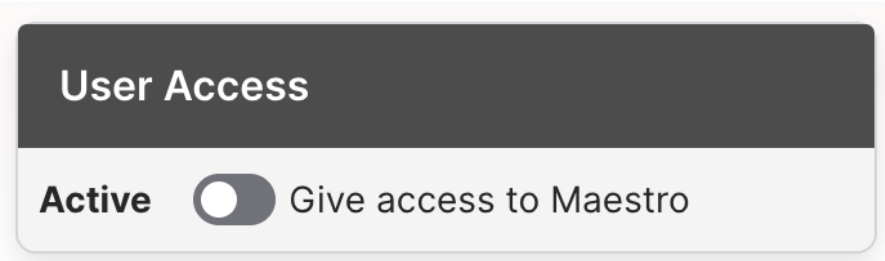
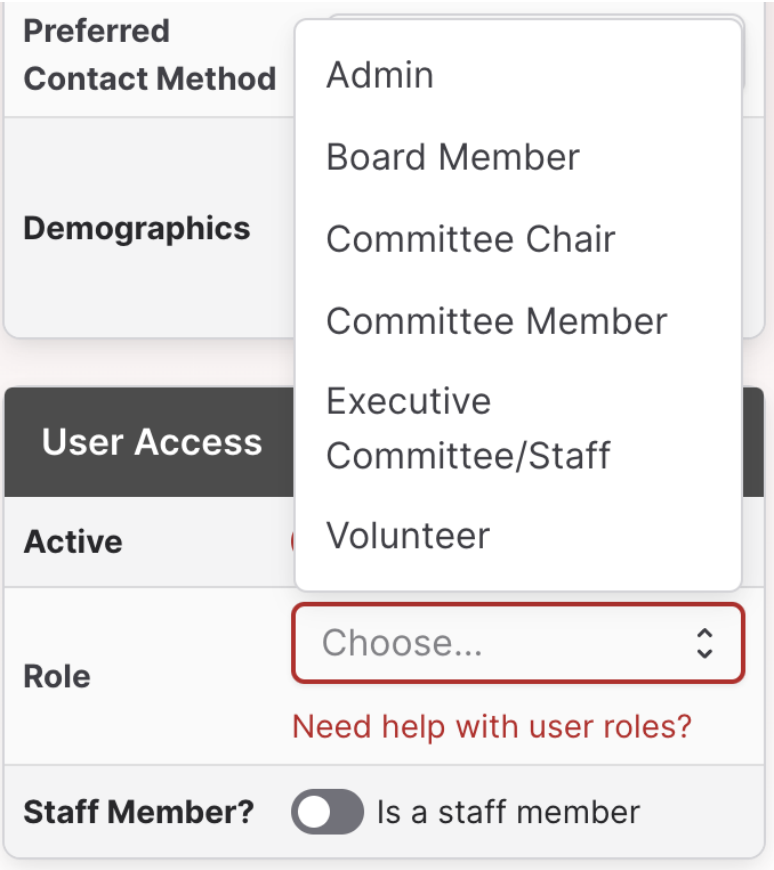
Adding Users

Once a contact is in your Maestro system with a valid (working) email address, you will be able to grant them access.

To provide access, edit their profile, then click the “Give Access to Maestro” checkbox in the User Access section.



Select their role (use the User Tiers chart to determine the appropriate role) and check the box if they are a staff member.



*Remember, user roles are not determined by the person’s role in your organization but rather what level of access is required for them in your system.

If you have questions about what each role includes, refer to the User Tiers Chart.

Save their profile and that user will be emailed notifying them that they have been granted access to your system and asking them to create a password.

Revision #1
Created 19 April 2024 19:03:40
Updated 19 April 2024 19:25:58