



## 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](#).

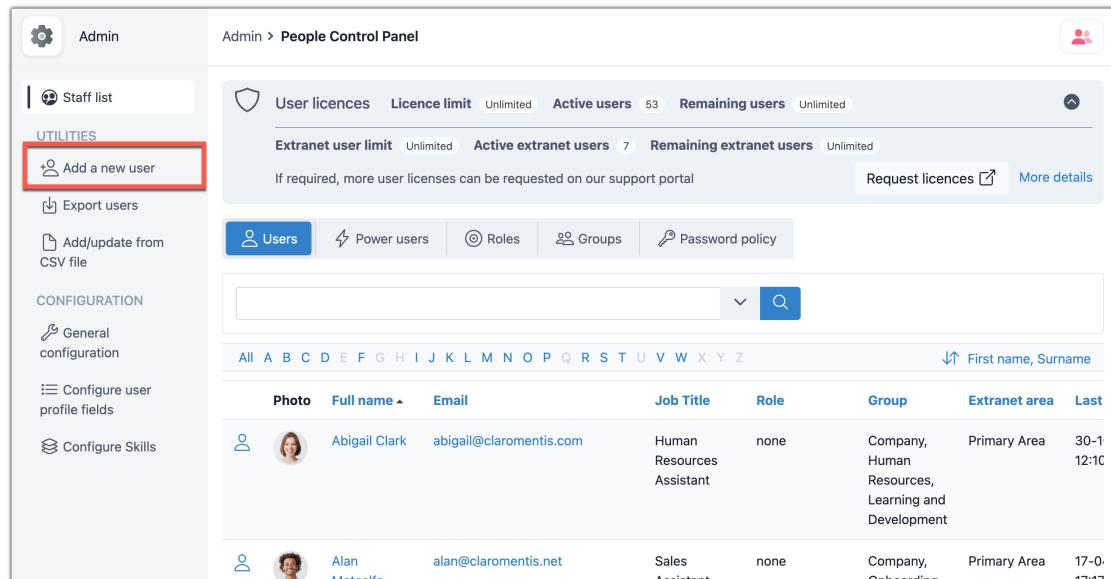
This guide will cover the manual creation of a single local account.

## 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.



The screenshot shows the 'People Control Panel' under the 'Admin' section. On the left, there's a sidebar with 'Staff list', 'UTILITIES' (which has 'Add a new user' highlighted with a red box), 'CONFIGURATION' (with 'General configuration' and 'Configure user profile fields'), and 'Skills' (with 'Configure Skills'). The main panel shows 'User licences' (Licence limit: Unlimited, Active users: 53, Remaining users: Unlimited), 'Extranet user limit' (Unlimited, Active extranet users: 7, Remaining extranet users: Unlimited), and a note to request more licences. Below this are tabs for 'Users' (selected), 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar and a table of users are at the bottom. The table has columns for Photo, Full name, Email, Job Title, Role, Group, Extranet area, and Last. It shows two users: Abigail Clark (Human Resources Assistant) and Alan Metcalfe (Sales Assistant).

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.

Admin > People Control Panel > Edit user info

User code

Last time login (Never)

Account state  Enabled  Disabled

Assign user to extranet area Primary Area

Username \*

Password \*   Generate random password

Confirm Password\*

First name \*

Upload image

Email log-in details

Staff list

UTILITIES

- Add a new user
- Export users
- Add/update from CSV file
- Synchronize/Update users from user directory

CONFIGURATION

- General configuration
- Configure user profile fields
- Configure Skills

- 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

Admin > People Control Panel > Edit user info

Role

+ Add a new role

Update

Staff list

UTILITIES

- Add a new user
- Export users
- Add/update from CSV file
- Synchronize/Update users from user directory

- 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.

Your browser doesn't support video.  
Please download the file: [video/mp4](#)

Created on 7 November 2025 by [Hannah Door](#). Last modified on 12 November 2025

Tags: [intranet](#), [people](#), [user guide](#), [add](#), [user](#), [new user](#)