

# WBSCM Create New User

User Administrators will use this procedure to create new users and assign security roles in WBSCM when new staff join RA Organizations and/or when staff roles and responsibilities change.

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## Create New User-RA

1	In WBSCM, select "Admin" tab.
2	Select "Manage Users" on the left.
3	In "User Selection", select First Name or Last Name in the dropdown box.
4	Enter new user's first or last name in blank field. Click "Search".
5	If user appears in search, <b><u>STOP</u></b> . Review and update existing user profile. <b>Skip to Column 2 Assign Security Roles.</b>
6	If no profile exists, click "Create New User".
7	Enter all user information in "Personal Data" tab including: <ul style="list-style-type: none"> <li>• Required fields (with red asterisk)</li> <li>• City, State, and Zip Code*</li> <li>• All other known information</li> </ul> <p><b>*Cannot create user without this data.</b></p>
8	Click "Save".



Continue to Column 2:  
**Assign Security Roles**

2

## Assign Security Roles

1	Click on "Role Data" tab.
2	Click on desired role to assign to user.
3	Click "Add" after selecting desired role.
4	Selected role appears in "Current Roles".
5	Repeat the steps to assign additional roles.
6	Click "Save" after adding all desired roles.
7	New User appears in <b>User Selection</b> panel.

For detailed screenshots,  
use Create New Users in  
WBSCM Presentation

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RAs: contact your ESC for  
technical assistance



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Food and Nutrition Division  
National School Lunch Program

This product was funded by USDA.  
This institution is an equal opportunity provider.



Updated 11/9/2022  
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