

Add a User

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1. On your **Dashboard**, select **Manage Users**.

The screenshot shows the Pathful dashboard interface. At the top, there is a navigation bar with the Pathful logo and several menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, and My Data. Below the navigation bar is a header area with the text 'Welcome back, Tobie'. Underneath the header is a secondary navigation bar with 'My Dashboard', 'Favorites', 'My Sessions', 'Manage Users' (highlighted with a red box), and 'Manage Groups'. The main content area is titled 'FlexLesson Assignments' and includes a '+ CREATE CUSTOM LESSON' button and a 'View All' link. Below this are several assignment cards, each with a title, due date, and completion status. The 'Manage Users' menu item is highlighted with a red box.

2. Select **Add User**.

The screenshot shows the 'Manage Users' page in the Pathful dashboard. At the top, there is a navigation bar with the Pathful logo and several menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, and My Data. Below the navigation bar is a header area with the text 'Welcome back, Tobie'. Underneath the header is a secondary navigation bar with 'My Dashboard', 'Favorites', 'My Sessions', 'Manage Users' (highlighted with a red box), and 'Manage Groups'. The main content area is titled 'Search for users' and includes a sub-header 'The table below will automatically update as you search and filter'. Below this are several search filters: Licenses, Username, Last Name, User Role, First Name, and Grade. There are also radio buttons for 'My Groups' and 'Shared Groups', and a 'Group: None' dropdown. Below the filters is a table with columns: First Name, Last Name, Username, User Role, Grade, Last Activity Date, Main License, and Actions. The 'Add User' button is highlighted with a red box in the top right corner of the table.

First Name	Last Name	Username	User Role	Grade	Last Activity Date	Main License	Actions
Admin	A	AdminA	Admin		2024-08-23 15:07:14.367	QC License 1 - Full	Rostered user or user is a higher role
Admin	Ray	SusanAdmin	Admin		2024-09-12 15:58:17.473	QC License 1 - Full	Rostered user or user is a higher role

3. Complete all required fields and any additional fields as needed. Required fields may change based on the selected user role.
4. Select **Create**.

Welcome back, Tobie

My Dashboard Favorites My Sessions Manage Users Manage Groups

To create a new user, utilize the text fields below.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
User Role*	<input type="text"/>
Email*	<input type="text"/>
Username*	<input type="text"/>
Password*	<input type="password"/>
All Licenses	<input type="text"/>
Unique Identifier	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>

[Create](#) [Back](#)

5. You will get a confirmation message. *It can take up to three hours for changes to be effective.*
6. Select **Back** to return to the **User Management** page.

