



## **Creating a User in Calyx**

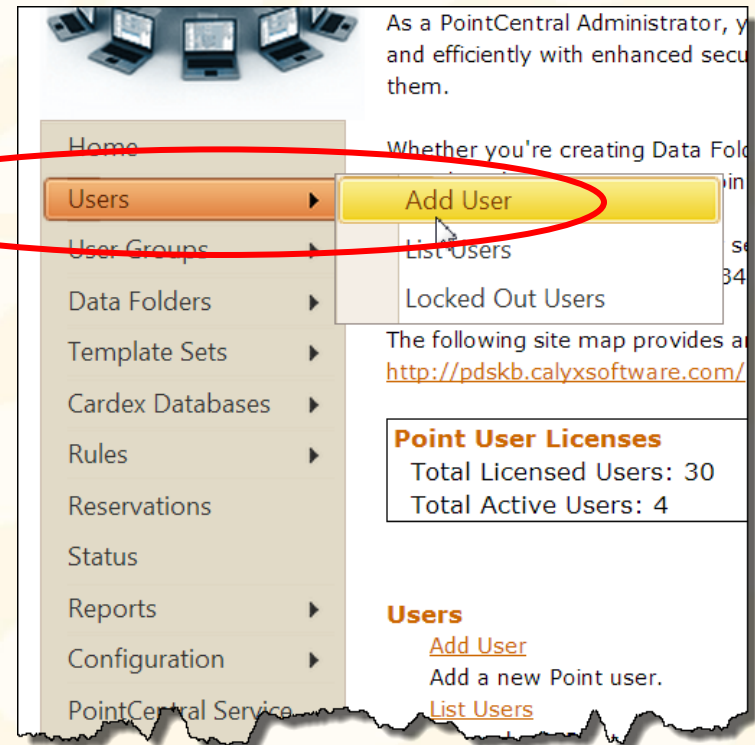
# Creating Users



To create a User in Calyx, follow the steps below.

## Creating Users

1. Log into your PointCentral Administration site.
2. From the left Navigation Menu, go to **Users**, then **Add User**.



# Creating Users



- 3. Enter the **Full Name** (if the user is a Loan Officer we recommend entering their name the way they are registered with NMLS), **User ID**, and **Password** in the top section
- 4. Check the “**Point**” box under **Access** and enter their email address
- 5. Click **Add User**.

### **NOTE.**

If you are adding a user that will be given access to **This Processor's Files Only** or **This Rep's Files Only**, the Full Name must appear *exactly* as it does in Point, or the user will not be able to access the files.

This data is set in Point under **Utilities > Dropdown Lists > Processors** or **Utilities > Dropdown Lists > Originator**.

**Add User**

Full Name

User ID   
It is recommended to use the user's email address as the User ID.

Password  Confirm

The password must:  
- Be at least 8 characters long.  
- Contain only lower or upper case letters (a-z, A-Z) or numbers (0-9).  
- Contain at least one letter (a-z, A-Z) and at least one number (0-9).

Access  Point  Mobile

Email

**Add User**



To reference the  
**Calyx Knowledge Base**  
for this topic,  
use the link below.

[To Add a User...](#)

## Helpful Links



Below are some helpful links to help you find your way around focusIT and Calyx.

### Support Request Form

<http://www.focusitinc.com/submit-a-case>

or call us at (480) 346-1299 option 1 or email us at [support@focusitinc.com](mailto:support@focusitinc.com)

### Other Helpful Links

- focusIT Support - <http://www.focusitinc.com/support>
- focusIT Contact Page - <http://www.focusitinc.com/ContactUs>
- focusIT Solutions Page - <http://www.focusitinc.com/solutions.html>
- focusIT Self Help Page - <http://www.focusitinc.com/selfhelp>
- Calyx Support - <http://www.calyxsupport.com/contact>
- Calyx Training - <http://www.calyxsoftware.com/support/training.asp> or <http://www.calyxsupport.com/Training>
- MyCalyx Webinar - <http://www.calyxsoftware.com/downloads/mycalyxunveiled.wmv> or <http://www.calyxsupport.com/MyCalyx>
- Calyx Knowledge Base - <http://kb.calyxsupport.com/kb>
- Calyx Message Board - <http://messageboard.calyxsupport.com>
- Calyx User Guide/ Download Page - <http://www.calyxsupport.com/downloads/index.htm>

*System questions or issues, please email : [support@focusitinc.com](mailto:support@focusitinc.com)  
or call 480-346-1299 Option 1 (Hours of Operation are 7 days a week from 5:00 AM to 10:00 PM PST)*

