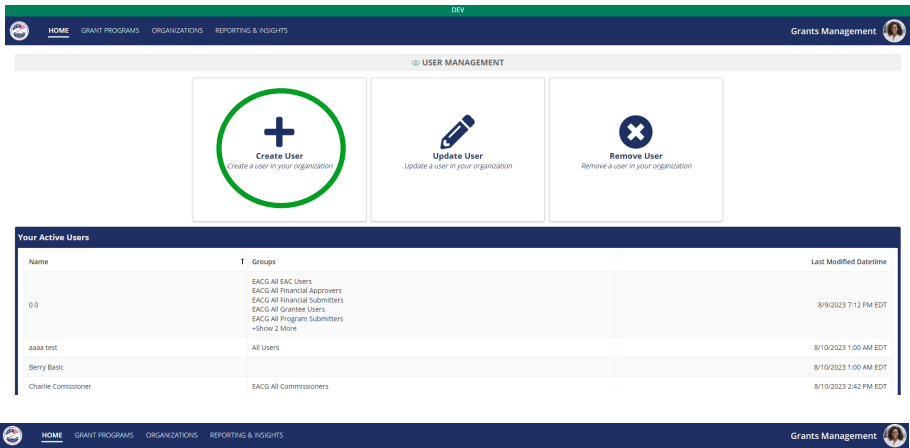
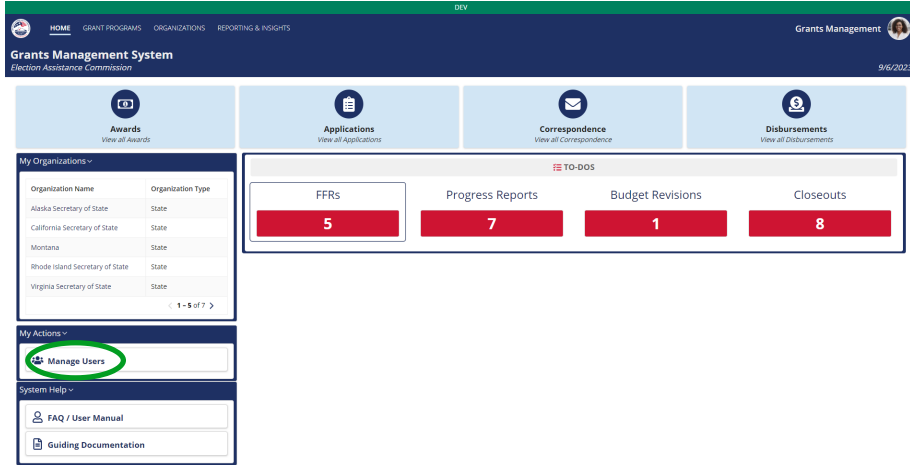


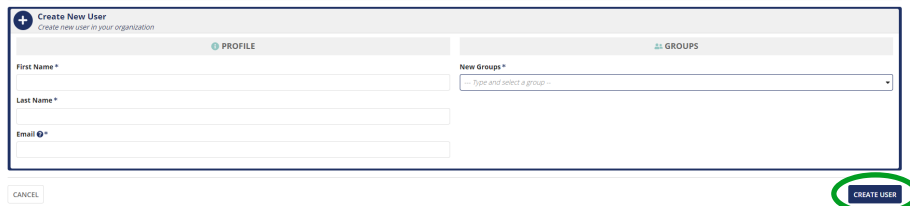


# Creating a New User

When a user needs to be created in the system take the following steps in order to add them to groups in your organization



## Create New User



## Tips and Comments

*As an admin, on my homepage under "My Actions", I have the ability to manage users. Click this to access the User Management page.*

*From the user management page, I can choose to create a new user account.*

*Enter in all of the required information and using the dropdown, select groups that the new user should be a part of. When finished click the "Create User" button.*