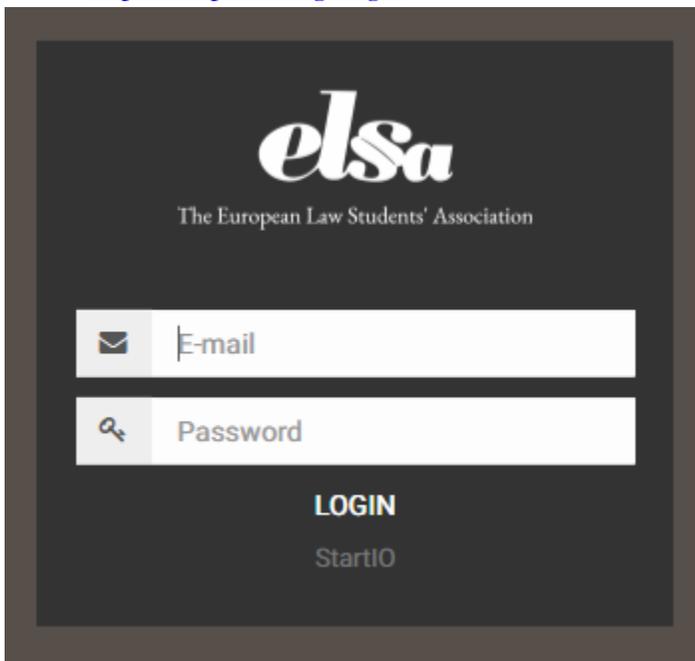# How to add and edit Local Group´s account Manual

Dear National STEP Officers,

Please, follow the guidelines below in order to enter your internal interface and be able to add or edit Local Group´s account.

1. Every National STEP Officer should have received their login information for the STEP Internal Interface during transition. If you do NOT have your login information, send an e-mail to step@elsa.org.
2. Go to http://step.elsa.org/login and enter the back-office by filling in your credentials:

3. As a first page after your login you shall see the Dashboard.
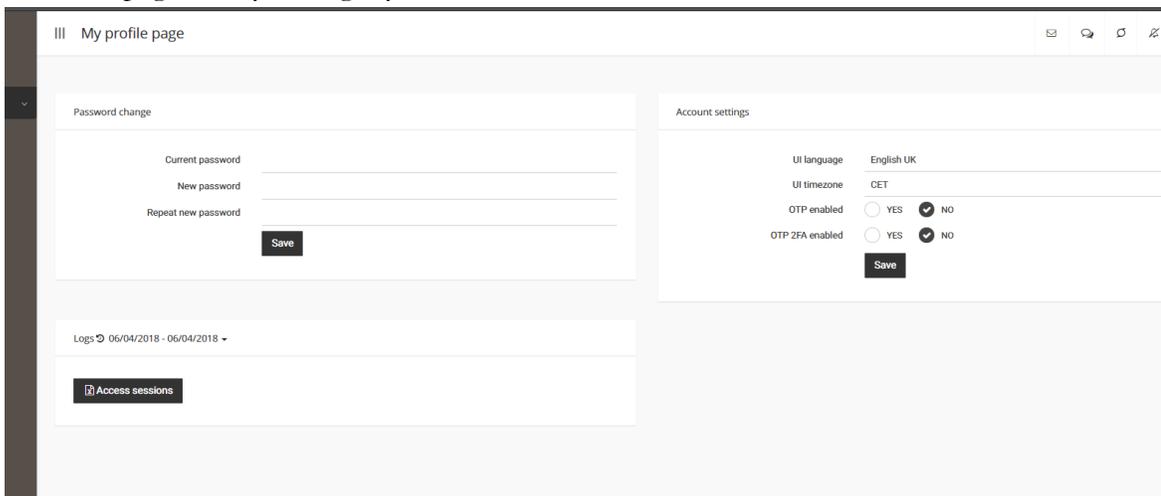
Adding a Local Group

We have created *ad hoc* the National Group called 'ELSA Ciulnița', and we will attempt to put into the system the Local Group named 'ELSA Ciulnița 1'.

1. On the left side you have the menu called 'Persons'. Press on 'Add person', which is underneath
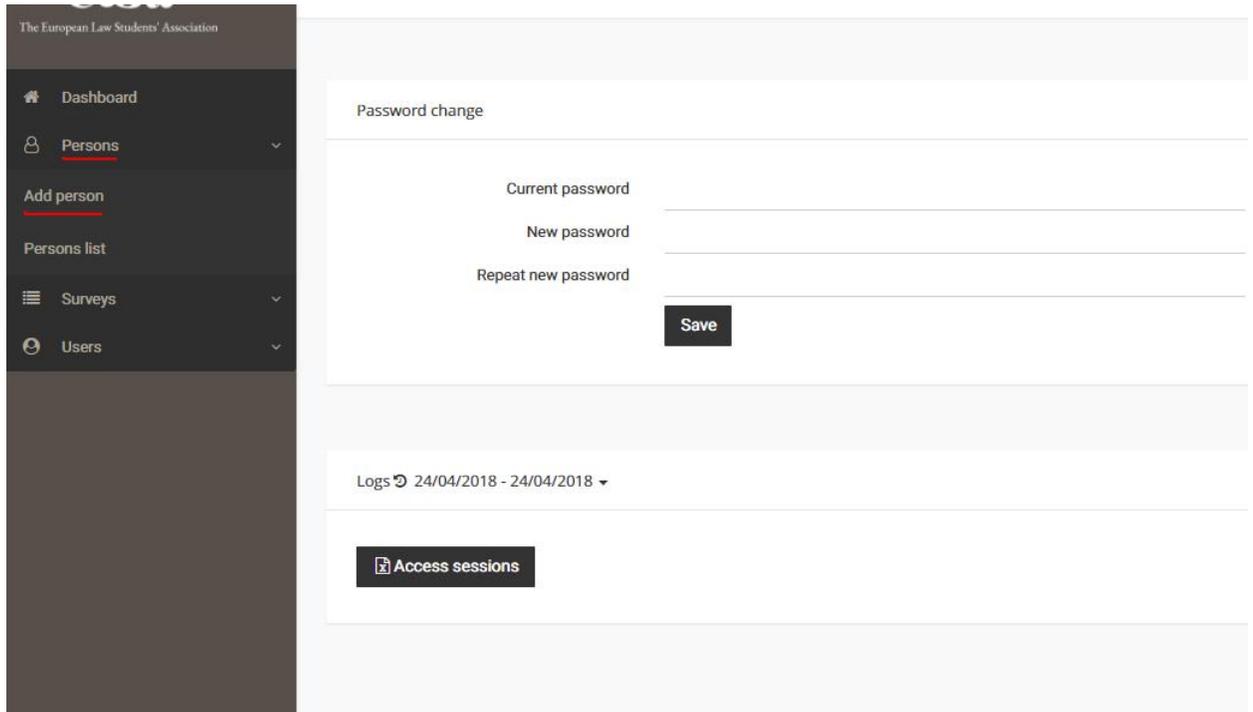
2. Select 'Individual'in the 'Reg.' section, write the name of the Local Group in the 'Name' field, and in the section 'Belongs to' look for and select the name of your National Group, in this case 'ELSA Ciulnița'
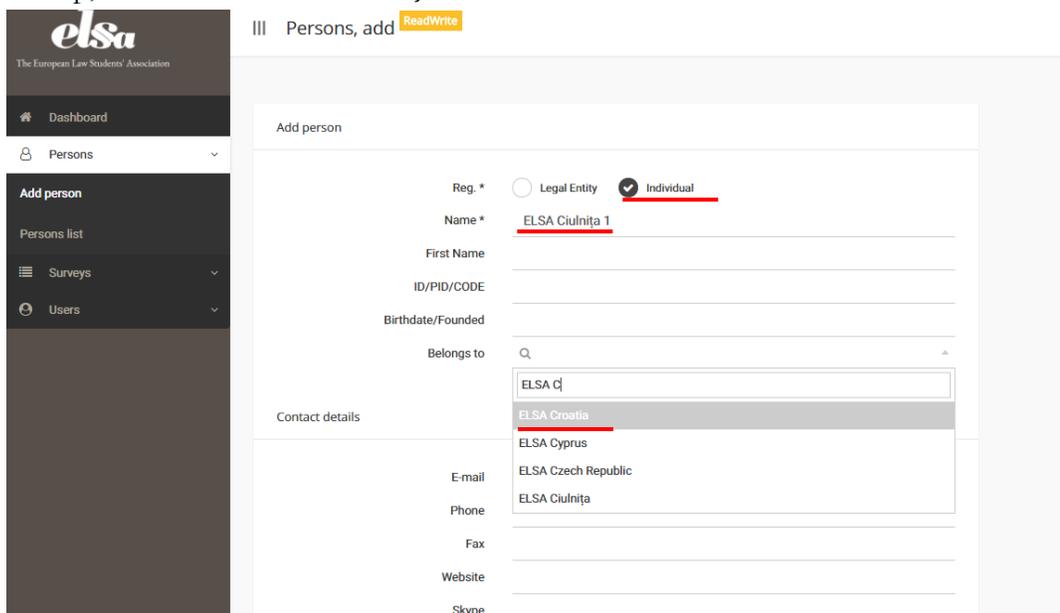
-go to the bottom of the page and save after you're done

Birthdate/Founded	
Belongs to	🔍

Contact details

E-mail	
Phone	
Fax	
Website	
Skype	
Personal E-mail	
Personal Phone	

Other details

Fiscal ID	
ID Card	
Job title	
Department	
Obs.	

Save

3. Next press on the dropdown 'Users' on the left side, then on 'Add user'

4. Please read the following instructions carefully and follow them exactly, they are important for the system to work properly:
   -fill in a chosen e-mail
   -choose a password, it must respect the requirements specified underneath
   -select your country, afterwards the city where the Local Group is active
   -at the 'Group Admin' section choose 'No'
   -at the 'UI Language' choose 'English UK'
   -at the 'UI Timezone' search for and choose CET
   -at the 'Belongs to' section search for and choose the name of the Local Group

Profile

E-mail (username) *	
Password *	
	password must have 8 to 40 characters length, at least one lowercase, one uppercase, one number, one special character @ # ! $ % _ * ~ .
Country	Select country
City	Select city
Access Level *	Local Group
Group admin *	✓ YES ○ NO
Access level type *	✓ Group ○ Individual
Start Module *	Profile page
UI Language *	Română
UI Timezone *	Africa/Abidjan
Active account *	✓ YES ○ NO
Person *	🔍

Save

It should look similar to:

Profile

E-mail (username) *	mail@ci.elsa.org
Password *	Password@123
	password must have 8 to 40 characters length, at least one lowercase, one uppercase, one number, one special character @ # ! $ % _ * ~ .
Country	Afghanistan
City	Herat
Access Level *	Local Group
Group admin *	○ YES ✓ NO
Access level type *	✓ Group ○ Individual
Start Module *	Profile page
UI Language *	English UK
UI Timezone *	Africa/Abidjan
Active account *	✓ YES ○ NO
Person *	🔍

ELSA Ci

ELSA Ciulnița

VP STEP ELSA Ciulnița

ELSA Ciulnița 1

5. Click 'Save'

Updating your account or the account of Local Groups

1. Go to the dropdown 'Users', then press on 'Users list'

2. Search for your account or for the account of the Local Group by its email address. Press on the 'Edit' button

3. Don't forget to click 'Save'!