several departments, you will see a drop-down list there) and go to Users.

2. To add a person, click on the "**+New From LMS**" button to find the person in the User system by using their **EMS license # or their MEFIRS profile #** to search for them. If you find the person, click the "Add" button on the right side of the screen next to their name to add the person to your User list.

   a. If you can't find them in the list, click the "Close User Selector" button at the bottom of the page. The person must use the following link to create a MEFIRS profile account for themselves: http://www.maine.gov/ems/providers/licensing/eLicense.html. When the link opens, they click the "**Create Account**" button and create a basic account for themselves. Once that is done, you can then add the user to your department in MEFIRS by using the "**+New from LMS**" button. This process is for people who don't have EMS licenses, or who are billing staff or students. If they join another department, they should be providing that department with their MEFIRS profile # so they can be added to the new department's User list.

Once you have brought a person's account into your department's User list;

3. Open the person's account by clicking on their name in the User list.

4. In the Employment tab, put a unique number into the **Personnel ID** field: this will allow the person to show up on **FIRE** run reports. You can put in "1, 2, 3" etc., or whatever number you want to use (badge number, for example). You can also add a person's RANK here.

   a. In the "**Other Duties as Assigned**" box further down the page, click on the buttons to allow the person to be seen in Fire and/or EMS run reports.

   b. If they are going to do Inspections, click on the **Inspector-Active** button.

   c. Click the green **SAVE** button on the upper right side of the screen.

5. In the Account Details tab:

   a. In the **Permission Group** field, choose the permission group for this person for this department: Fire or Fire/EMS Agency Admin (admin); Agency User (example-firefighter/EMS with some administration duties) or Driver (person needs to be on the run form, but doesn't create reports).

   b. Click the green **SAVE** button on the upper right side of the screen.

   NOTE: This Account Details tab is where you go if you need to give someone a new password if it expires (it must follow the requirements listed in the box just above the password field). You can also unlock their account so they can get in by checking the "**Login Access**" section and clicking "Yes" if it is set to NO. Click the green **SAVE** button to save your changes.

To remove someone from your department's active User list (***inactivate their account*** with your department):

1. In the person's Account Details tab, under the "**Agency Status**" section, choose the **Inactive** button and then choose the green **SAVE** button on the upper right side of the screen.