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How to Create a New Profile in Converter Plus

Only a user with Administrative Access can create a new profile.

To create a new profile:

- Log into COP
- At the top of the page it will say: `Hi Your Name`. There is an arrow to the left of this text. Click here to open the collapsible menu.
- Select `New Account`
- In the text box labelled `Name` write the new users first name
- If they are to be an administrator, check the box directly below this that is labelled: `Administrator`
- Select `Create`
- You now have a new account. You and the user can log into the account using their first name. They will need to set up their email address right away in their profile. For information on how to do this go to Change Account Settings

The following is a quick video on How to Set up a New Account in Converter Plus

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https://wiki.libraries.coop/ - **BC Libraries Coop wiki**

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Last update: **2025/02/26 12:47**