Create a User Account

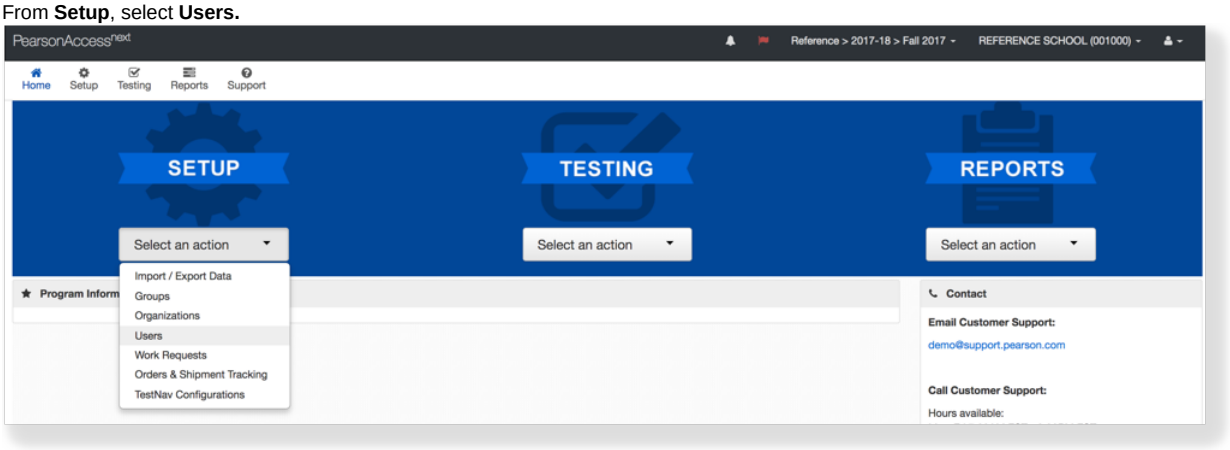
You can create a user to add an account holder by entering personal and system-related information. For example, you can enter a user ID and email address, and assign this user to an organization. When you assign the user to an organization, you define the data he or she can access.

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.

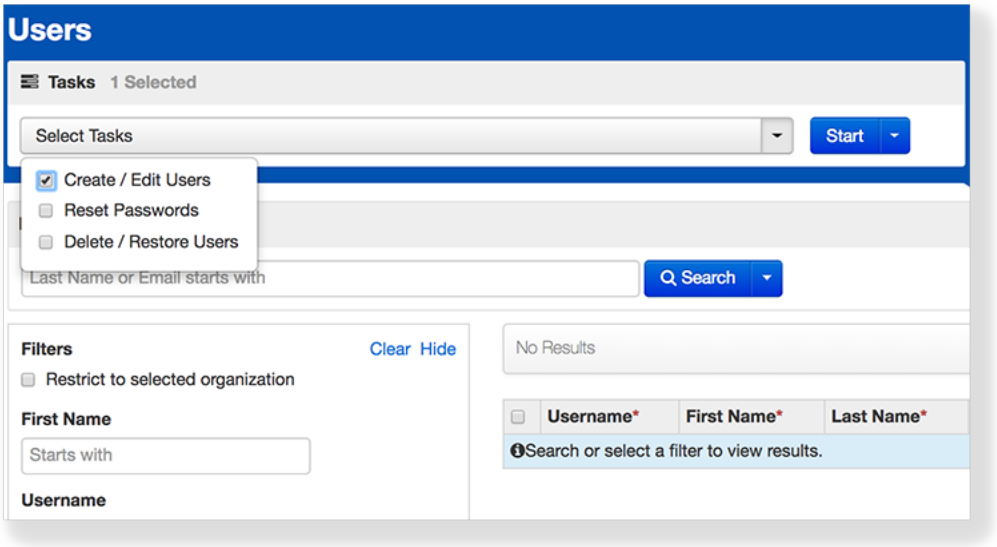
To learn about user account data fields, see User Account Data Fields.

Step-by-Step

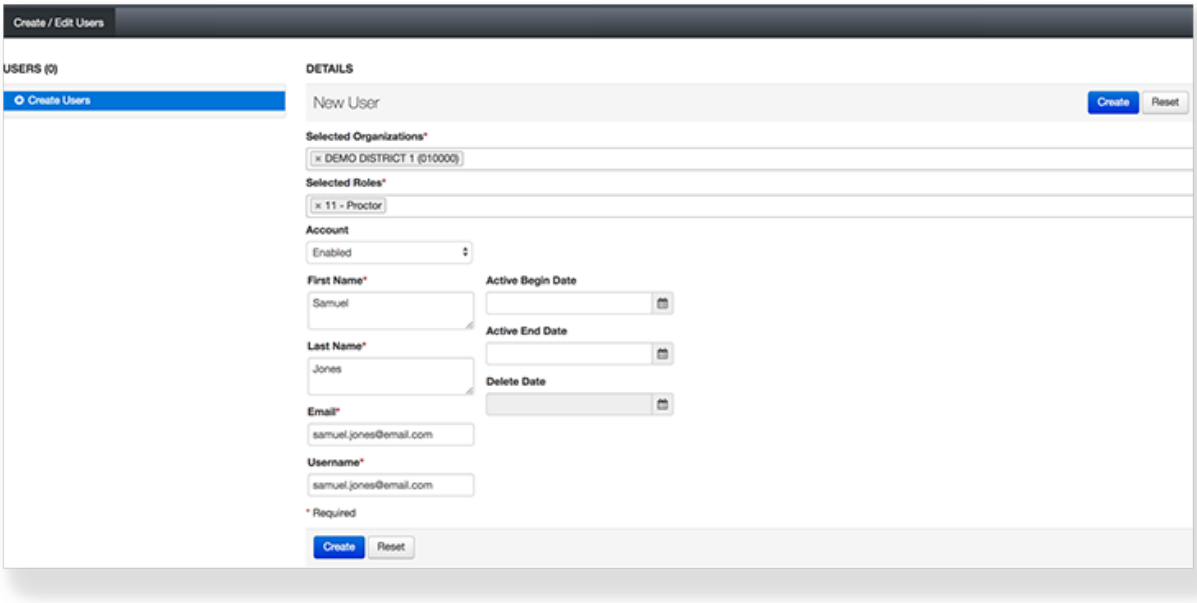
1. From **Setup**, select **Users.**



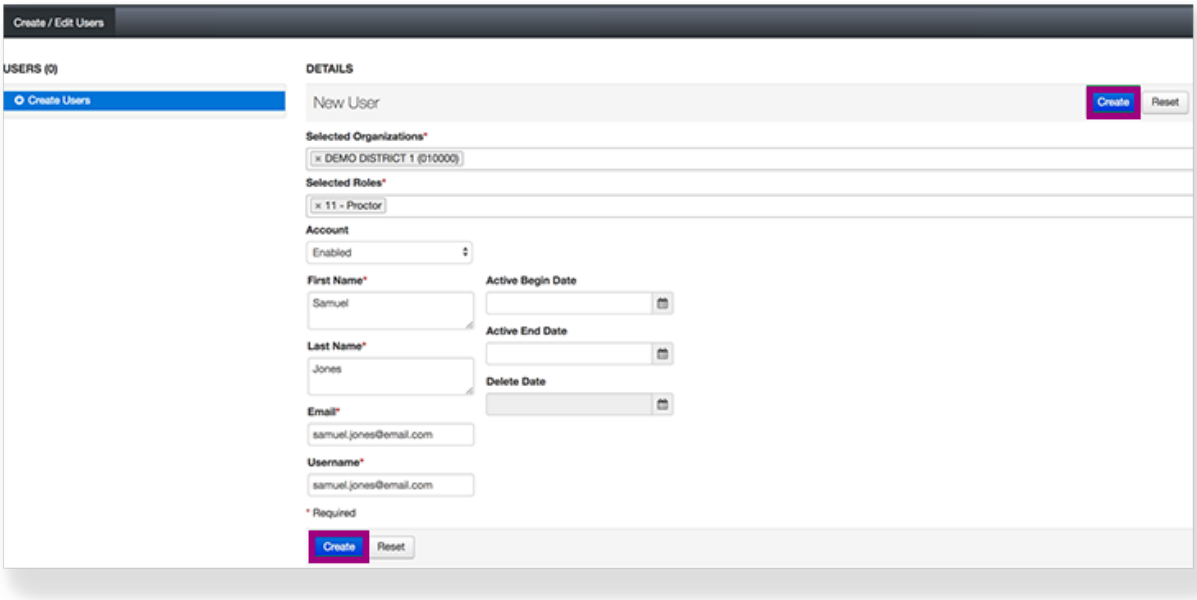
2. Click **Select Tasks**, select **Create / Edit Users**, and click **Start**.



3. Type/Select the user information.



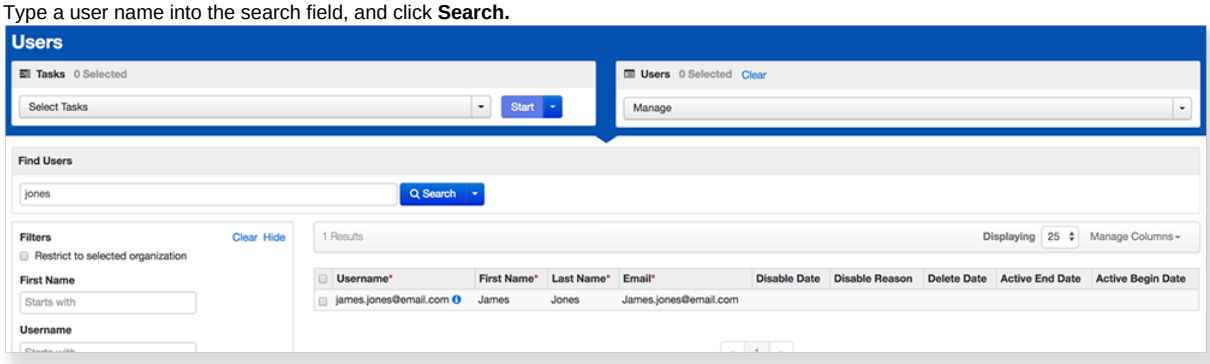
4. Click **Create**.



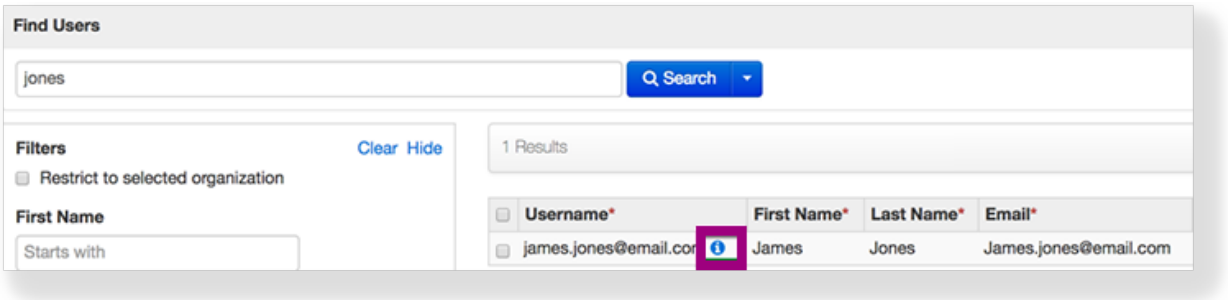
Effects

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

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



3. Click the information icon in the **Username** column.



*If this column does not display, click **Manage Columns**, select **Username**, and click* **Apply**.

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.
