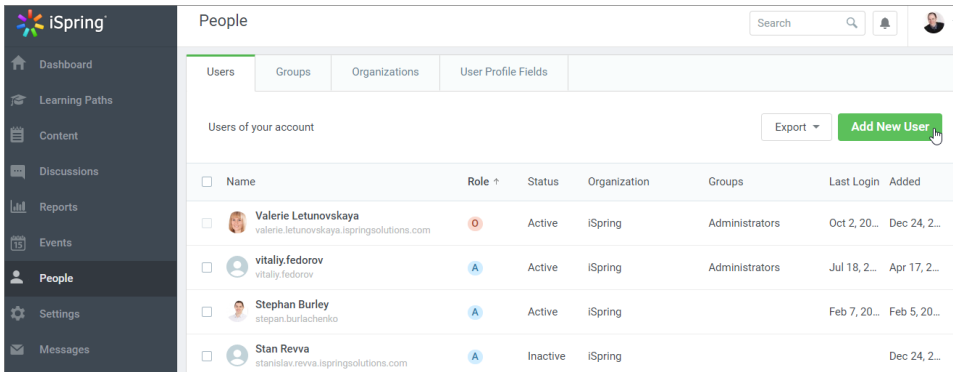


Adding Users

In the **People** section of the admin portal, you can add a new user.

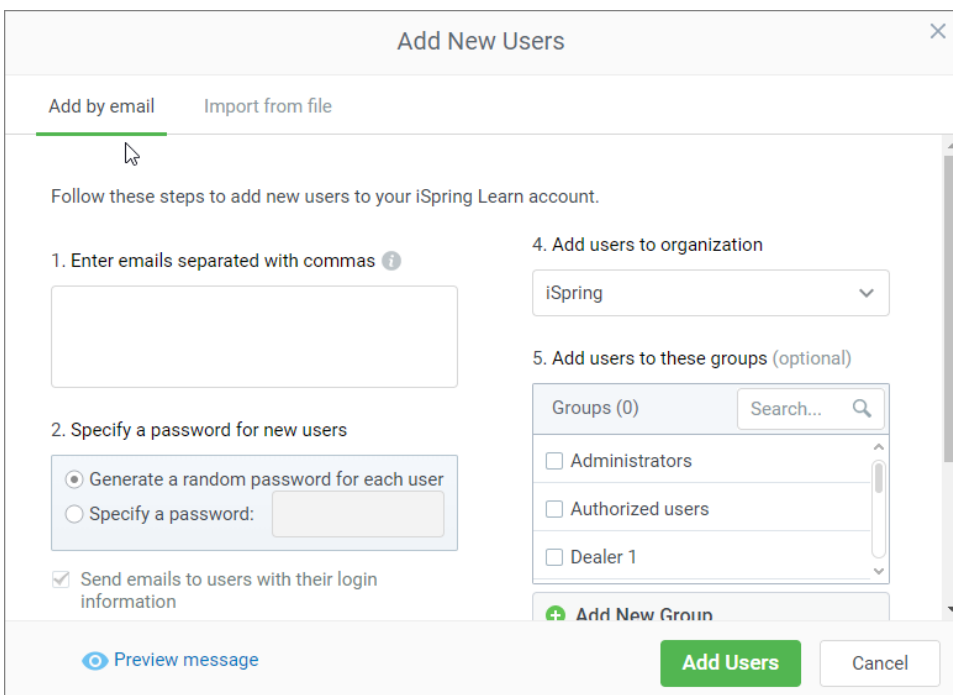
1. To add a new user, click **Add New User**.



The screenshot shows the iSpring admin portal's 'People' section. On the left is a sidebar with navigation links: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People (selected), Settings, and Messages. The main area is titled 'People' and has tabs for 'Users', 'Groups', 'Organizations', and 'User Profile Fields'. The 'Users' tab is active, showing a list of users under the heading 'Users of your account'. There are 'Export' and 'Add New User' buttons. The user list has columns for Name, Role, Status, Organization, Groups, Last Login, and Added.

☐	Name	Role	Status	Organization	Groups	Last Login	Added
☐	Valerie Letunovskaya valerie.letunovskaya@ispringsolutions.com		Active	iSpring	Administrators	Oct 2, 20...	Dec 24, 2...
☐	vitaliy.fedorov vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
☐	Stephan Burley stepan.burlachenko	A	Active	iSpring		Feb 7, 20...	Feb 5, 20...
☐	Stan Revva stanislav.revva@ispringsolutions.com	A	Inactive	iSpring			Dec 24, 2...

2. In the **Add New Users** pop-up, click one of the ways to add new users.



The 'Add New Users' pop-up form has a close button (X) in the top right. It has two tabs: 'Add by email' (selected) and 'Import from file'. Below the tabs is the instruction: 'Follow these steps to add new users to your iSpring Learn account.'

1. Enter emails separated with commas. A text input field is provided.
2. Specify a password for new users. Two options are available:
☒ Generate a random password for each user
☐ Specify a password: [text input field]
3. ☒ Send emails to users with their login information
4. Add users to organization. A dropdown menu shows 'iSpring'.
5. Add users to these groups (optional). A section titled 'Groups (0)' with a search bar contains a list of groups:
☐ Administrators
☐ Authorized users
☐ Dealer 1
Below the list is a '+ Add New Group' button.

At the bottom of the form are three buttons: 'Preview message' (with an eye icon), 'Add Users' (green), and 'Cancel'.