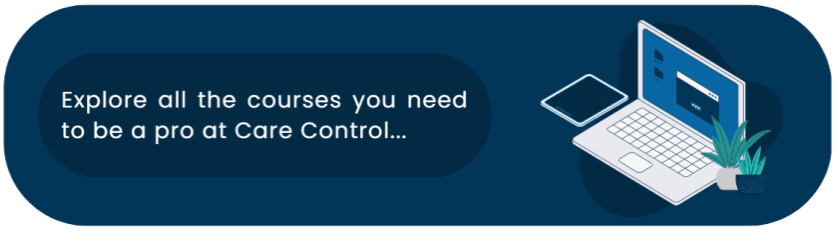
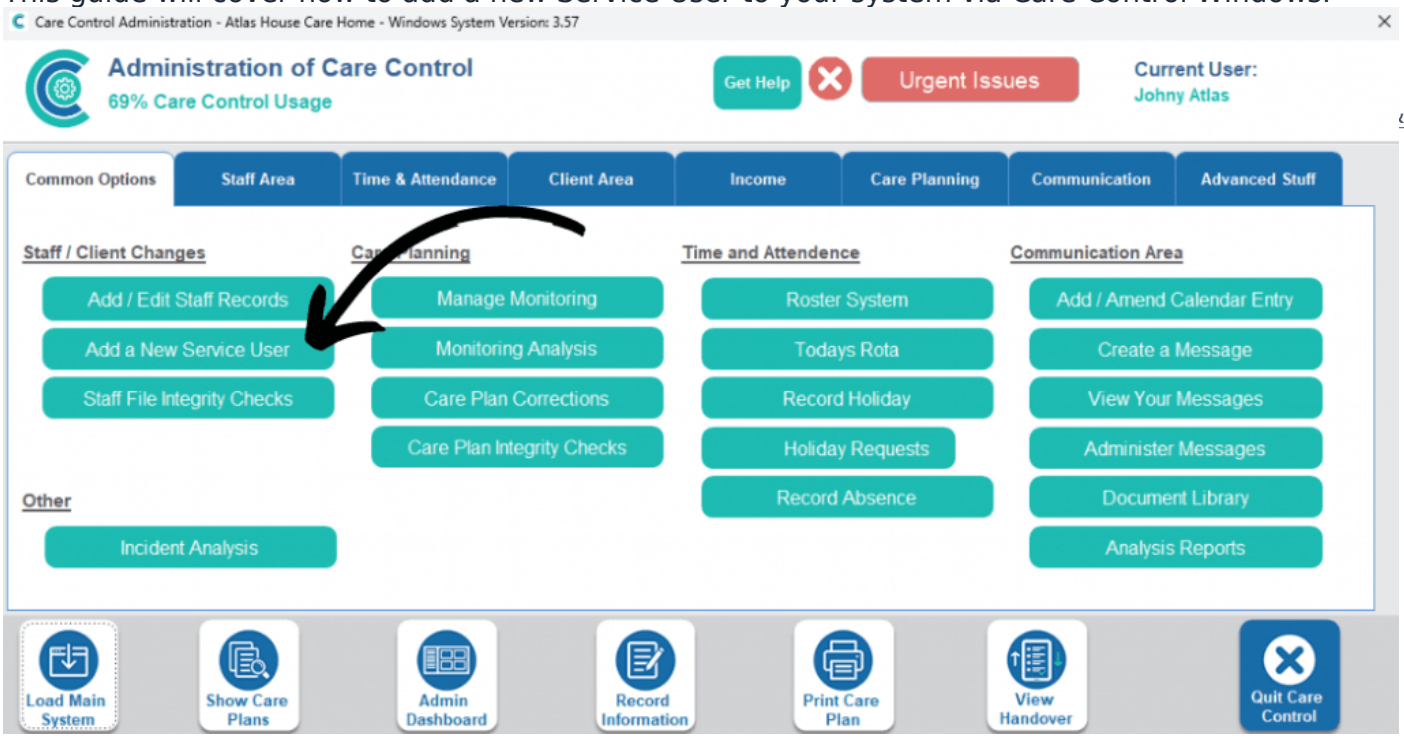
Adding a New Service User on CC Windows

Staff Windows · https://cclearninghub.co.uk/docs/adding-a-new-service-user-on-cc-windows/



Adding a New Service User on CC Windows

This guide will cover how to add a new Service User to your system via Care Control Windows.



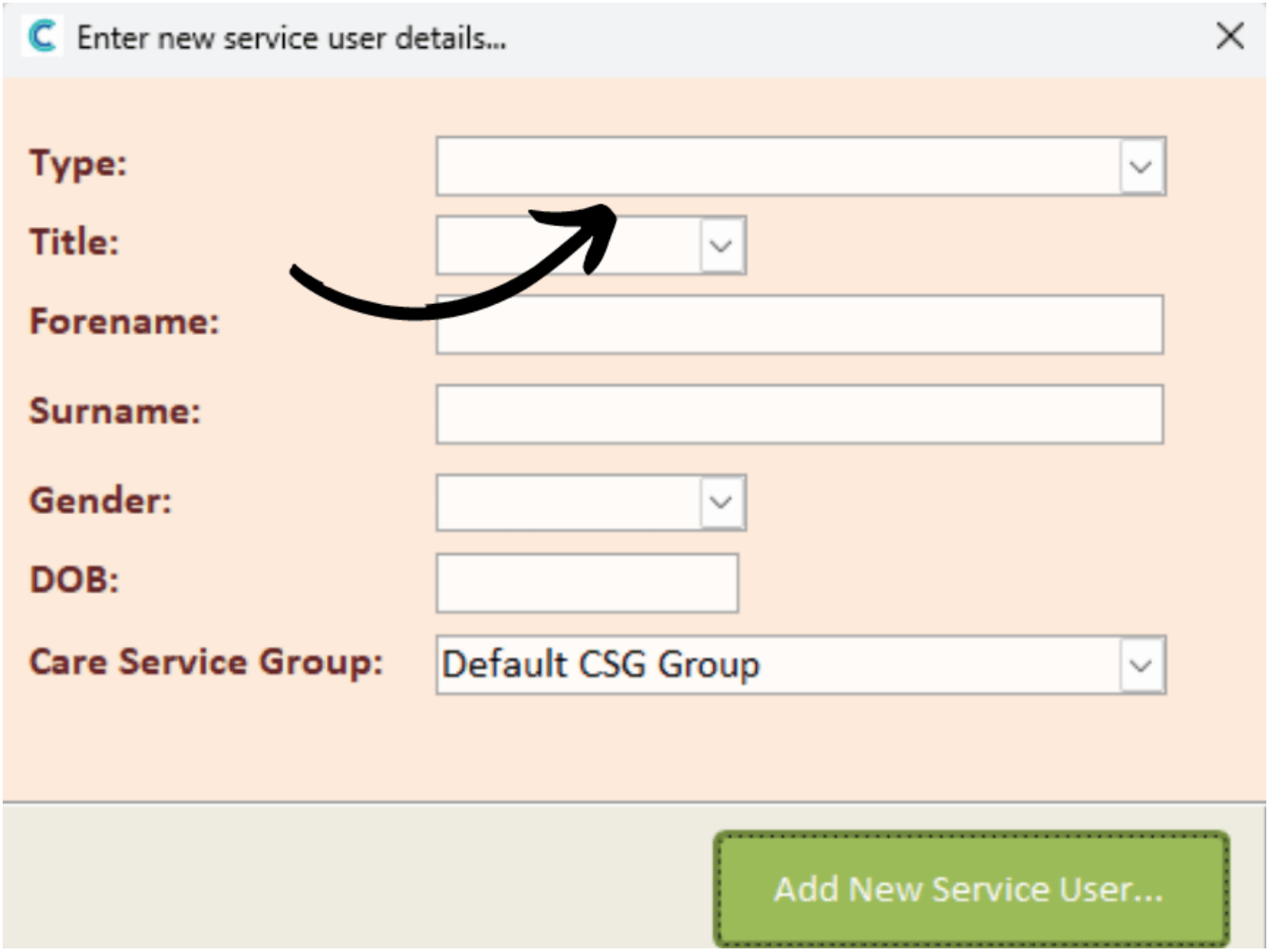
1

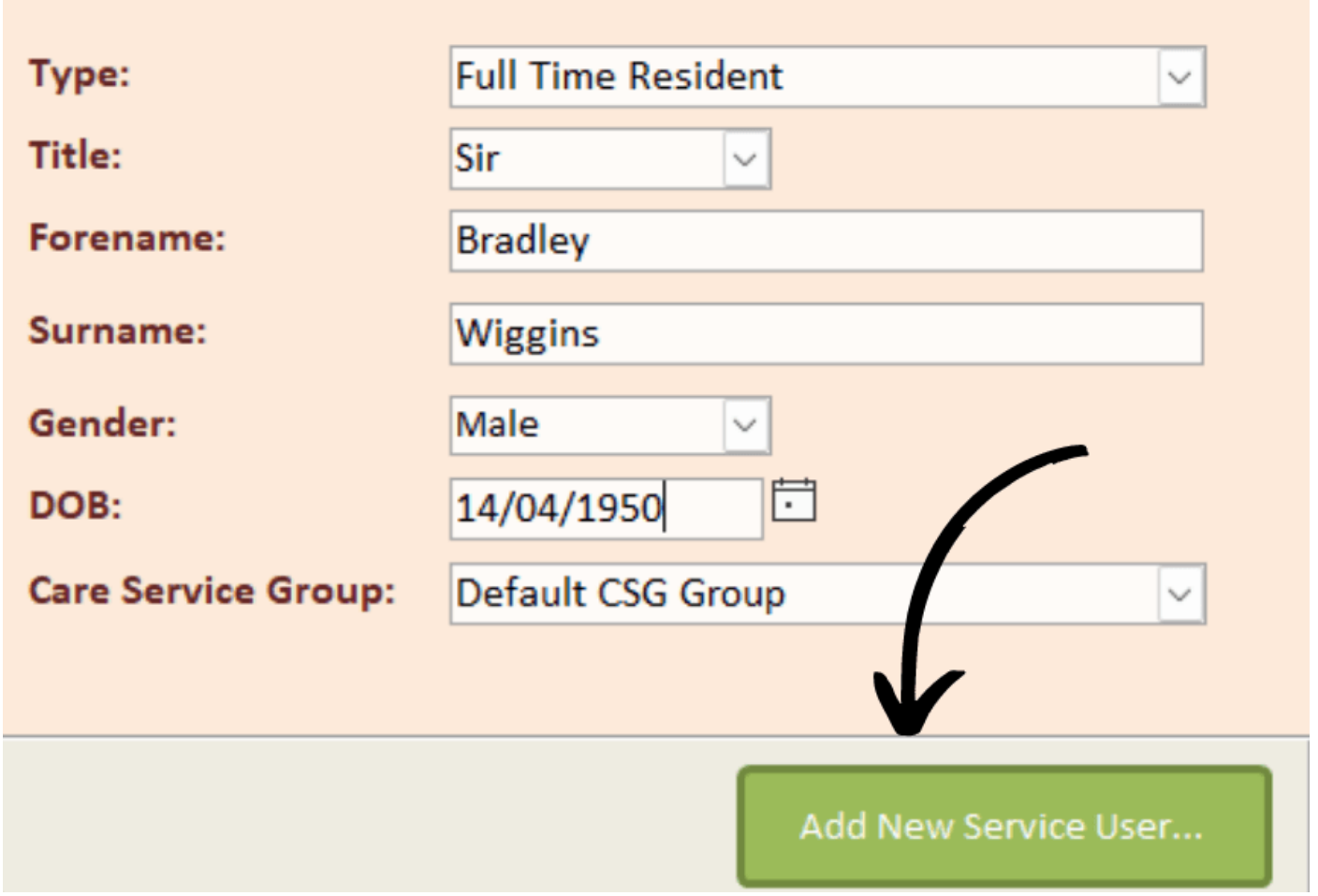
In the **Administration of Care Control Windows**, select **Add a New Service User**, which can be found under the **Common Options** tab.

2

A new window will open, here enter the basic information for the new service user:

- Type of user
- Name





3

After completing the form, press **Add New Service User** to complete the process.

The user will be added to your system and you can now customise their Care Plan and Monitoring.