

## Security Setup including Users, User Groups, Managers, Trust Groups, Security Levels & Responsibilities

In this session we will learn how to:-

- Add & Maintain Users
- Understand User Groups
- Add & Maintain Managers
- Add & Use Trust Groups
- Set and Use Security Settings
- Set Up & Use Responsibilities

### Prerequisites for Session 6

- The Trust Service Software is Installed at your office
- You have the latest version, 4.3
- You are familiar with the basic functions in the Trust Service Software, adding a Trust, maintaining records, etc.
- You are familiar with using database's in general
- You have User Access Level 9

### Preparation for Level 2, Session 6

- Print the Session Notes
- Set up Webex Meeting Manager on your PC, ideally the day before the session in case you have any difficulties
- Dial into the Meeting, using the Link & Password provided 5mins prior to start time