

Disney General Entertainment Content

New User Sign-Up Training Documentation

❖ Self Registration to the Tool

- Using this link the user can register themselves into the tool
[\[http://abcvideo.bizgadgetz.com/\]](http://abcvideo.bizgadgetz.com/)
- Click the button SIGNUP
 - Fill in the details on the form with the application code **BIZABC1175H6**
 - After submitting the form an email will be sent with the link to the tool align with their login information
 - The user needs to sign in follow the steps to complete the security questions

❖ SignUp New user from ADMIN Login

- Goto User Mgmt Menu
- Goto Sign-Up User
- Fill in the details
 - After submitting the form an email will be sent with the link to the tool align with their login information
 - The user needs to sign in follow the steps to complete the security questions

Note: By default, every new user will be created as a regular user. If they need to be an admin user only the admin has permission to switch the user role.