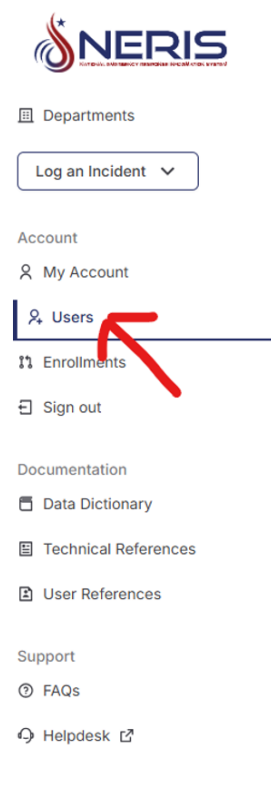


# HOW TO ADD A USER TO YOUR FIRE DEPARTMENT'S NERIS ACCOUNT

By Malena Boggess – WV SFMO

Log into NERIS  
and click on  
Users. It will be  
on the far-left  
side of your  
screen.



Now click on “Invite” button on the right of the screen.

NERIS

You are currently inactive and won't have access to most features in 30 entities. Please reach out to the administrator of the corresponding entity.

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### Hooverson Heights Volunteer Fire Department: User Management

Search by given or family name

Hooverson Heights Volunteer Fire Department All Roles

Name	Role	Status
Malena Boggess malena.l.boggess@wv.gov	Admin	Active
[REDACTED]	User	Active
[REDACTED]	Admin	Active
Alice Morrison alice.k.morrison@wv.gov	Admin	Active

Showing 1 to 4 of 4 users

This box will pop up. You will need to add [Malena.l.Boggess@wv.gov](mailto:Malena.l.Boggess@wv.gov) and [Alice.k.Morrison@wv.gov](mailto:Alice.k.Morrison@wv.gov) to the “Email” field. Fill in our First(Given) Name and our Last(Family) Name.

### Invite

Enter the information for the person you'd like to invite.

Email

Email is required

Given Name(s)

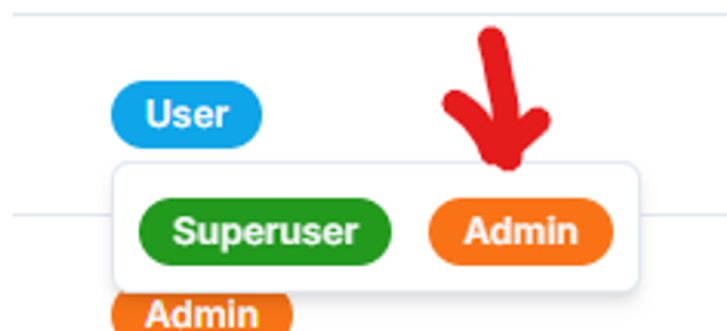
Family Name

Phone number (optional)

Cancel Invite

You will need to change the role for Malena and Alice to Admin.

Role ⓘ	Status ⓘ
Admin	Active
User	Active
Admin	Active
Admin	Active




## Select Admin

This step could look a little different, but our role will need to be Admin.

Make sure to activate us as a user, if left undone we will not be able to access your reports in order to qualify for State Funding.

Role ⓘ	Status ⓘ
Admin	Active
User	Active
Admin	Active
Admin	Active



**ALL DONE!!!**

We will get an email notification letting us know that we have been added to your department.

If you have any questions on this process, please reach out to us or the NERIS help desk.

**THANK YOU!!**