Create a User Account

You can create a user to add an account holder by entering personal and system-related information. For example, you can enter a user ID and email address, and assign this user to an organization. When you assign the user to an organization, you define the data he or she can access.

You can also specify a date range for account access. Doing so ensures that the user can log in only during the specified date range.

To learn about user account data fields, see User Account Data Fields.

Step-by-Step

- 1. From Setup, select Users. Reference > 2017-18 > Fall 2017 -REFERENCE SCHOOL (001000) -
 Image: Weight of the setup
 <t SETUP TESTING REPORTS Select an action . Select an action -Select an action . Import / Export Data * Program Inform Contact Groups Organizations Email Customer Support: Users demo@support.pearson.com Work Requests Orders & Shipment Tracking TestNav Configurations Call Customer Support: Hours available:
- 2. Click Select Tasks, select Create / Edit Users, and click Start.

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E Tasks 1 Selected	
Select Tasks	 ✓ Start
Create / Edit Users Create / Edit Users Reset Passwords Delete / Restore Users Last Name or Email starts with	Q Search 💌
Filters Clear Hid	e No Results
First Name	Username* First Name* Last Name*
Starts with	OSearch or select a filter to view results.
Username	

3. Type/Select the user information.

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O Create Users	New User		Create Reset
	Selected Organizations		
	× DEMO DISTRICT 1 (0	0000)	
	Selected Roles*		
	× 11 - Proctor		
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		Active End Date	
	Last Name*	m	
	Jones	Delete Date	
	Email*		
	samuel.jones@email.com		
	Username*		
	samuel.jones@email.com		
	* Required		
	Create Reset		

4. Click Create.

USERS (0)	DETAILS							
	DETAILS							
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	Selected Organizations	·						
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	Email*		8					
	samuel.jones@email.co	m						
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	samuel.jones@email.co	m						
	* Required							
	Create Reset							

Effects

After you create a user, you can view user account information.

- From Setup, select Users.
 Type a user name into the search field, and click Search.

Users										
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Select Tasks			• Start	-	Manage					-
				_						
Find Users										
jones		Q Search	-							
Filters	Clear Hide	1 Results						D	isplaying 25 \$	Manage Columns -
Restrict to selected organization										
First Name		Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
Starts with		james.jones@email.com ()	James	Jones	James.jones@email.com					
Username										
Ctasta with						4				

3. Click the information icon in the Username column.

ones			Q Search	•		
Filters Restrict to selected organization	Clear Hide	1 Results				
First Name			Username*	First Name*	Last Name*	Email*
Starts with			james.jones@email.cor	James	Jones	James.jones@email.com

What's Next?

The email you entered automatically populates in the **Username** field. To change the username, delete the user's email from the **Username** field and enter the desired username *before you click* **Create**.

After you create an account, the system sends an email to the new user. If the email is returned, undelivered, the system displays an email delivery failure.