

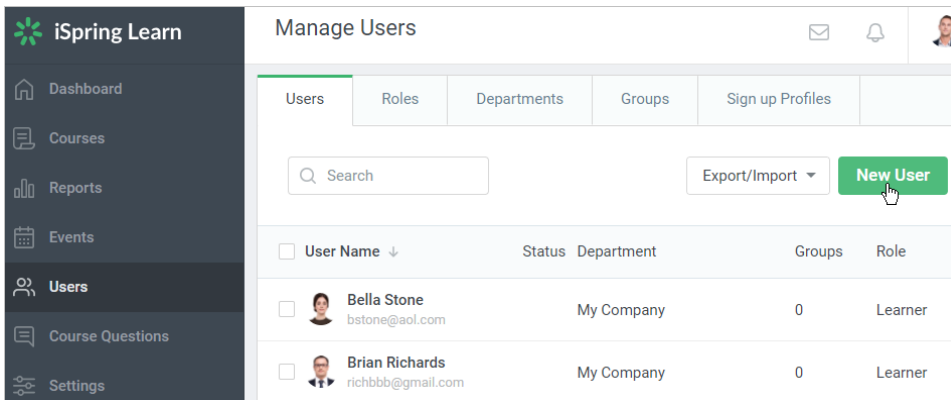
Adding Users

Check out the table below to find out who can add and manage users.

Role	Can add	Can add to
<i>Account Owner</i>	Any users	Everywhere
<i>Administrator</i>	Any users, except for <i>Account Owner</i>	Everywhere
<i>Department Administrator</i>	<i>Publishers</i> and <i>Learners</i>	Departments they manage and their sub-departments
<i>Custom role</i>	<i>Learners</i>	Departments they manage and their sub-departments

To add a new user:

1. Open the **Users** tab and hit the **New User** button.



2. On the **New User** page, fill out the information and click **Save**.

General user information

* Login: ronald.kray

* Email: ronald.kray@ispringsolutions.

First Name: Ronald

Last Name: Kray

Job Title: Sales Manager

Country: United States

* Department: Sales

* Password:

3. If the user's role is *Department Administrator*, *Publisher*, or a custom one, choose departments they will manage.

* Role: Department Administrator ▼

The user will be able to manage other users from managed departments, view reports, and manage content.

* Managed departments:

Head Office ×

New York Branch Office ×

— Select a department — ▼

4. Check **Notify a user by email that their learning portal was created** if you want to send them an email with credentials to log in to their iSpring Learn account.

Notify a user by email that their learning portal was created

Your account details for "iSpring Academy"

Once it's done, you'll be able to access courses and other learning content at "iSpring Academy"! Please use the following credentials to sign up: