

## HEALTH:IT

### Practice Fusion Assignment 7

#### Giving instructor admin rights

**Before we get started:**

- Log into your Practice Fusion account

1. Click the gear icon located in the top right portion of the window.



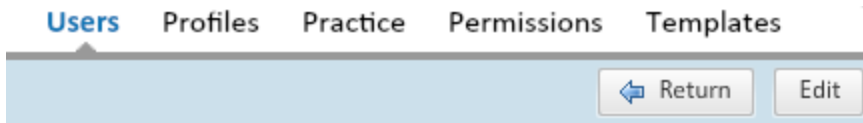
2. Clicking the gear icon will load a pop-up. On the pop-up make sure you are under the “Users” section and click your instructor’s name.

EHR SETTINGS Users Profiles Practice Permissions Templates

Show Inactive Users learn Add New User(s)

First Name	Last Name	Username	Email	Edit Level	Active	eRx	Actions	Administrator
<a href="#">Adam</a>	<a href="#">Learing</a>	alearing	adam.learing@ster	Phys. / MD / DO	Yes	<a href="#">Sign Up</a>	<a href="#">Reset Password</a>	Yes

3. This will launch the user’s settings page. Click the “Edit” button located in the top right section of the pop-up.



4. Check the Administrator checkbox and then click “Save”

Cancel Save

**Shane Thomas**

**user information**

Username sthomas8

Active

Administrator