

Create a User Account

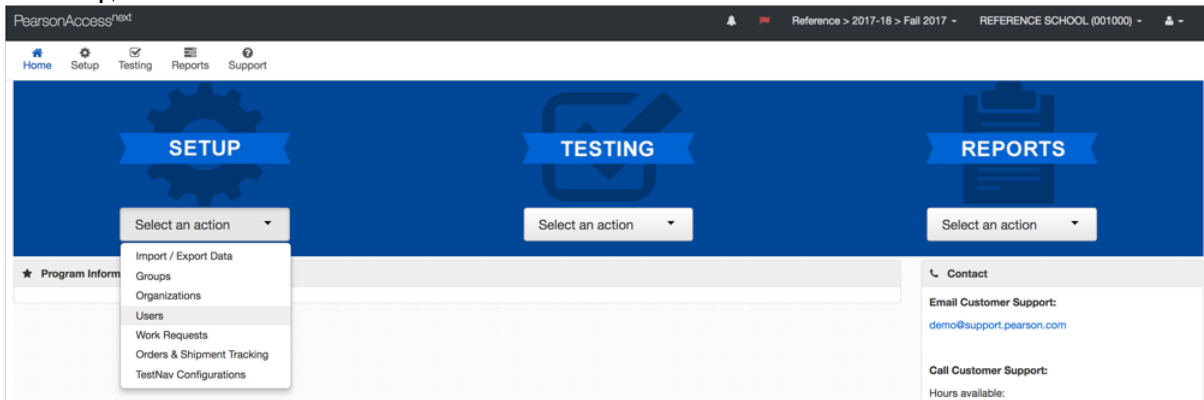
You can create a [user](#) to add an account holder by entering personal and system-related information. For example, you can enter a user ID and email address, and assign this user to an organization. When you assign the user to an organization, you define the data he or she can access.

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.

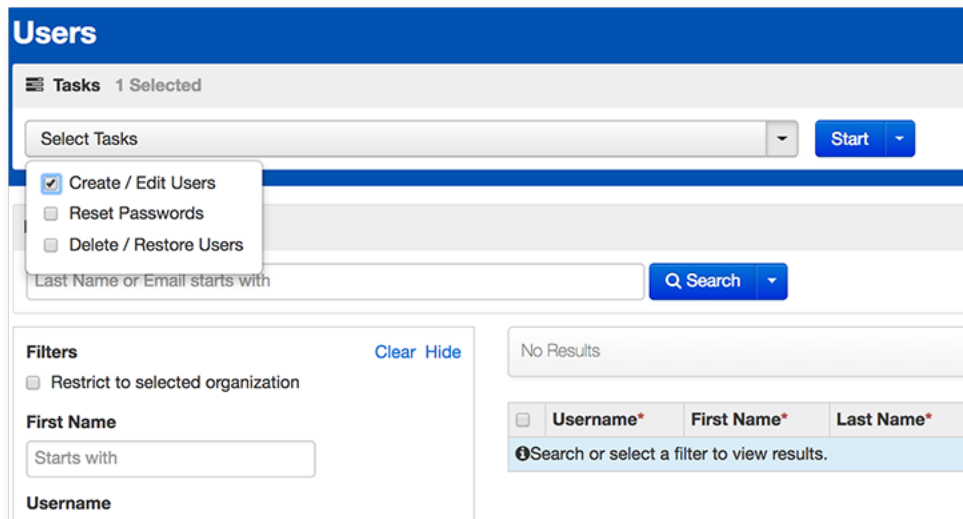
To learn about user account data fields, see [User Account Data Fields](#).

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.

Create / Edit Users

USERS (0)

Create Users

DETAILS

New User Create Reset

Selected Organizations*

DEMO DISTRICT 1 (@10000)

Selected Roles*

11 - Proctor

Account

Enabled

First Name*

Samuel

Last Name*

Jones

Email*

samuel.jones@email.com

Username*

samuel.jones@email.com

* Required

Active Begin Date

Active End Date

Delete Date

Create Reset

4. Click **Create**.

Create / Edit Users

USERS (0)

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11 - Proctor

Account

Enabled

First Name*

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Last Name*

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samuel.jones@email.com

Username*

samuel.jones@email.com

* Required

Active Begin Date

Active End Date

Delete Date

Create Reset

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**.

Users

Tasks 0 Selected Select Tasks Start

Users 0 Selected Clear Manage

Find Users

jones Q Search

Filters Clear Hide

☐ Restrict to selected organization

First Name

Starts with

Username

1 Results

Displaying 25 Manage Columns

Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
james.jones@email.com	James	Jones	James.jones@email.com					

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

Find Users

Search: Q Search

Filters Clear Hide

☐ Restrict to selected organization

First Name

1 Results

☐	Username*	First Name*	Last Name*	Email*
☐	james.jones@email.com	James	Jones	James.jones@email.com

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.