

Create assembly users

Create an authorised Supervisor or Agent account in your own assembly, choose a compatible role and correct scope, verify the saved record and arrange a secure first sign-in.

WHO THIS IS FOR

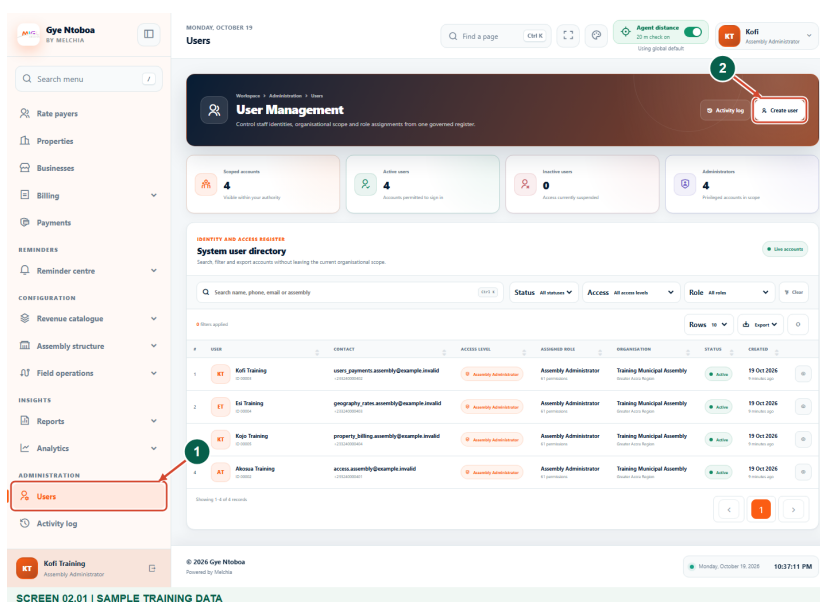
Assembly administrators

ALLOW ABOUT

15-20 minutes

DOCUMENT VERSION

1.0 | 19 October 2026



Illustrated steps with numbered arrows and clear expected results.

About the examples

Screens show the actual application in a training environment with sample data. Use your own verified account, assigned records and contact details when following the guide.

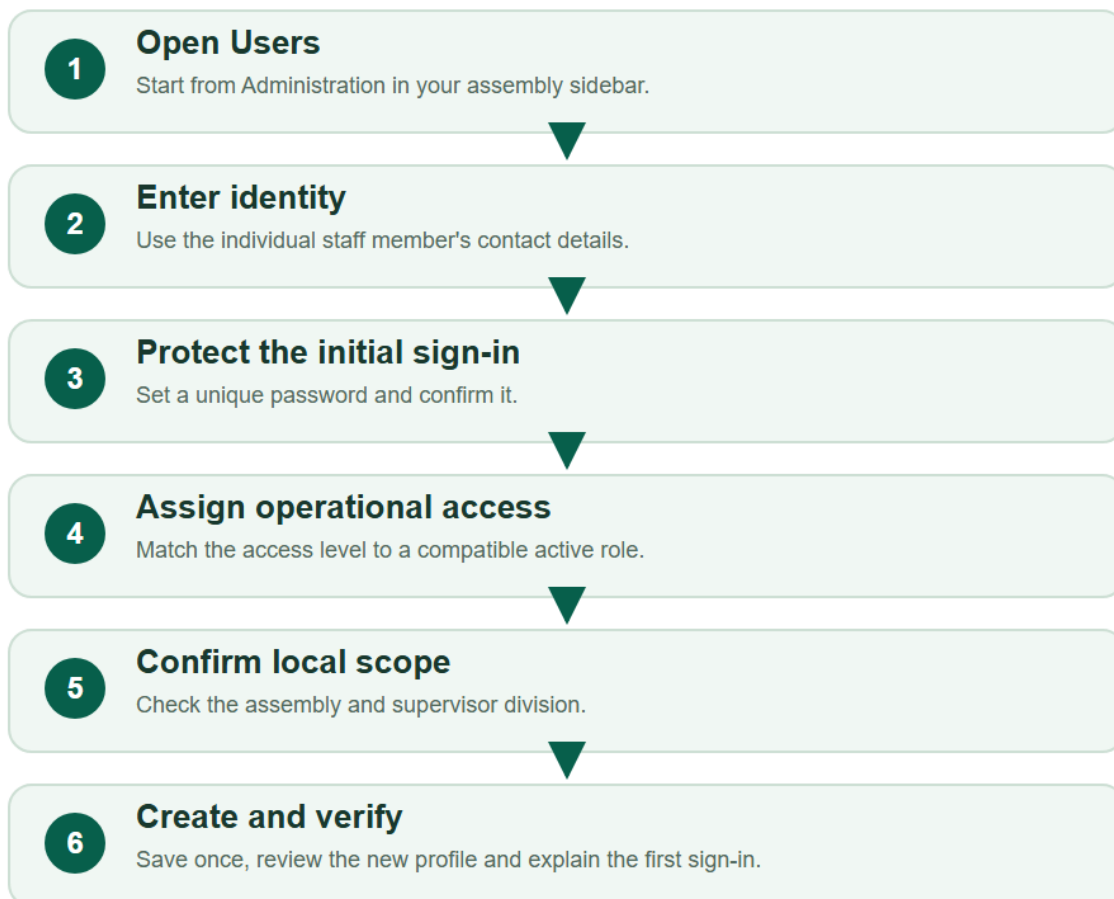
Website: assembly.gyentoboa.com

Process flow

Follow the arrows from start to finish. Optional routes are explained in the numbered steps.

Before you start

- Sign in as an active Assembly Administrator with permission to view and create users.
- Confirm the staff member's identity, unique official email, valid international phone number and intended operational role before creating an account.
- Have the correct division available when creating a supervisor. Agree a secure way to supply an individual initial password separately; never use a shared default password.



Numbered markers on screenshots identify the controls described beneath each image.

STEP 01

Open Users and start a new account

1. In the sidebar, open Administration, then Users.
2. Search for the person before creating another account. If no existing record is appropriate, choose Create user.

MONDAY, OCTOBER 19

Users

Find a page Ctrl K

Agent distance 20 m check on Using global default

KT Kofi Assembly Administrator

User Management

Control staff identities, organisational scope and role assignments from one governed register.

Activity log Create user

Scoped accounts 4 Visible within your authority

Active users 4 Accounts permitted to sign in

Inactive users 0 Access currently suspended

Administrators 4 Privileged accounts in scope

IDENTITY AND ACCESS REGISTER

System user directory

Search, filter and export accounts without leaving the current organisational scope.

Live accounts

Search name, phone, email or assembly

Status All statuses Access All access levels Role All roles Clear

0 filters applied

Rows 10 Export

#	USER	CONTACT	ACCESS LEVEL	ASSIGNED ROLE	ORGANISATION	STATUS	CREATED
1	KT Kofi Training	users_payments.assembly@example.invalid +23240000402	Assembly Administrator	Assembly Administrator 67 permissions	Training Municipal Assembly Greater Accra Region	Active	19 Oct 2026 9 minutes ago
2	ET Esi Training	geography_rates.assembly@example.invalid +23240000403	Assembly Administrator	Assembly Administrator 67 permissions	Training Municipal Assembly Greater Accra Region	Active	19 Oct 2026 9 minutes ago
3	KT Kofi Training	property_billing.assembly@example.invalid +23240000404	Assembly Administrator	Assembly Administrator 67 permissions	Training Municipal Assembly Greater Accra Region	Active	19 Oct 2026 9 minutes ago
4	AT Akosua Training	access.assembly@example.invalid +23240000401	Assembly Administrator	Assembly Administrator 67 permissions	Training Municipal Assembly Greater Accra Region	Active	19 Oct 2026 9 minutes ago

Showing 1 - 4 of 4 records

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Monday, October 19, 2026 10:37:11 PM

SCREEN 02.01 | SAMPLE TRAINING DATA

Synthetic training data. Open Users and start a new account.

- 1 Users
- 2 Create user

What should happen

The user creation form opens within your own assembly scope.

STEP 02

Enter the staff member's identity and contacts

1. Enter Full name, Email address, Phone number and Gender using the verified staff details.
2. Choose the correct phone country and enter a valid number. The email and phone must not already belong to another account.

Use the staff member's official contact details.

Full name * Esi Training Supervisor	Email address * esi.assemb
Gender * Female	Password *

SCREEN 02.02 | SAMPLE TRAINING DATA

Synthetic training data. Enter the staff member's identity and contacts.

1 Full name

What should happen

The identity fields identify one staff member with usable registered contacts.

STEP 03

Check the country and registered phone number

1. Choose the correct country and check the international phone number for the staff member.
2. Confirm that the person can use this number for staff verification and account notifications. Complete the other required identity fields before continuing.

Phone number *

+233 24 000 0451

Valid Ghana number: +233240000451

Confirm password *

1

SCREEN 02.03 | SAMPLE TRAINING DATA

Synthetic training data. Check the country and registered phone number.

1 Phone number

What should happen

The form recognises a valid international phone number for the correct staff member.

STEP 04

Set an individual initial password

1. Enter a strong, unique initial Password and repeat it in Confirm password.
2. Keep both entries masked. Arrange to supply this initial password privately and separately from the welcome notification.

SCREEN 02.04 | SAMPLE TRAINING DATA

Synthetic training data. Set an individual initial password.

1 Password

What should happen

Both password entries match without exposing the password in the guide or notification.

Helpful note: New Supervisor and Agent accounts must replace the initial password on first sign-in. Do not use a common password for several people.

STEP 05

Select compatible access and role

1. Choose Assembly Supervisor or Assembly Agent as the Access level, then choose the matching Assigned role or an approved compatible role.
2. Set Account status deliberately. Active allows an eligible account to sign in; Inactive creates a record that cannot start a new sign-in.

The access level sets scope; the role defines permitted work inside that scope.

Access level *

Assembly Supervisor

Assigned role *

Assembly

Only roles permit

Scope protection is automatic

1

accounts cannot receive permissions beyond their selected ope

SCREEN 02.05 | SAMPLE TRAINING DATA

Synthetic training data. Select compatible access and role.

1 Access level

What should happen

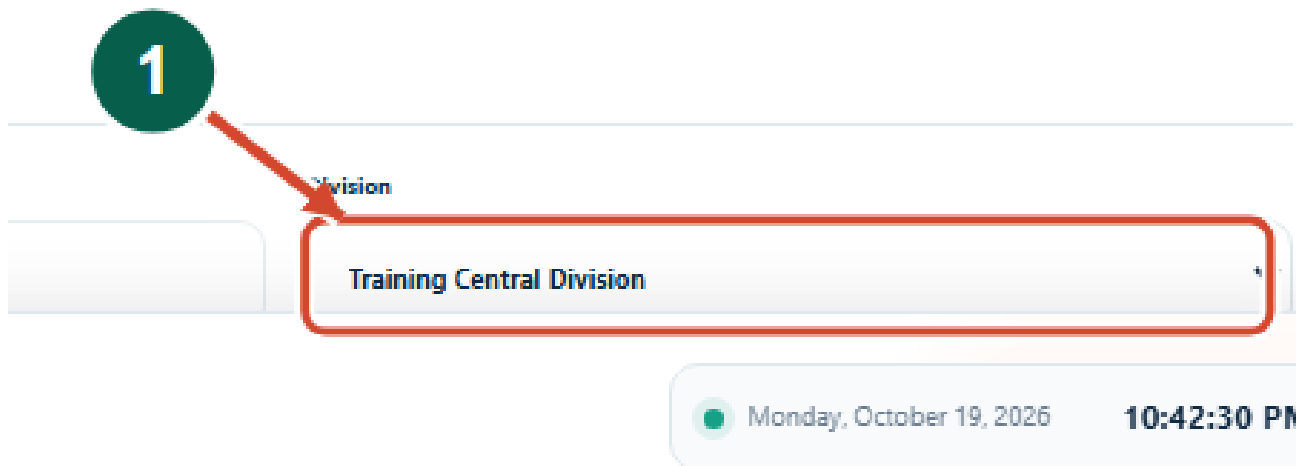
The assigned role fits the selected operational access level.

Helpful note: An Assembly Administrator cannot create another Assembly Administrator or a global administrator here. Ask the authorised higher-level administrator when that access is needed.

STEP 06

Check the locked assembly and required division

1. Review Region and Assembly. Your assembly context is locked and cannot be changed to another assembly.
2. For an Assembly Supervisor, select the correct Division. The example uses Training Central Division; choose the real approved division in live work.



SCREEN 02.06 | SAMPLE TRAINING DATA

Synthetic training data. Check the locked assembly and required division.

1 Supervisor division

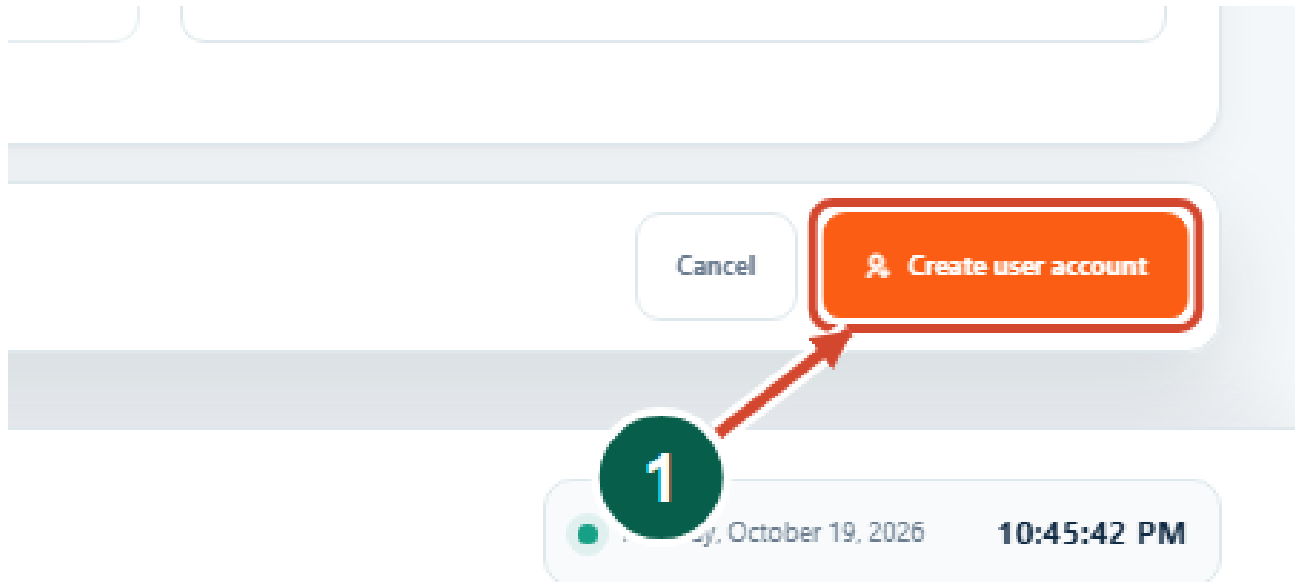
What should happen

The account is scoped to your assembly and a supervisor has an eligible division.

STEP 07

Review and create the account once

1. Review identity, initial password confirmation, role, status and organisational scope.
2. Choose Create user account once. If validation appears, correct the indicated fields and review the form again before resubmitting.



SCREEN 02.07 | SAMPLE TRAINING DATA

Synthetic training data. Review and create the account once.

1 Create user account

What should happen

A valid submission creates the account and returns to the directory.

STEP 08

Confirm the creation result in the directory

- 1. Read User created successfully, then search for the new staff member.
- 2. Check the account Access level, Assigned role, Organisation and Status. Open the row View action to inspect the saved profile.

#	USER	CONTACT	AI
1	ET Esi Training Supervisor ID 00005	esi.supervisor.updated@example.invalid +233240000451	

Showing 1-1 of 1 records (filtered from 5 total entries)

1

SCREEN 02.08 | SAMPLE TRAINING DATA

Synthetic training data. Confirm the creation result in the directory.

1 Created staff account

What should happen

One saved account appears with the intended assembly and operational role.

STEP 09

Verify scope and explain the first sign-in

1. Review the saved account details, including Division for a supervisor.
2. Tell the staff member to use <https://operations.gyentoboa.com/> with their registered identity and privately supplied initial password, complete SMS verification when required and change that password immediately.

Access level

Assembly Supervisor

Region

Greater Ac

Division

Training Central Division

Gender

Female

EFFECTIVE ACCESS

SCREEN 02.09 | SAMPLE TRAINING DATA

Synthetic training data. Verify scope and explain the first sign-in.

1 Division

What should happen

The saved profile is correct and the staff member understands the secure first sign-in.

Helpful note: Creation queues a welcome SMS for an active account; it does not prove delivery and does not include the password. A new active supervisor also receives a queued division-coverage notification.

Check your result

- The new account exists once, with the intended access level, compatible role, status and assembly.
- The staff member has a secure individual first-sign-in arrangement and knows that the initial password must be changed.

If you need help

Create user is missing

Ask an authorised administrator to review your permission to create users and Assembly Administrator access. Do not borrow another account.

Email or phone is already in use

Search the directory and confirm the existing identity. Update or reset an eligible existing account instead of making a duplicate.

No compatible role or division can be selected

Choose the intended Supervisor or Agent access level and an active compatible role. Create or confirm the correct assembly division through the authorised workflow.

The welcome message has not arrived

Verify the saved registered contact details and contact the administrator responsible for notification delivery. Use the secure reset-link workflow when appropriate; do not resend passwords in plain messages.

Useful things to know

- Assembly Administrators create and manage their own assembly Supervisor and Agent accounts; higher-level administrator provisioning is outside this guide.
- Account creation does not assign an agent to every supervisor, boundary or work item. Use the separate workforce assignment workflows for operational coverage.
- Messages shown in training were contained in a local delivery sink. Real delivery requires a configured service and functioning notification processing.

Continue learning

- Guide 01: Access your assembly administrator account
- Guide 03: Manage assembly users
- Guide 05: Create divisions in your assembly

[Download all 13 guides in this collection](#)

For account or bill-record corrections, contact the relevant assembly using its verified contact details. Keep your account or bill reference available when requesting assistance.