

# Adding Staff

Add new staff members to Sage by following the steps below.

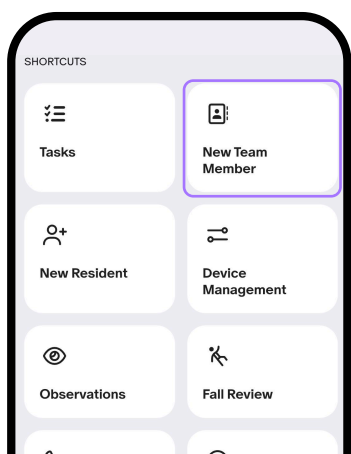
If you have any issues adding staff to your community, please reach out by calling Sage Support (856-329-7813) or email [support@sagehealth.com](mailto:support@sagehealth.com)



To add staff to your community, you must first have Management Admin access. Please refer to the [Manager Permissions](#) resource materials to learn more.

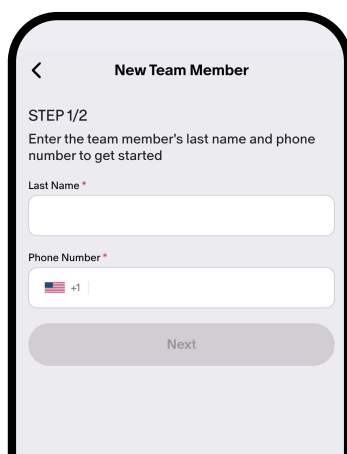
1

From the Today tab, tap the **New Team Member** shortcut.



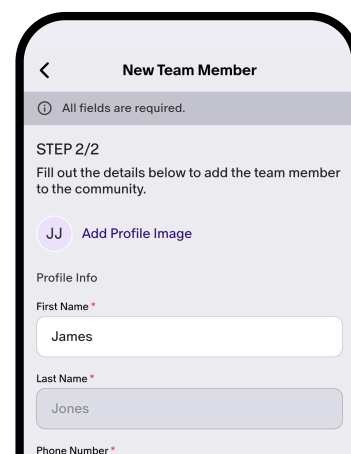
2

Check if the care team member has an existing profile using the care team member's **Last Name and Mobile Phone Number**.



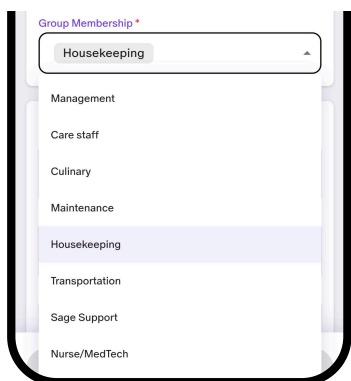
3

If there's no profile found, finish entering all relevant care team member information.



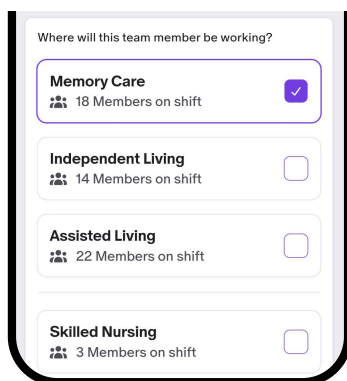
4

Enter the care team member's job title and add Group Membership/s. **All care team members must be added to the Care Group to be able to monitor resident alerts.**



5

Select where the care team member will be monitoring alerts for their first shift. This selection can be updated when they log in for the first time.



6

Tap the **Add Team Member** button to create the user profile. The care team member now has access to Sage.

