# Create a New Contact

| Step | Action |
| --- | --- |
| 1 | Select the **Administration** icon, the **General** screen opens |
| 2 | Select **Contact Directory** from the left-hand menu |
| 3 | Select the **Create** button to create a new contact. |
|  |  |
|  | The **Create Contact** screen will display – complete all mandatory and non-mandatory fields as required |
| 4 | Under **User Account**: select **Create User Account** checkbox if required  Enter the Supplier Name  Enter the **Username** (note – this is the users email address) |
|  | |
|  | Note – when creating a new contact/user the user will receive **Full Access**. If the user requires **View Only** access, please send an email request to [SupplierSupport@justice.vic.gov.au](mailto:SupplierSupport@justice.vic.gov.au) and include:   * the users full name * the users email address |
| 5 | To restrict access to certain sites (e.g. VOCAT) select the **Modify Sites** Button under the Site Restriction Tab – when the pop-up screen opens ensure that only the sites that the user should see are selected |
| 6 | Select **Apply** |
|  |  |

**NOTE:** The new contact will receive email confirmation with a User ID and a system generated password. The user will be prompted to change their password on first login.

**Questions? Email to** [SupplierSupport@justice.vic.gov.au](mailto:SupplierSupport@justice.vic.gov.au)