Creating a User

The Master Administrator and all Senior Administrators can create users and assign them to any group. When Assistant Administrators create users, however, they can only assign them to groups for which they have Edit permission.

> **NOTE:**
>
> *Before creating a user, you must create one or more groups. Please see Creating a Group for more information. Before assigning cards, the cards must be added to the Card Bank. Please see Adding Cards for more information.*

To create a user:

1. From the **Users** tab, click the **New User** tab. The New User page displays.
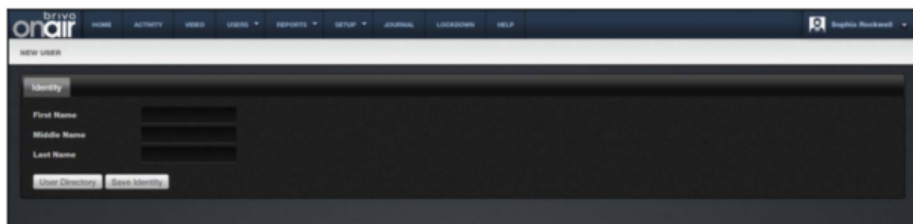

Figure 44.   Create a User – First Tab

2. Enter the user's First Name, Middle Name, and Last Name.

3. Click the **Save Identity** button. The User Profile page appears with the four tabs: **Identity, Credentials, Groups,** and **Custom Fields**.
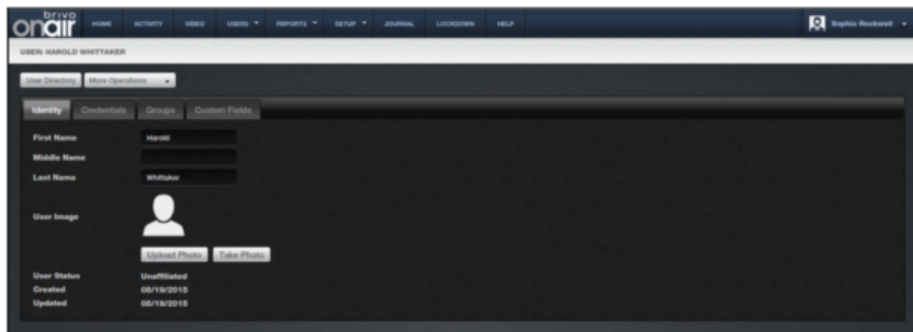

Figure 45.   Create a User – Identity Tab

4. On the **Identity** tab, if you want to associate an image with this user, click **Upload Photo** to upload an already existing image. The select image popup window displays.