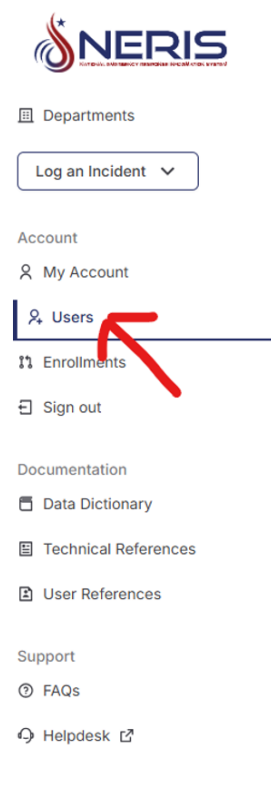# HOW TO ADD A USER TO YOUR FIRE DEPARTMENT'S NERIS ACCOUNT

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.

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

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

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

User

Superuser   Admin
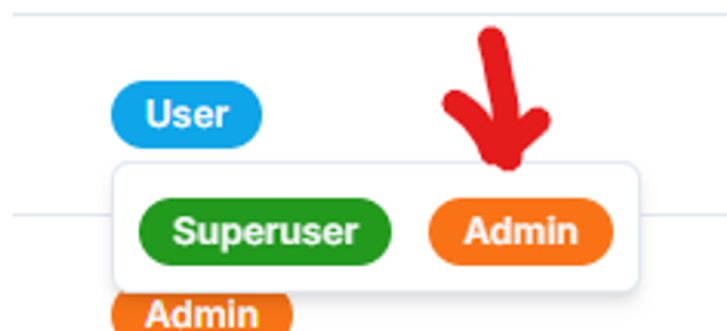
Admin

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.

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!!