

Add a User

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1. On your **Dashboard**, select **Manage Users**.
2. Select **Add User**.
3. Complete all required fields and any additional fields as needed.
 - a. Required fields are First and Last Name, Email, Username, Password, Main License, and User Role. All other fields are optional.
4. Select **Create**.
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.