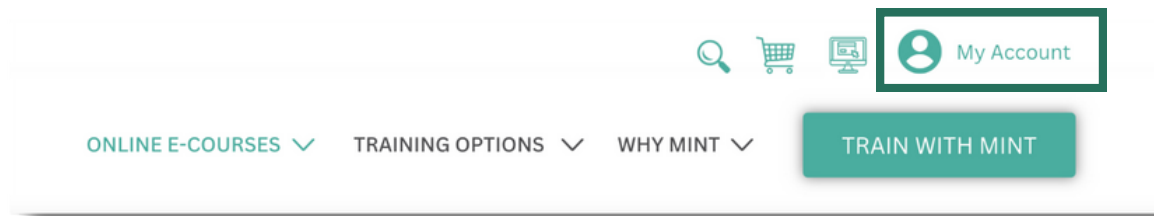


How To Add Your Team

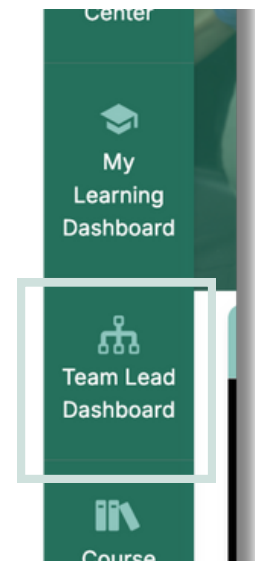
Step-by-Step Instructions

Please note: Only Team Leads/Practice Admins have permission to add users.

- 1 From anywhere on the MINT Aesthetics website, click **My Account** in the top right corner of your screen.



- 2 Once you are logged into the E-course platform, navigate to the **Team Lead Dashboard** in the left side menu.

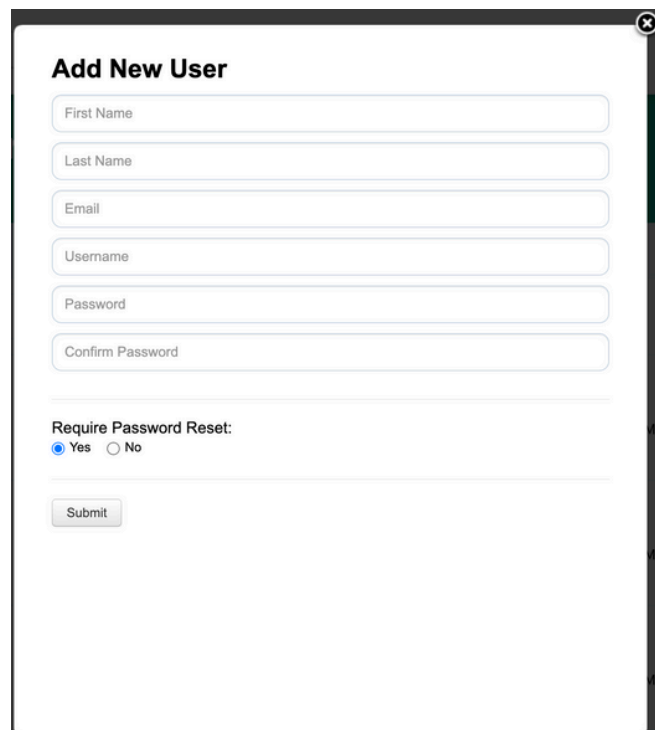


- 3 In the options shown below, select **+ Add User**.



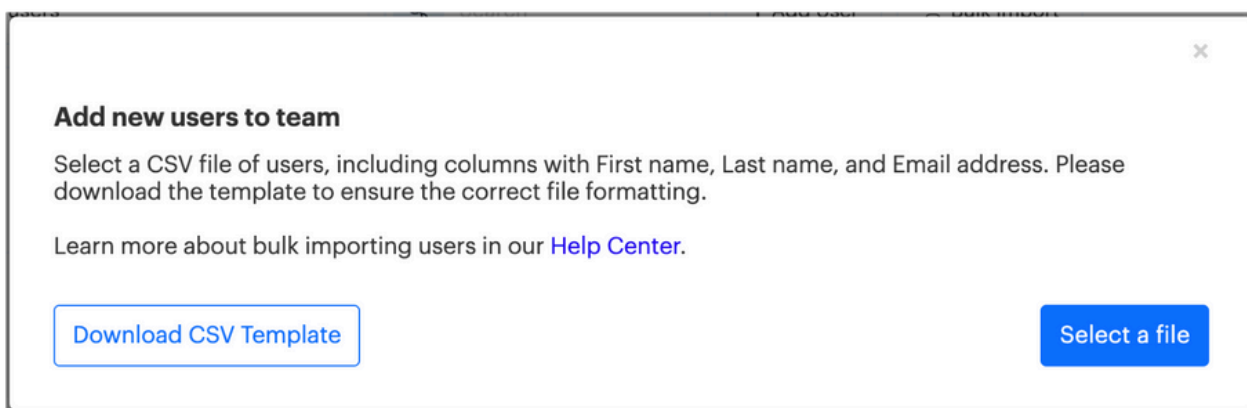
If you would like to import users using a spreadsheet, select the **Bulk Import** option. Skip to step 4a for instructions.

4 In the Add User popup, enter the information for the new user. When done, select **Submit**.



The screenshot shows a modal window titled "Add New User" with a close button in the top right corner. The form contains the following fields: "First Name", "Last Name", "Email", "Username", "Password", and "Confirm Password". Below these fields is a section titled "Require Password Reset:" with two radio buttons: "Yes" (which is selected) and "No". At the bottom of the form is a "Submit" button.

4a When adding users in bulk, you will see the popup window shown below.



The screenshot shows a modal window titled "Add new users to team" with a close button in the top right corner. The text inside reads: "Select a CSV file of users, including columns with First name, Last name, and Email address. Please download the template to ensure the correct file formatting." Below this is a link: "Learn more about bulk importing users in our [Help Center](#)." At the bottom, there are two buttons: "Download CSV Template" on the left and "Select a file" on the right.

If you have your file prepared, click **Select a file** and choose your spreadsheet.

5 If the spreadsheet needs to be prepared, click **Download CSV Template**. Enter the new user information into the spreadsheet and upload using the **Select a file button** in step 4a.