

Site - Add User

Overview

The Add New User page allows administrators to manually create a new user account under your organization. This is used for creating accounts with a local password rather than LDAP authentication.

User Details

Email Address

Enter the email address for the new user. This will be used as their login username and must be unique within the platform.

Password

Enter a password for the new user. Passwords must be a minimum of 8 characters. The user can update their password after logging in from the **My Account** settings page.

Group

Select the user group to assign this user to. Groups control what areas of the platform the user has access to. Groups can be created and managed from the **Add Group** and **View Groups** pages. If you are unsure which group to assign, contact your administrator.

Department

Select the department this user belongs to. Departments are managed from the **My Departments** settings page.

Click **Add User** to create the account. The user will be able to log in immediately using the email address and password provided.

Notes

- Users created through this page will have a locally managed password and will not authenticate through LDAP

- If your organization uses LDAP, users who log in for the first time through LDAP will have their accounts created automatically and assigned to the **Verifying** group
 - Ensure the correct group is assigned before the user logs in to avoid them having incorrect access
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