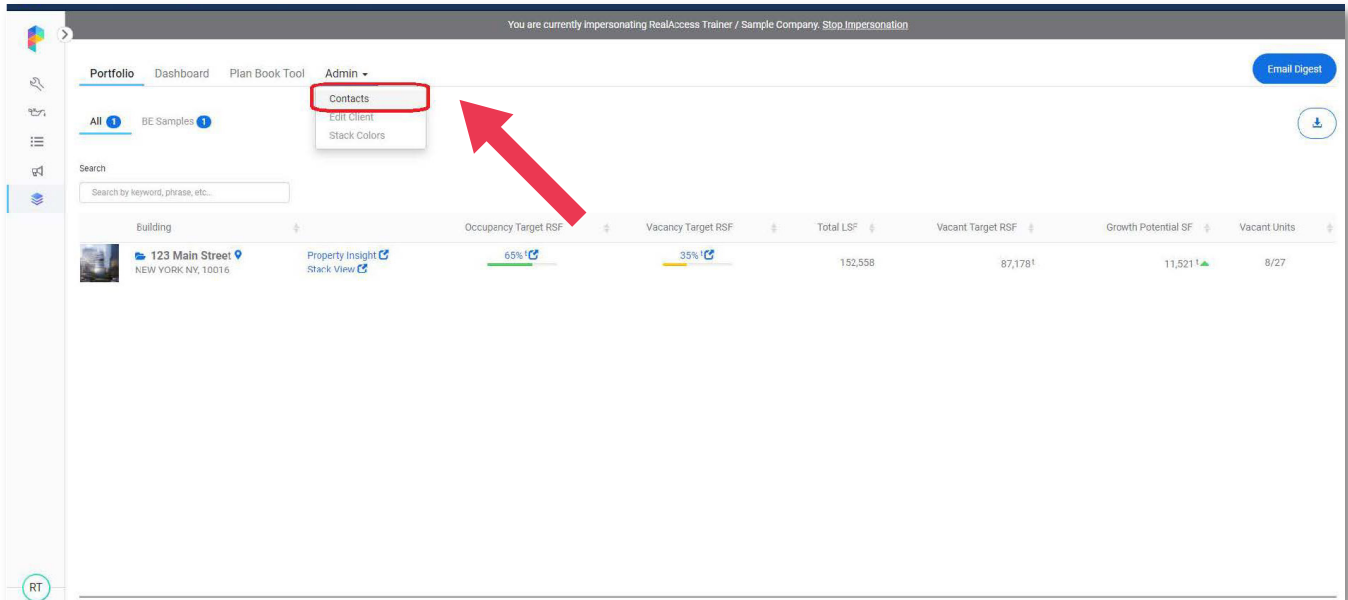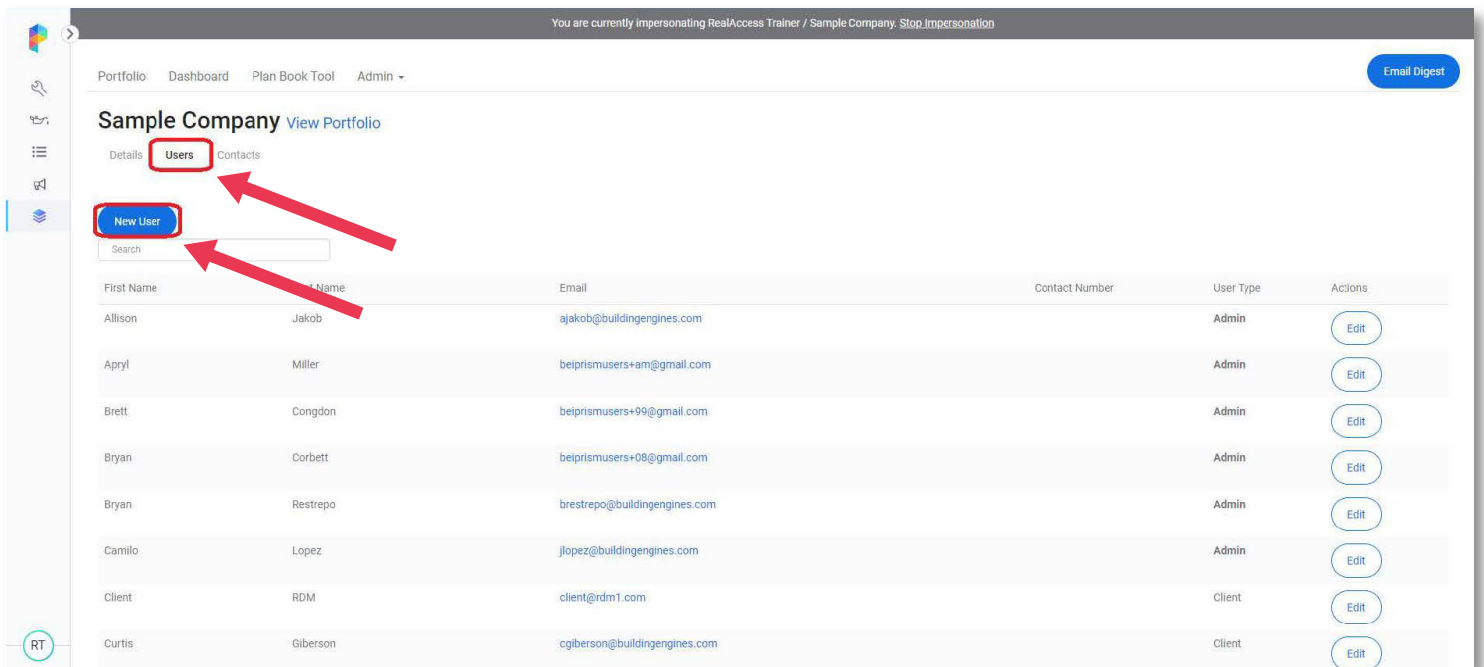# How to Create a User

1. Go to the Admin tab and select Contacts.

2. Go to the Users tab and click on New User.

3. Fill out the information below then go to Assigned Buildings.

4. Check the buildings you need the users to have access to and click Save.

5. Go to login.realaccess.com

Click on "Don't remember your password" to complete your account setup.