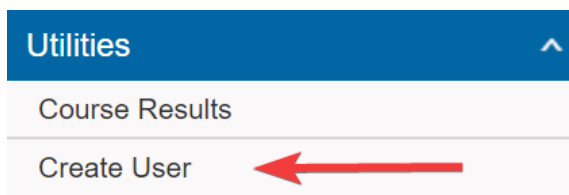


Create New User

You may need to create a new account for a user who is taking a product and then enrol them to that product.

1. Navigate to the [Utilities menu](#) .
2. Select **Create User** to start the three step creation process.



3. Step One: User Information.
 - a. Complete all required fields on the form. This will be recorded on the user's profile page.
 - b. Select **Next Step** at the bottom of the form.
4. Step Two: User enrolment.
 - a. Select the check box in front of each group the user should belong to. Note that you may belong to multiple user groups.
 - b. Select the check box in front of each product the use should have access to. Note that if you belong to multiple groups, products are listed under each group.
 - c. Select **Next Step** at the bottom of the form (or select **Previous Step** to go back and make a change; select **Reset** to clear all of the information and start over).
5. Step Three: Confirm.
 - a. Confirm the accuracy of the entered information.
 - b. Optionally notify the participant. Select the box at the bottom to send an email providing the participant with their login information. You may wish to first check with your site manager before selecting this option to make sure that the feature is set up for your system.
 - c. Select **Submit** to complete the user creation.