

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

Add User




First Name

Last Name


E-mail Address *

Password *

Strong 

Password Confirmation *

User Roles *

Administrator 

Cancel

Confirm

Read on
about the [User
Settings](#)