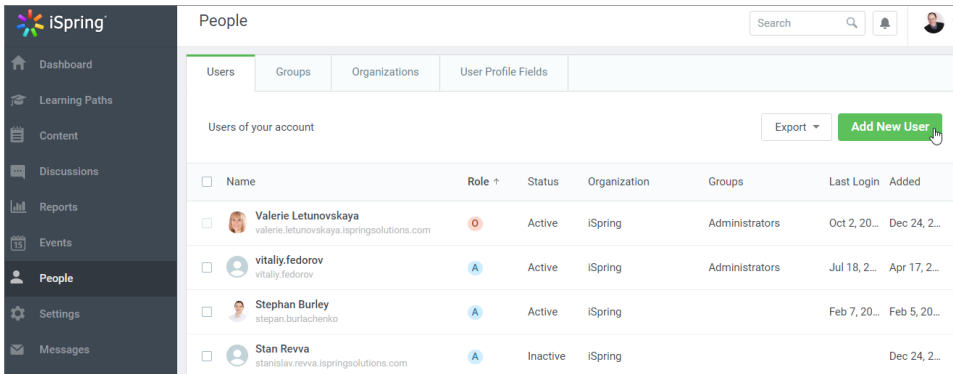


Adding Users

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

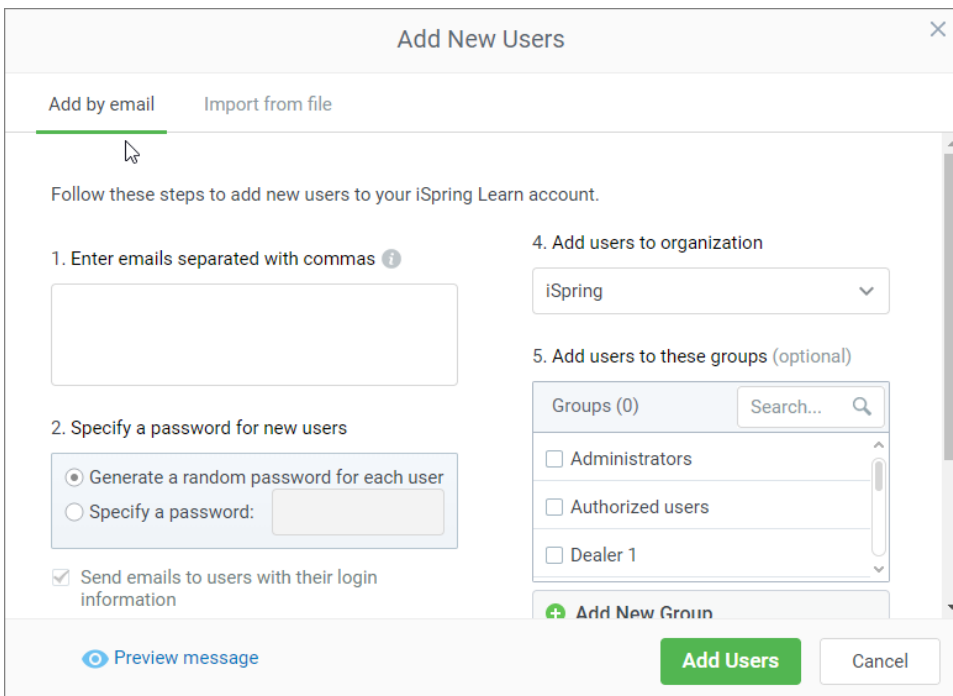
1. To add a new user, click **Add New User**.



The screenshot shows the iSpring admin portal's 'People' section. The left sidebar contains navigation options: 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'. Below the tabs, there's a search bar and a notification bell. The 'Users of your account' section includes an 'Export' dropdown and a green 'Add New User' button. A table lists existing users with columns for Name, Role, Status, Organization, Groups, Last Login, and Added.

<input type="checkbox"/>	Name	Role	Status	Organization	Groups	Last Login	Added
<input type="checkbox"/>	Valerie Letunovskaya valerie.letunovskaya@ispringsolutions.com	0	Active	iSpring	Administrators	Oct 2, 20...	Dec 24, 2...
<input type="checkbox"/>	vitaliy.fedorov vitaliy.fedorov	A	Active	iSpring	Administrators	Jul 18, 2...	Apr 17, 2...
<input type="checkbox"/>	Stephan Burley stepan.burlachenko	A	Active	iSpring		Feb 7, 20...	Feb 5, 20...
<input type="checkbox"/>	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 screenshot shows the 'Add New Users' pop-up window. It has two tabs: 'Add by email' (selected) and 'Import from file'. Below the tabs, there's a heading 'Follow these steps to add new users to your iSpring Learn account.' and five numbered steps:

1. Enter emails separated with commas (with an info icon). Below is a text input field.
2. Specify a password for new users. Below are two radio buttons: 'Generate a random password for each user' (selected) and 'Specify a password:' followed by a text input field.
3. Send emails to users with their login information. Below is a checked checkbox.
4. Add users to organization. Below is a dropdown menu showing 'iSpring'.
5. Add users to these groups (optional). Below is a search box labeled 'Groups (0)' with a search icon. A list of groups is shown: Administrators, Authorized users, and Dealer 1, each with an unchecked checkbox. Below the list is a '+ Add New Group' button.

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