

## 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.

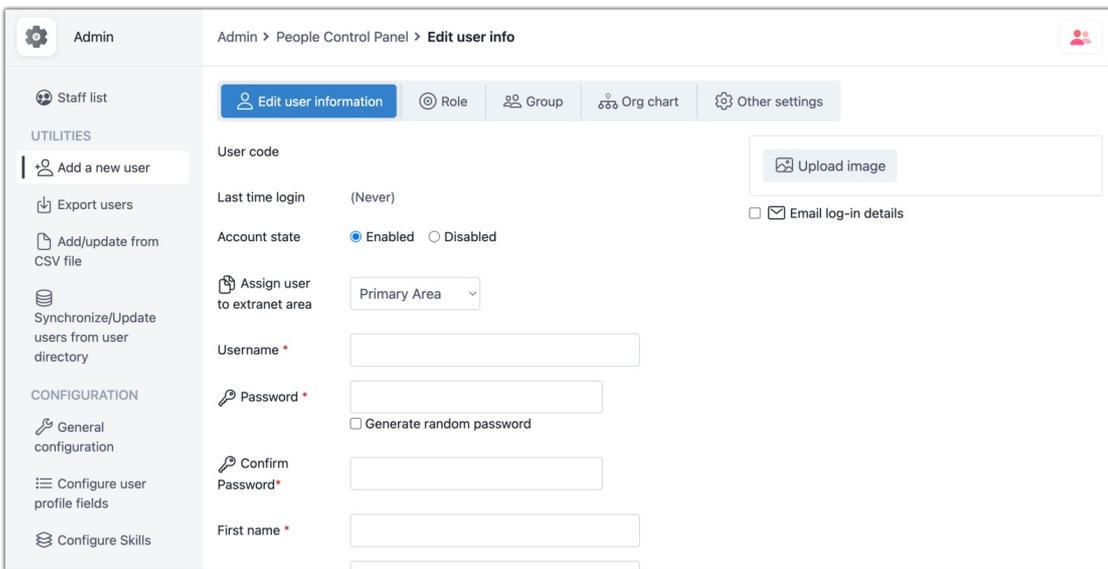
1. Head to **Applications > Admin > People**
2. Click on the 'Add New User' tab.

A screenshot of the Claromentis Admin interface. The left sidebar contains a 'Utilities' section with a red box around the 'Add new user' button. The main content area shows the 'People Control Panel' with user license information and a table of existing 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	30-12:10
	Alan Metcalfe	alan@claromentis.net	Sales Assistant	none	Company, Onboarding	Primary Area	17-0.17:17

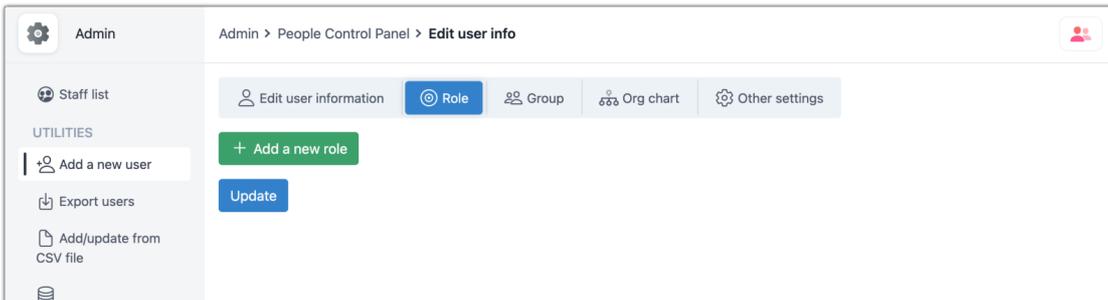
3. Fill everything applicable in the 'edit user information tab'

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](#)