QUICK REFERENCE GUIDE:

Adding a User under User Administration Function

As of EPIC Release 5.0 (December 2020), Field Office Users (*HUD Users*) are able to obtain the "Create User" Role, which allows the creation and editing of Public Housing Agency (PHA) User IDs in EPIC. This ability is also automatically added for all *Recipient Administrators*. Both HUD and PHA users are restricted to adding/editing users within their currently assigned Field Office or PHA.

To add a user to EPIC from the Home Screen:

1) Click on User and Group Tools

Figure 1: Main Page with Tabs

2) Click on User Administration

Figure 2: User and Group Tools Tab Drop Down Options

3) Check to see if the user is already registered in EPIC by searching for their ID Number in the Search Box:

Figure 3: User Administration Link with Search Bar

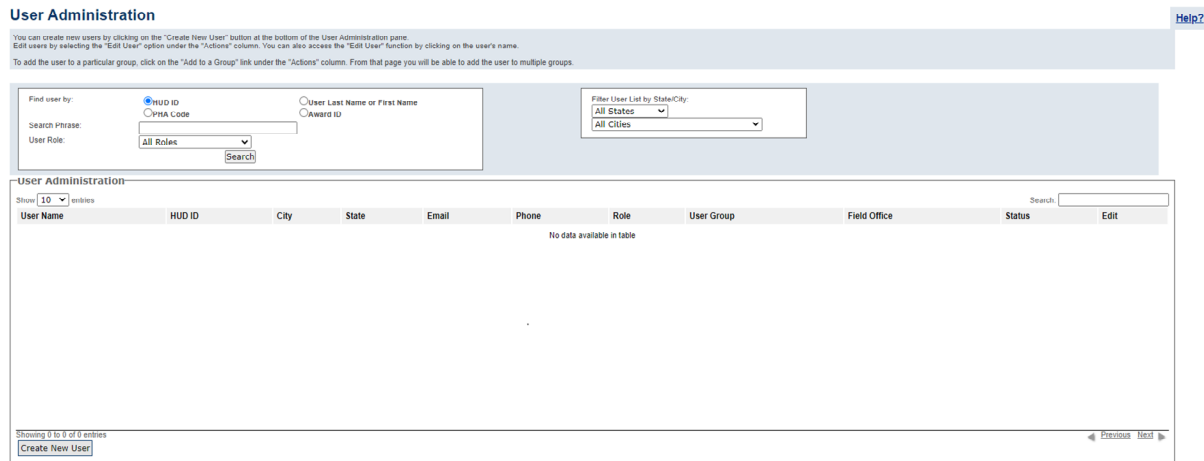4) Click the Create New User Box on the Lower Left

Figure 4: Create New User Button

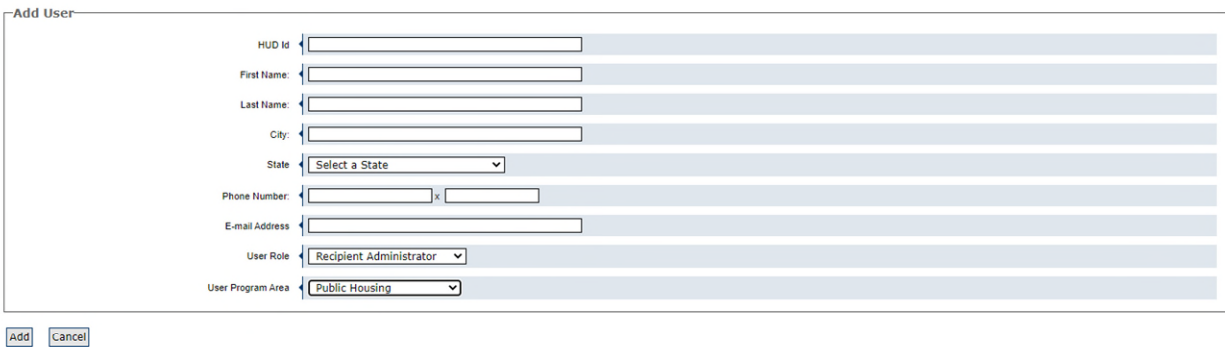5) Fill out all the Fields and Select Recipient Administrator and Public Housing from the Drop Down and Click Add.

Figure 5: Create New User Screen

Note: Phone number must to have dashes (xxx-xxx-xxxx).

6) Click on User Group

Figure 6: User Group Link

7) Search for the PHA by using either the PHA Code, Name, or City and State:

Current as of March 2021

Figure 7: Searching for Group

8) Add User to PHA (s) by selecting the check box and clicking Add User to Groups. Then click go back to List.

Figure 8: Add User to Selected Group

9) Check to make sure the user information is correct and that correct grants show up by clicking on the blue link with *User Name*.

Current as of March 2021

Figure 9: User Administration Page Showing User Name Link

Figure 10: User Information Page