



## Creating a new local user

User accounts can be created as long as license spaces are available.

There are various methods of [account creation in Claromentis](#).

This guide will cover the manual creation of a single local account.

## Adding a single user

An application administrator of People can create a new user.

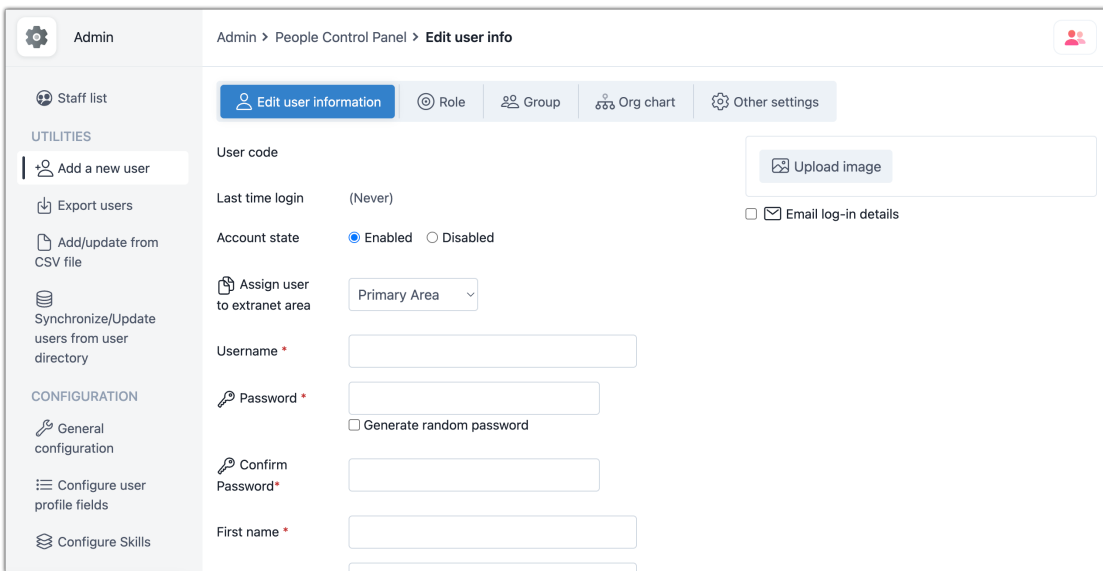
1. Head to **Applications > Admin > People**
2. Click on the 'Add New User' tab.

A screenshot of the Claromentis Admin interface. The left sidebar shows the 'Admin' section with 'Add new user' highlighted in a red box. The main content area shows the 'People Control Panel' with user license information and a table of users.

| Photo | Full name     | Email                   | Job Title                 | Role | Group  | Extranet area | Last       |
|-------|---------------|-------------------------|---------------------------|------|--|---------------|------------|
|       | Abigail Clark | abigail@claromentis.com | Human Resources Assistant | none | Company, Human Resources, Learning and Development | Primary Area  | 30-1 12:10 |
|       | Alan Metcalfe | alan@claromentis.net    | Sales Assistant           | none | Company, Onboarding                                | Primary Area  | 17-0 17:17 |

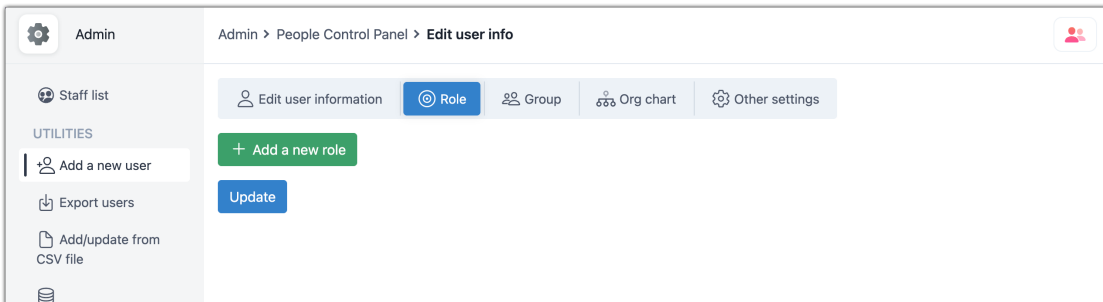
3. Fill everything applicable in the 'edit user information tab'

Username, First name, Last name, email and password at minimum are required to make an account.



- The fields that appear in this area are [set by administrators](#) on the admin side for 'Edit profile page in admin area'.
- A password can be randomly set using the option; otherwise, you can enter one that adheres to your [password policy](#).
- Email the login details to the user using the checkbox.
- If you are using extranets, you can set which extranet this new profile is in.

#### 4. Check the other tabs and update these too



- Add the user to relevant Roles & Groups in the corresponding tabs. They will get all permissions from where those Roles & groups have been entered into applications across the Intranet.
- Set their management and direct reports. This helps to create Org Charts later.
- You can also ensure the user sets their own password after initial login by using the

#### 5. Once done, click 'Update' and the profile will be created with an on-screen message confirming this.

The following video shows the process of adding an example user.

This user has been emailed a random password to use for their initial login, after which they will be prompted to set their own password.

[Please download the file video/mp4](#)