Add a new User

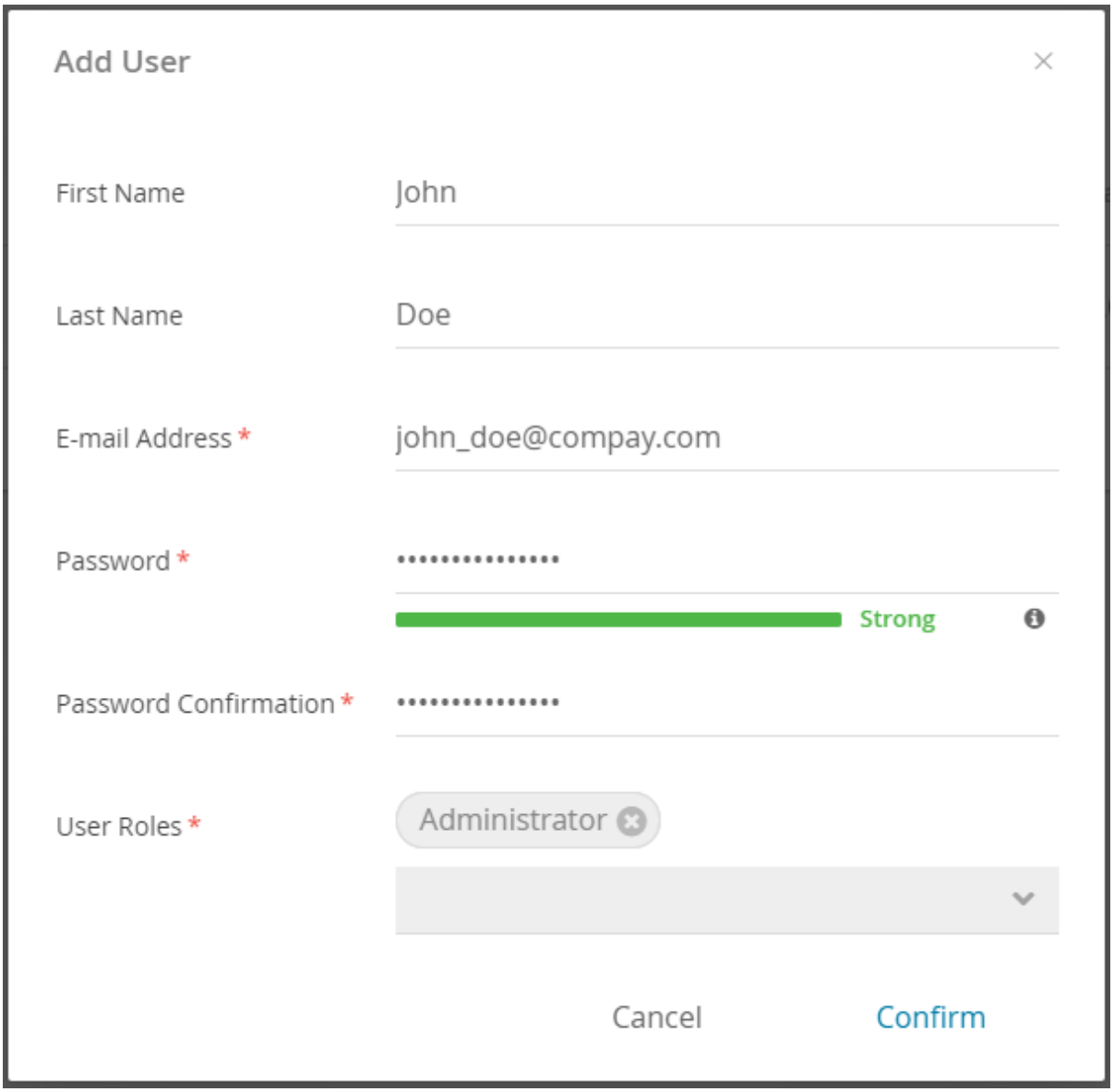
To add a further user to your account you have to click on the "Add User" button at the bottom of the User Overview table.

Structure

A modal window opens with the following settings:

- **First Name:**
  Should contain the first name of the user.
- **Last Name:**
  Should contain the last name of the user.
- **E-mail Address:**
  A valid e-mail address has to be entered. This is a required field because the e-mail address is used as the user's username for login. Therefore the address has to be unique for the account and cannot be changed later on.
- **Password:**
  Contains the user's login password. The status bar below the input field indicates the password strength. There are three categories: weak, good and strong. A weak password should be avoided.
  A password length of under 8 characters is denied. Furthermore, common passwords are also marked and should not be used.
- **Password Confirmation:**
  The password has to be repeated. The user can only be created if both passwords are identical.
- **Invite User via email:**
  As an alternative to setting a temporary password for a new user, you can also send an invitation email to the new user. Here, he/she can set the password for their own. The invitation is valid for 30 days.
- **User Roles:**
  Every user must be assigned to at least one user role.
  The user creation process cannot be completed without assigning the user role.

Example



Read on about the User Settings