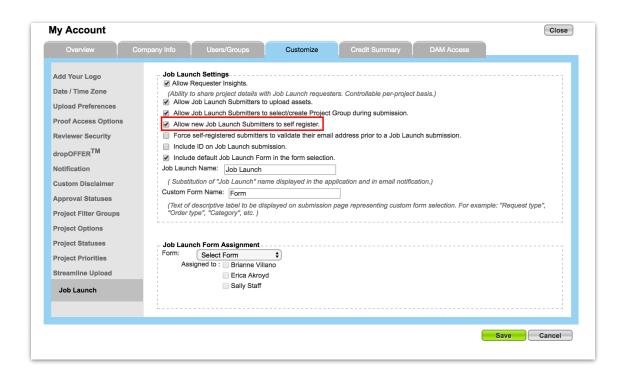


Enabling Self Registration for Job Launch Submitters

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In order for users to self-register as a job launch submitter, an Admin must turn on that feature in the Account Settings. Check the box labeled 'Allow new Job Launch Submitters to self register.'



With this setting turned on, new users can access the job launch login page by going to: https://yoursubdomain.inmotionnow.com/jobLaunchLogin.aspx



To register, users must click on the **New User Registration** link at the bottom of the page.

Users can fill out the necessary information to create an account, and click **Register**.

The new user will have immediate access to inMotion to begin the request process. In addition, the Admin will receive a notification that a new user has registered. The Admin can then manage which forms the new user should have access to. By default, the system will allow access to all forms.