## How to add HR tool admins

## Overview

Unlike other applications, you cannot give admin access to the HR tool from the application administrator panel in Admin > System > Administrator.

Instead, the functionality is set from the HR Admin panel itself.

When the HR tool has been added to your Intranet, the Claromentis Administrator will be the only user with access to the admin panel. We will request that you provide us with at least two users you wish to make HR admins in the first instance.
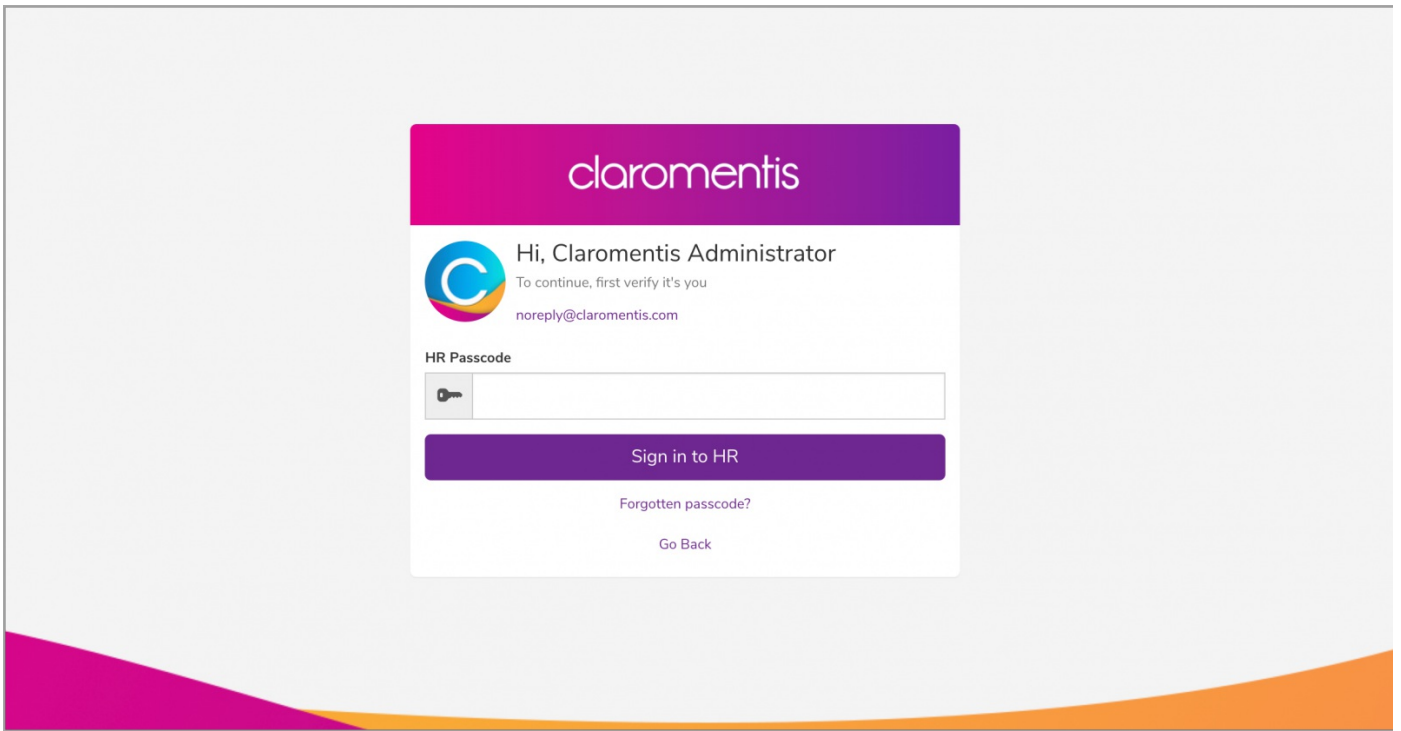


For more information on the initial HR setup and configuration, click here.

## Adding HR admins

If more users need to be made into HR tool admin or given additional access to the admin side of the HR tool, you can do so by heading to **Admin > HR**.

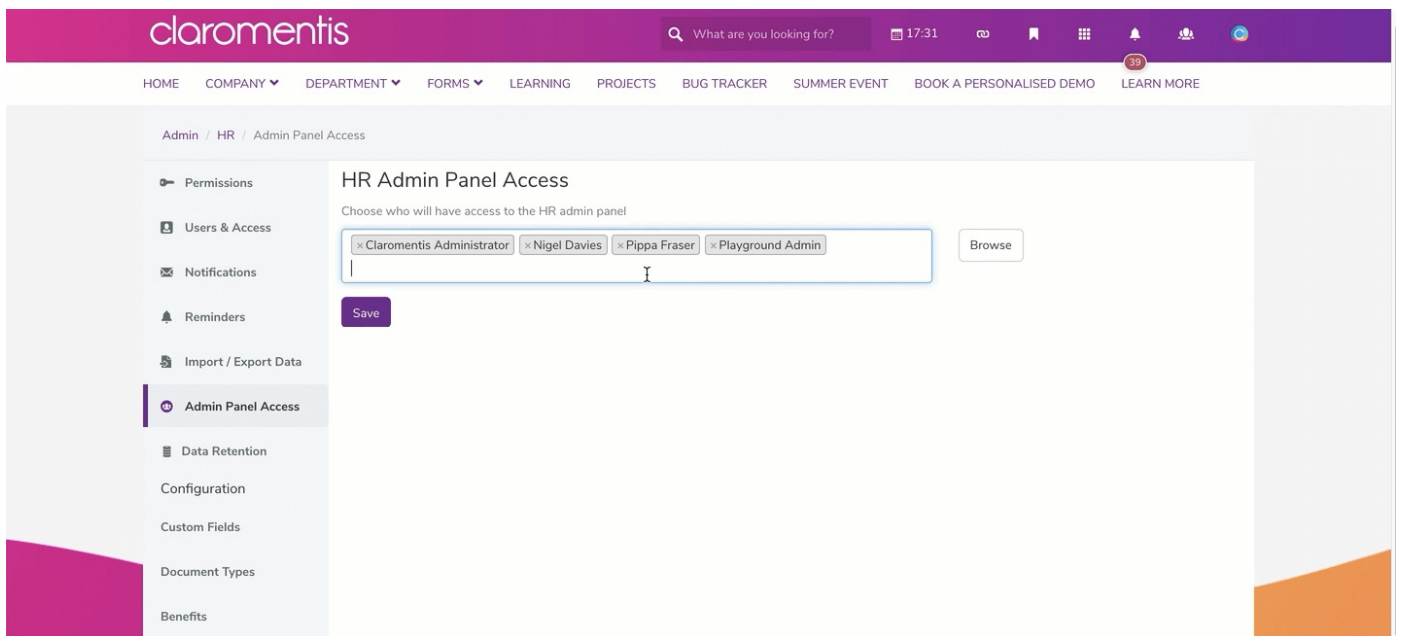You will be required to provide your personal HR Passcode:

**Reminder:** If you have forgotten your HR passcode, click on 'Forgotten passcode?' to reset your passcode. Before you do so, please ensure your email address is correct.

Once logged in, navigate to the '**Admin Panel Access**' tab:
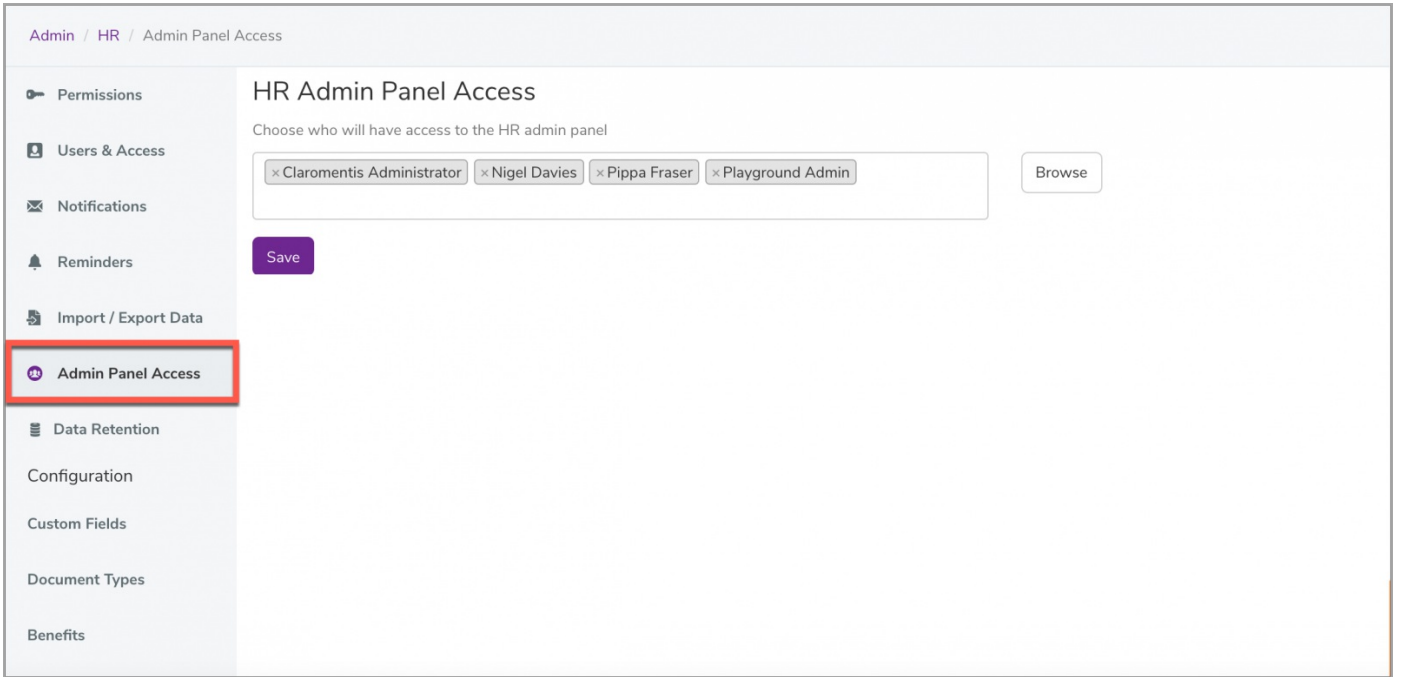


Add the user(s) to this area as needed and press **Save**.

Now the users have been made admins to the HR tool and can access the admin panel.

**Please note:** Users will be prompted to enter their HR passcode before being able to access the panel.

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Last modified on 30 November 2023 by Hannah Door

Created on 21 July 2021 by Veronica Kim
Tags: admin, hr, hrtool, user guide, administrator