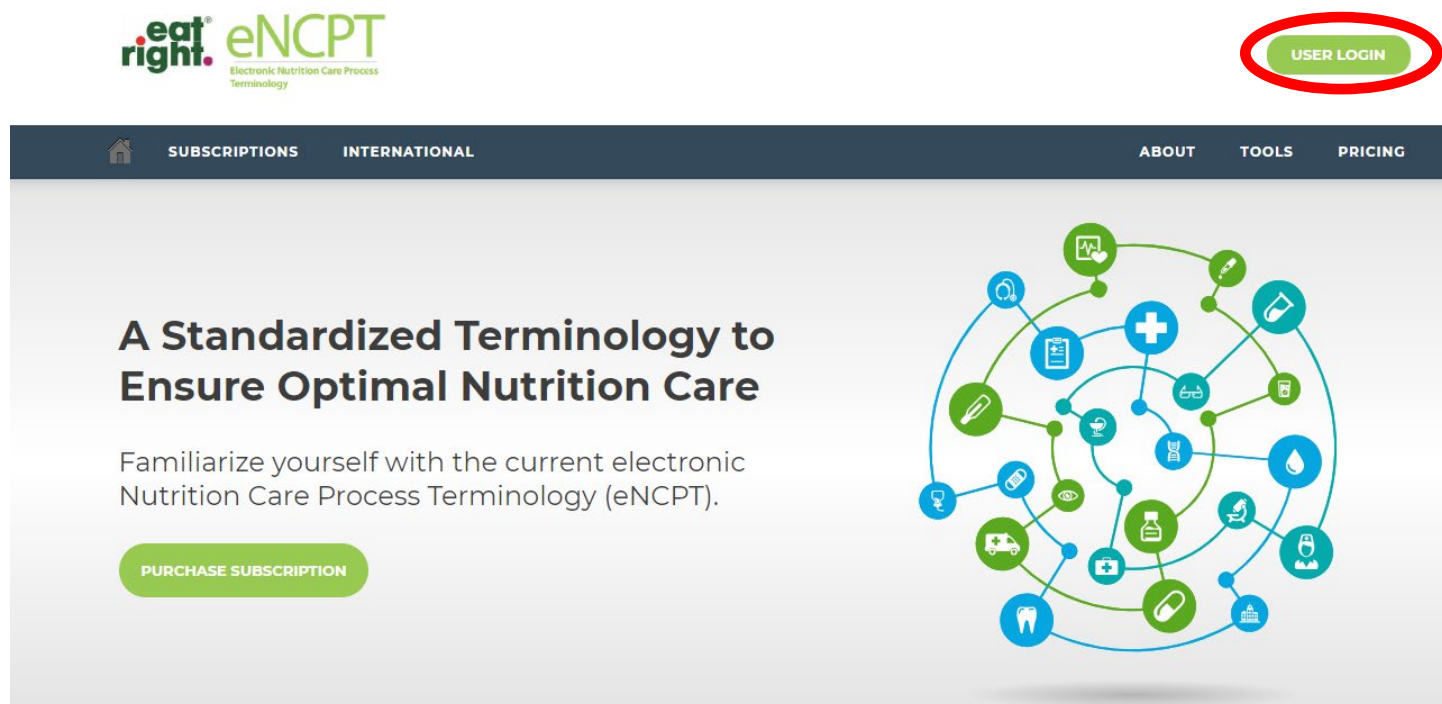


How to Add Users to a Multi-User Account

Note: Before you start, you will need the First Name, Last Name, and Email Address of the person/people you wish to add to the subscription.

1. Visit www.ncpro.org and click on the “Login” button in the upper right corner.



2. Login with your Administrative Username and Password.

Welcome Back!

As a registered member of this portal simply enter your eatright.org credentials below and click "Sign In"

Sign In

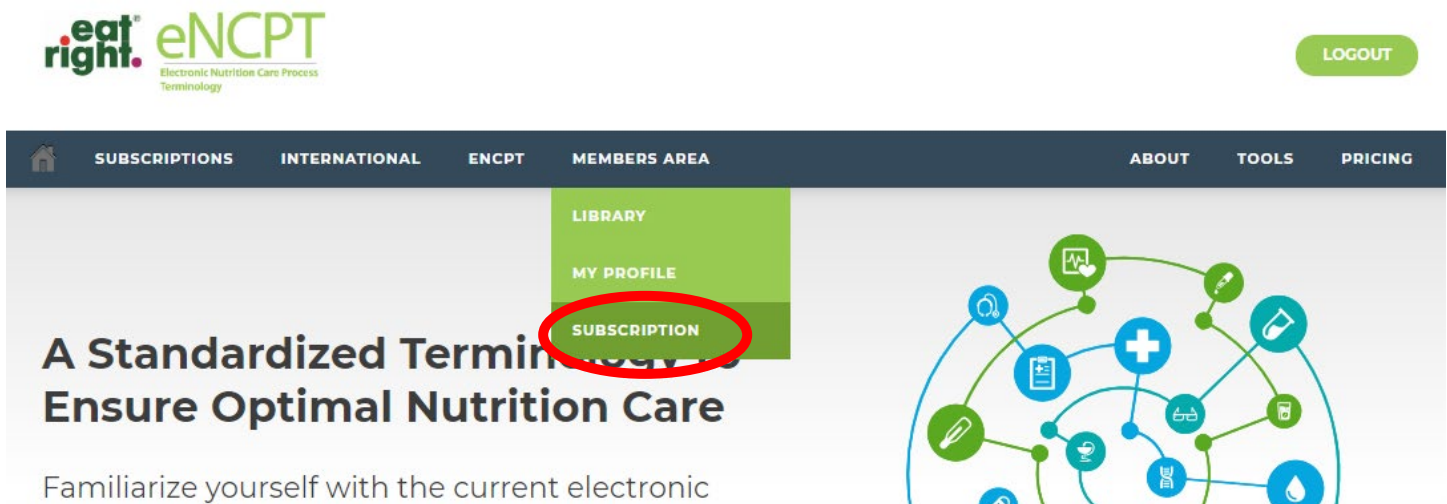
Username

Password

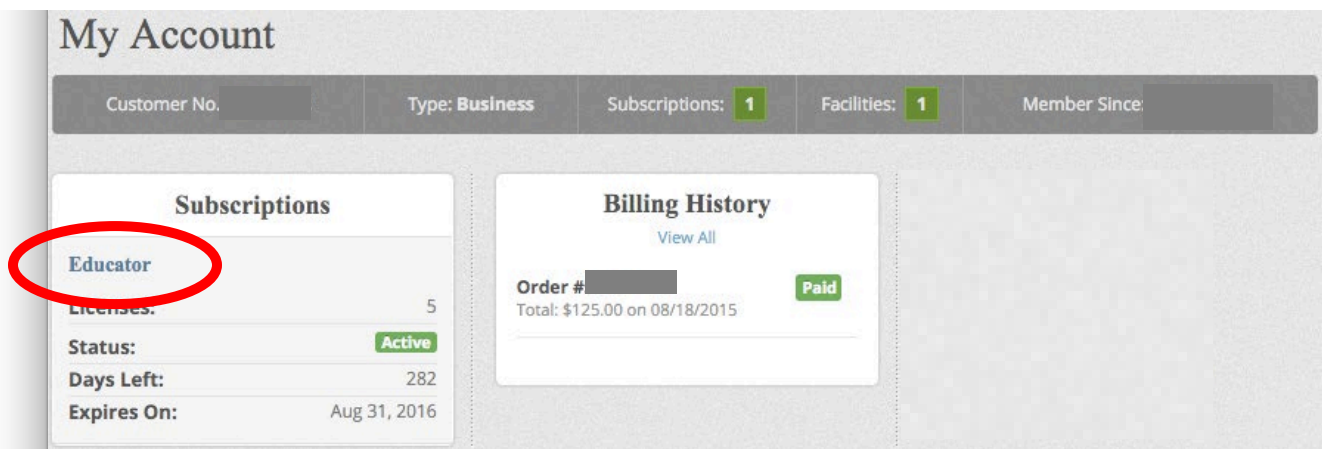
☐ Remember me on this computer until I log out.

[SIGN IN](#) [RESET PASSWORD](#)

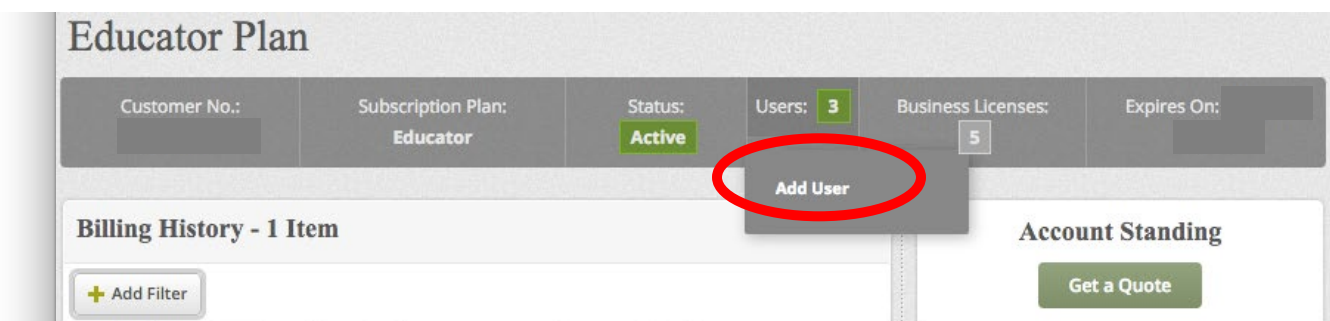
3. Hover your mouse over “Members Area” and click “Subscription.”



4. Your “My Account” page will come up. Click your subscription category (either “Organization” or “Educator”).



5. Hover your mouse over “Users” and click “Add User.”



6. Add the user's information into the form. The email will be used as the username and you will create a password for the individual.

If you do not want these added users to have access to subscription and billing information, please select "Subscription User" under User Role. If you would like this user to have access to subscription and billing information, please choose "Administrator" instead. Click save.

eat right. Academy of Nutrition and Dietetics

Logged in as [dropdown]

[Home](#) [About Us](#) [Contact Us](#) [eNCPT](#) [Members Area](#)

Subscription

[My Account](#) | [My Subscriptions](#) | [My Billing](#)

My Account / Users

[Account Summary](#) [Modify Profile](#)

My Account

Customer No.	Type: Business	Subscriptions: 1	Users: 3	Facilities: 1	Member Since
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User Profile

* First Name

* Last Name

* E-Mail

* Facility

* User Role

Login Password

* Password

* Confirm Password

[Save](#) [Cancel](#)

Account Primary Contact