New users can **register** using the '**New Users Register Here'** link located on the login screen. Refer to the following screen shot for the top portion of the **New Agency Registration** screen.

To register a **Records Manager**, select '**Yes'** for the '**Are you the Records Manager for your organization?'** question. **S**elect the organization type and then correct organization by choosing from the drop down lists for County and then Municipality. If your organization does not appear in the list then it has already been registered by someone else.

The agency will be set automatically to the general agency for that organization. A **Records Manager** user will have access to all agencies within their organization. The first user registering for an organization should register as a Records Manager. Remember, Records Manager is a role, it does not have to be your actual job title.

To register as an Admin user, select '**No'** for the '**Are you the Records Manager for your organization?'** question**.** You must then select the agency within the correct organization. Remember that "organization" in Artemis refers to an entire county or municipality. If you are registering a semi-autonomous agency, a Utilities Authority for example, you would register as an Admin User for that agency. Do not register as Records Manager if you are responsible for the records of one agency/office, even if your title or job description is as a records manager.

Primary User Information: Enter your contact information. When choosing a Login Name it is a good idea to employ a consistent naming convention throughout the organization, i.e. first initial last name. **Login Name** must be between 6 – 15 characters. **Password** must be between 6 – 15 characters with at least one non numeric character and one number. **Login Name** and **Password** cannot be the same. Pin must be between 4-6 digits.

You must enter all the primary user information and the agency contact information. If primary user and agency contact information is the same, user can select the '**Copy Primary User Information**' checkbox and the agency contact information will be populated with the primary user information.

Refer to the following screen shot for the bottom portion of the **New Agency Registration** screen.

You may, optionally, add **Records Manager Information**. If primary user or agency contact information is the same as the **Records Manager** information, agency user can select the '**Copy Primary User Information**' checkbox or the '**Copy Agency Contact Information**' checkbox and the **Records Manager Information** will be populated with the appropriate information.

To complete the registration request the user must click on '**I accept'** text box to accept the application usage **Terms and Conditions**, enter **Signed By** by typing in your name and **Signed Date**. Please double check that all information that you have entered is correct. Certain information cannot be altered once your registration is approved by NJDARM, such as your Login Name. After you click on the **Register** button, the **registration request** will be sent for review. You will be notified by email of either a completed registration or a reason for rejection as soon as the **registration request** is reviewed.

NOTE: Once a user has been registered and approved by NJDARM or submitted by a Records Manager or Administrative User, that user CAN NOT be deleted or "undone." The only recourse is to disable their account. Please be certain that you want to register someone in that role BEFORE you do it!