



## Importing/Adding a MakeShift User

**Objective:** Import/Add a MakeShift User into the system.

**User Security Access Requirements:** Company Admin, Location Admin, Dept. Admin

**Beacon User Role:** Home Manager, Trainers, District Directors, VPs, IT Help Desk

**Timeline:** By the Trainer prior to orientation and as needed by Managers for scheduling.

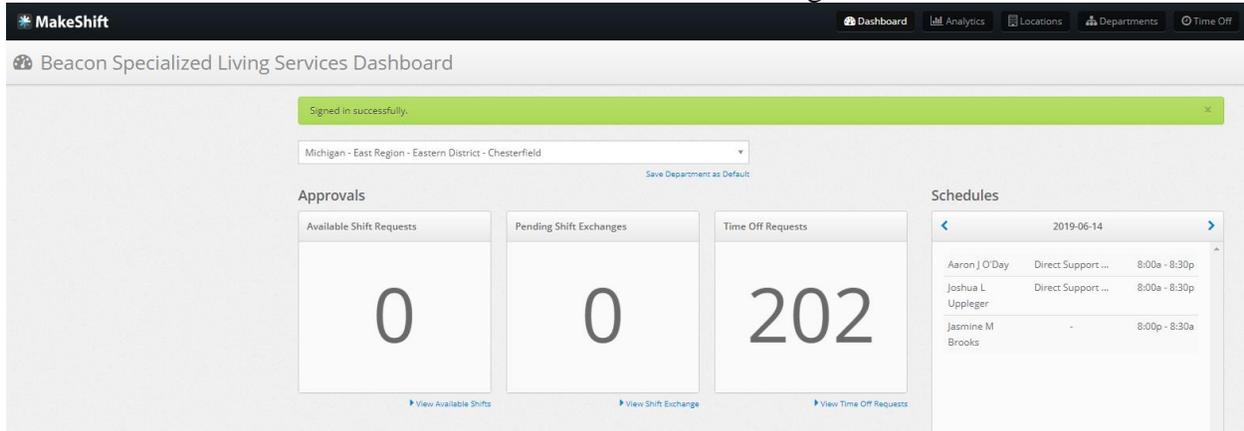
**Motive:** To ensure employees have access to the MakeShift system and Managers have access to active employees within their departments for scheduling functions.

### How To:

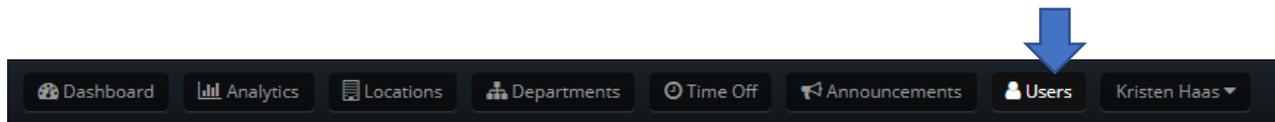
1. Go to <https://app.makeshift.ca/>
2. Enter your credentials then click “Admin Sign In” to log in.

A screenshot of the "Admin Sign In" page from the MakeShift application. The page has a light gray header with the title "Admin Sign In". Below the header are two input fields: the first contains the email address "khaas@beaconspecialized.org" and the second contains a masked password ".....". There is a "Remember Me" checkbox and a link "Not an admin? Sign in as an employee here". A prominent blue button labeled "Admin Sign In" is highlighted with a blue arrow pointing upwards. To the right of this button are two other buttons: "Forgot your password?" and "Didn't receive unlock instructions?". Below these is a section for "Or Sign In With" featuring buttons for "ADP" and "bambooHR". At the bottom, there is a link: "Are you an employer? Sign up for a free trial of MakeShift".

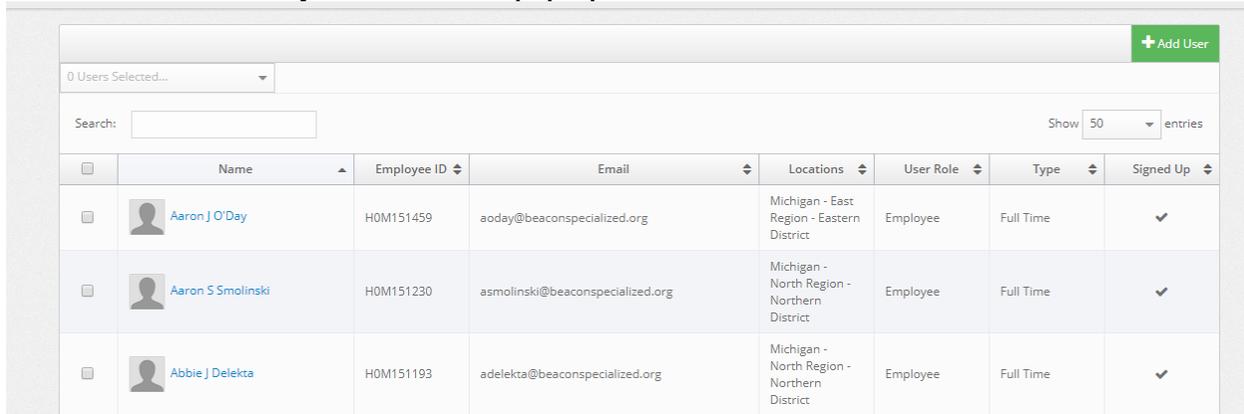
3. You are now at the “Dashboard” or MakeShift Home Page



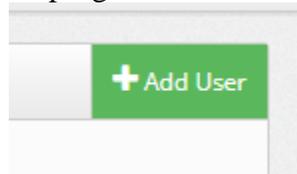
4. In the righthand corner of the page you will see a box labeled “Users”. Click this box.



5. A list of all the system users will pop-up.



6. You will see a green box in the top righthand corner of the list. Click “+Add User”





### 7. You are now at the ADP Employee Import page.

ADP Employee Import

To add a new user (employee) please import them from your ADP account.

Search:  Show 10 entries

	Employee Name	AssociateOID	Employee/Position ID	Workforce Now Status	Actions
	AAA, Test	G3CR60WQADBCK1	03954851N	Active	<a href="#">Import</a>
✓	Abbott, Gilberto T	G3RSCCQEXJF76MZF	HOM151937	Active	<a href="#">Deactivate</a>
✓	Adams, Kelly S	G3G51FQ7TR4RQTR4	HOM151899	Active	<a href="#">Deactivate</a>
✓	Adams, Ariel M	G3GH926QWC2HP10E	HOM151271	Active	<a href="#">Deactivate</a>
✓	Adams, Rochelle Buan	G30CP3ESAYTHHRT3	HOM152241	Active	<a href="#">Deactivate</a>
✓	Ailles, Sandra	G3V0ZDDFEA294XNP	HOM152351	Active	<a href="#">Deactivate</a>
✓	Akor, Maria M	G3GH926QWC2HZF6V	HOM151306	Active	<a href="#">Deactivate</a>
✓	Akor, Mounde B	G3GH926QWC2H2106	HOM151307	Active	<a href="#">Deactivate</a>
✓	Alexander, Joyce M	G3GH926QWC2HD7KZ	HOM150148	Active	<a href="#">Deactivate</a>
	Alkema, Judy	G39FJKR6B9QJV5GK	HOM152247	Active	<a href="#">Import</a>

Showing 1 to 10 of 804 entries

[Resync All Employees](#) [Refresh Employee List](#)

This will resync all previously imported users on MakeShift with the current user data in your ADP Workforce Now® account.

Bring the import list above back up to date with your ADP Workforce Now® account.

### 8. In the “Search” Field enter the employee’s name that you wish to import then hit “enter” on your keyboard. **\*Tip: You can search by first or last name!**

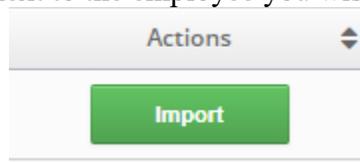
To add a new user (employee) please import them from your ADP account.

Search:  Show 10 entries

	Employee Name	AssociateOID	Employee/Position ID	Workforce Now Status	Actions
	Crenshaw, James Matthew	G3WH1JJ4MDK0EP1Z	HOM152393	Active	<a href="#">Import</a>

Showing 1 to 10 of 804 entries

### 9. Click the “Import” button next to the employee you wish to import.



**\*\*If you do not see the employee in the import list, click on “Refresh Employee List” to update. BE AWARE THIS COULD TAKE 5-10 MINUTES TO COMPLETE.\*\***

[Refresh Employee List](#)

Bring the import list above back up to date with your ADP Workforce Now® account.

Last refresh: 8/15/2019 4:41 PM (UTC)



10. When this is complete, you will see the green import button be replaced with a red “Deactivate” button. And the employee name is now in blue. Click on the employee name to continue.

To add a new user (employee) please import them from your ADP account. ×

Search:  Show  entries

	Employee Name	AssociateOID	Employee/Position ID	Workforce Now Status	Actions
✓	Rogers-Rodriguez, Veronica	G3ZMC6FVFM8NCVC	H0M152395	Active	<a href="#">Deactivate</a>

Showing 1 to 10 of 804 entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) ... [81](#) [Next](#) [Last](#)

11. You will now be on the employee profile and can add them into your department along with their appropriate position and job sites.

## James Matthew Crenshaw

[Users](#) > James Matthew Crenshaw

**Profile** Departments Audits

**Name**  
James Matthew Crenshaw

**Employee ID**  
H0M152393

**Email**  
jcrenshaw@beaconspecialized.org

**Phone Number**  
(517) 315-5847

**ADP Badge ID**  
152393

**Employee Photo**



[Edit User](#)