



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

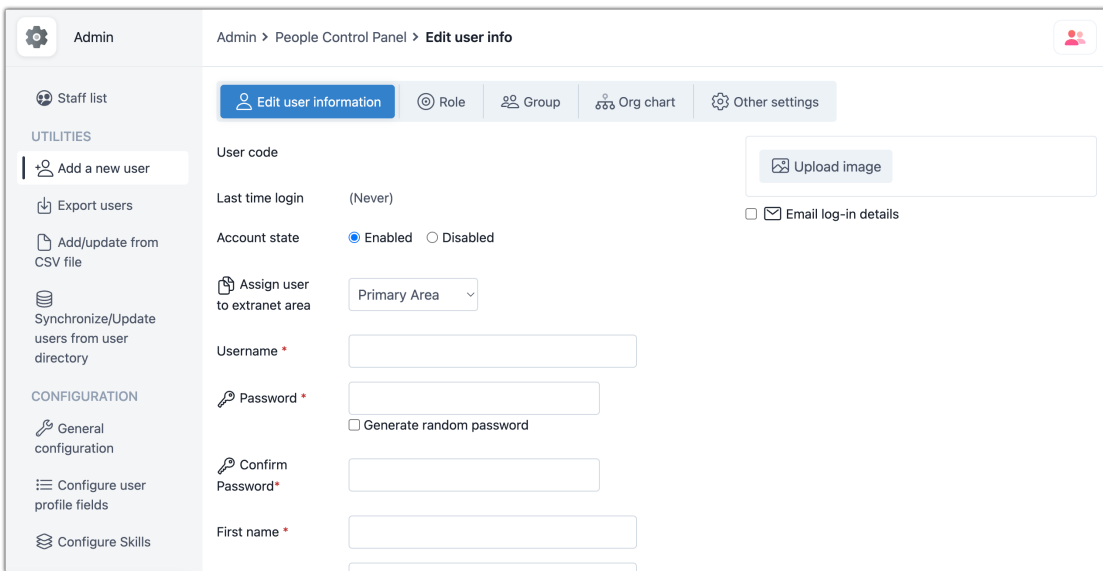
An application administrator of People can create a new user.

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 statistics and a table of users. The table has columns for Photo, Full name, Email, Job Title, Role, Group, Extranet area, and Last. Two users are listed: Abigail Clark and Alan Metcalfe.

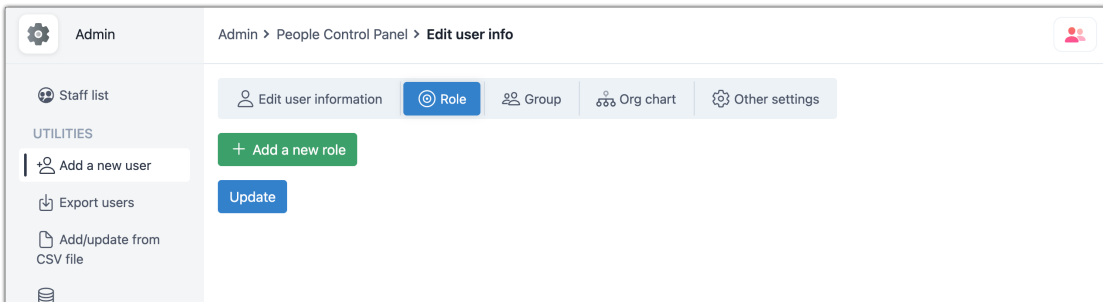
3. Fill everything applicable in the 'edit user information tab'

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](#)