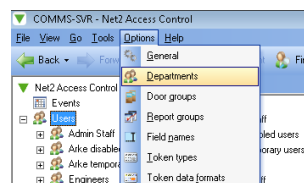# Paxton Net2 Access Control – How to add a user

Open the Net2 software and type in your **Username** and **Password**.


If you already have User Departments set up, skip this and the next step. Select **Options** on the toolbar, on the drop-down menu click **Departments**.
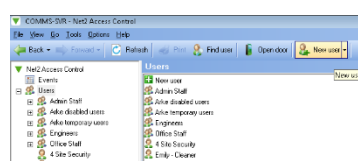

Type in the name of the department such as **"Factory Staff"** and click **add**. Click **Apply** and **Ok**. The departments will now appear on the left panel under **users**.
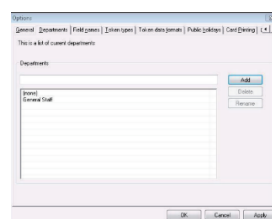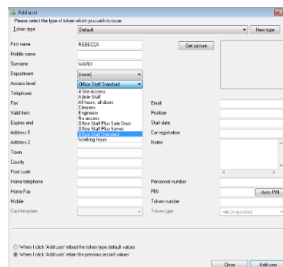

Click **Users** on the left side bar, you can view which users are in a department by clicking the **plus sign** next to the department name.
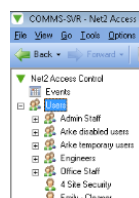
Click **Users** and then **New User** on the toolbar.

Enter the persons details, such as **First Name** and **Surname**. Select their **Department** via the drop down. Select their **Access level**.

If you have **keypads** where a pin is required, **type in the desired pin** or select **auto pin** to randomise a number for that user. If you have a desktop reader, **present the fob or card to the reader** and the number will appear in the **Card Number field**. Click **add user** and **close**.

You can drag and drop existing users in to a department by clicking **users** and **selecting a user**, hold down the mouse and **drag into the required department**. You can amend a person's details by **double clicking** on that user.

IF YOU REQUIRE ANY FURTHER ASSISTANCE WITH PROGRAMMING FOBS OR CARDS INTO YOUR PAXTON NET2 SYSTEM, PLEASE CALL OUR TECHNICAL SUPPORT TEAM ON 0113 281 2106, WHO WILL BE ABLE TO TALK YOU THOUGH HOW TO PROGRAM YOUR FOB(s).