

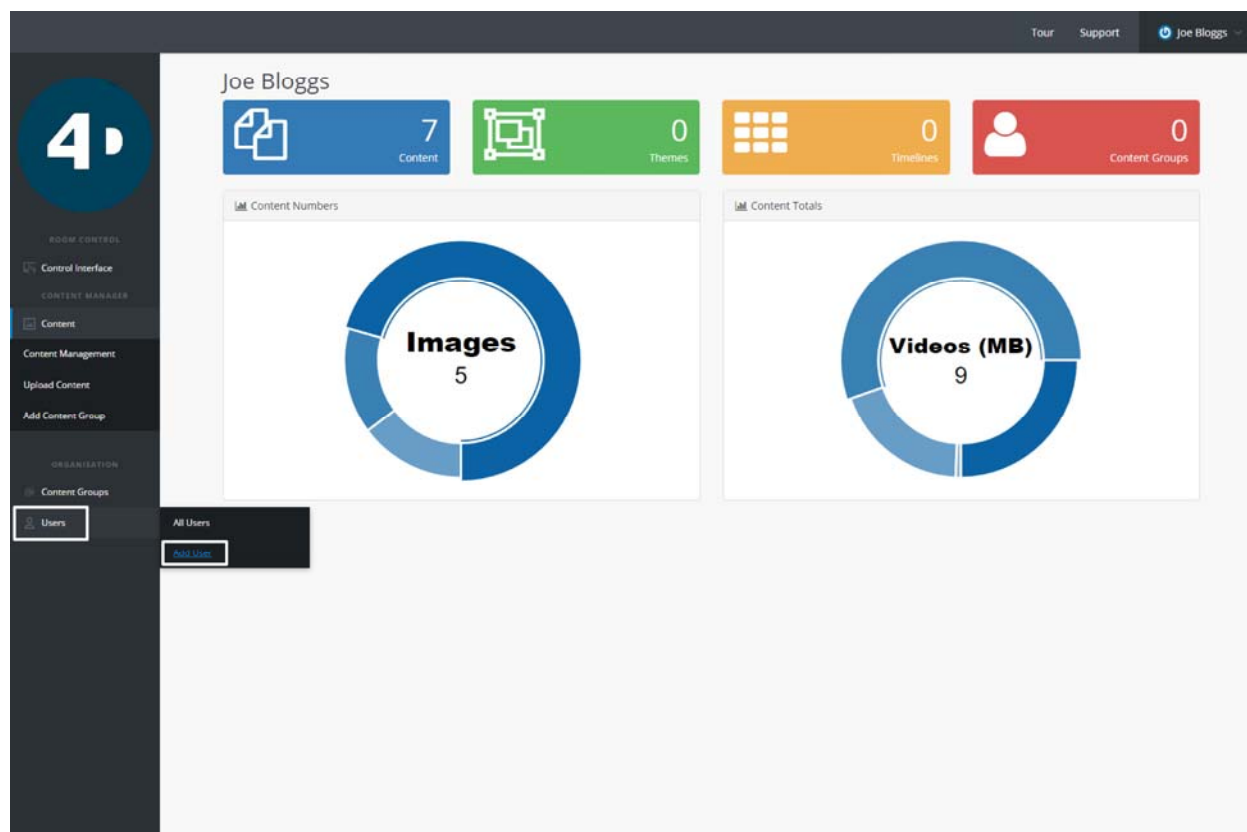
Create a New User

Adding a new user

Step 1: Navigate to the Add User menu

Once logged into the cloud, on the navigation menu (left), select **Organisation** ⇒ **Users** ⇒ **Add User** (e.g. see image below).

TIP: Super admins may also create users in other organisations using: **Global Admin** ⇒ **Users** ⇒ **Add User**.

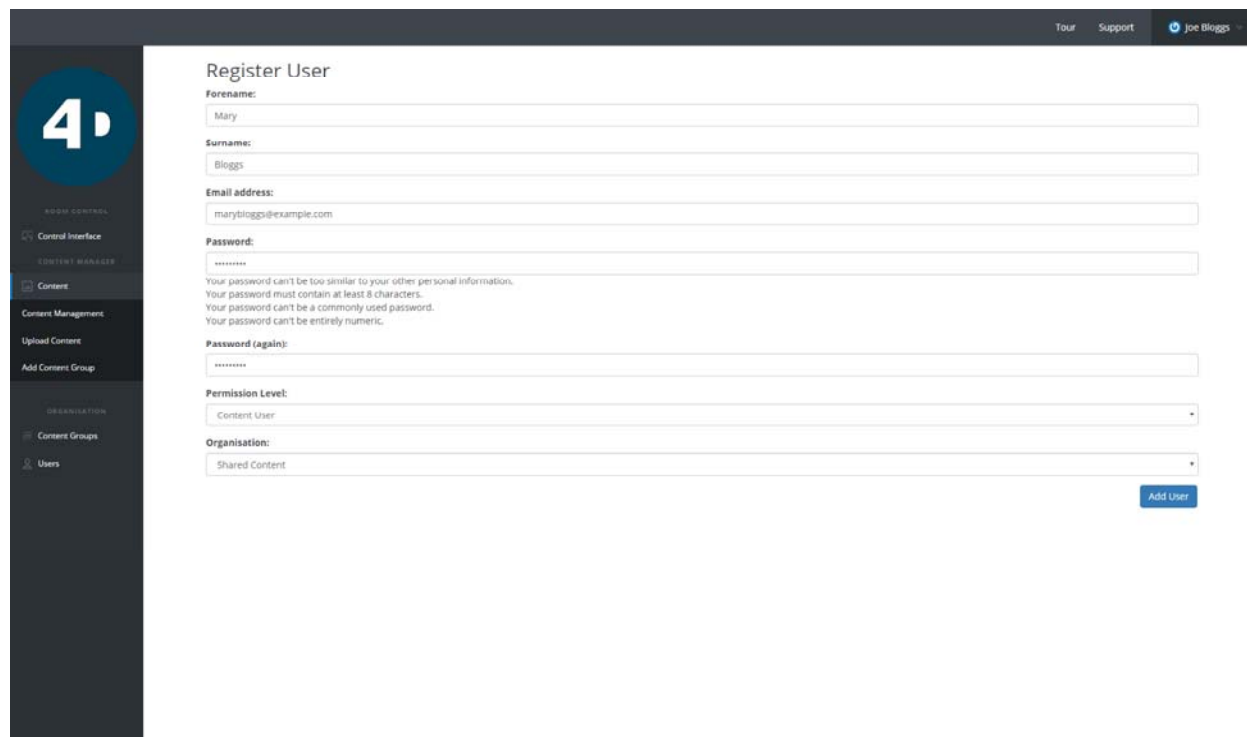


Step 2: Enter details for the new user

You will then be directed to a page to fill out the details for the new user, such as name, e-mail, password, organisation, etc. (see below).

The following fields mean:

- **Forename:** The users first name.
- **Surname:** The users family name.
- **Email Address:** The users email address, this will also be used to log into the system.
- **Password:** The initial password for the user.
- **Password (again):** Confirm the user's initial password.
- **Permission Level:** The users permission level:
 - **Content User:** A standard user (i.e. School Teacher), allowed to create, edit their own content and content groups as well as access the room controller.
 - **Organisation Admin:** A user allowed to add users, edit content, and content groups within their own organisation (i.e. School ICT Admin).
 - **Super Admin:** A user allowed to add users to any organisation, edit content and content groups in any organisation, create and edit organisations and spaces, view content and projector statistics (i.e. 4D Staff).
- **Organisation:** The organisation that the user belongs to. This can be changed later if the user moves organisation, but their content will not move with them.



The screenshot shows a web interface for registering a new user. On the left is a dark sidebar with a large '4D' logo and a menu with options like 'Control Interface', 'Content', 'Content Management', 'Upload Content', 'Add Content Group', 'Content Groups', and 'Users'. The main area is titled 'Register User' and contains the following fields:

- Forename:** Text input with 'Mary' entered.
- Surname:** Text input with 'Bloggs' entered.
- Email address:** Text input with 'marybloggs@example.com' entered.
- Password:** Password input field with masked characters. Below it are instructions: 'Your password can't be too similar to your other personal information.', 'Your password must contain at least 8 characters.', 'Your password can't be a commonly used password.', and 'Your password can't be entirely numeric.'
- Password (again):** Password input field for confirmation.
- Permission Level:** A dropdown menu with 'Content User' selected.
- Organisation:** A dropdown menu with 'Shared Content' selected.

An 'Add User' button is located at the bottom right of the form.

Once you have filled out user details, press **Add User** on the bottom right.

To view your newly created user, select **Organisation** ⇒ **Users** ⇒ **All Users** on the navigation panel. The newly created user (i.e. Mary Bloggs) will appear in the list.

The screenshot displays the 'Organisation Users' management interface. On the left is a dark sidebar with a navigation menu. The top right of the page features links for 'Tour', 'Support', and a user profile for 'Joe Bloggs'. The main content area has a search bar with fields for 'First name' (containing 'Mary'), 'Last name' (containing 'Last name'), and 'Email' (containing 'Email'), followed by a 'Search' button. Below the search bar is a table of users. The table has columns for 'Forename', 'Surname', 'Email', 'Active', 'Date joined', and 'Actions'. One user, 'Mary Bloggs', is listed with the email 'marybloggs@example.com' and a status of 'Active'. The 'Actions' column for this user contains 'Edit' and 'Personal Content' buttons. A green '+ Add User' button is located in the top right corner of the table area.

Organisation Users

First name: Mary Last name: Last name Email: Email Search

Forename	Surname	Email	Active	Date joined	Actions
Mary	Bloggs	marybloggs@example.com	✓	09/12/2016 3:18 p.m.	Edit Personal Content

+ Add User