

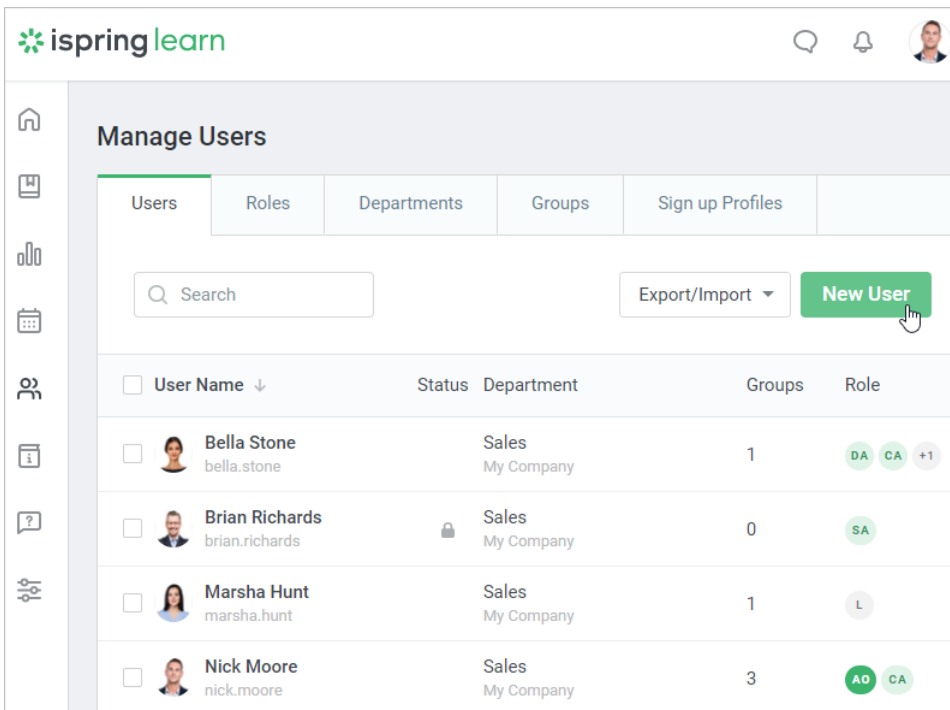
Adding Users

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	All departments
<i>Account Administrator</i>	Any users, except for <i>Account Owner</i>	All departments
<i>Department Administrator</i>	<i>Course Authors</i> and <i>Learners</i>	Departments they manage and their sub-departments
Custom role	<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.



The screenshot shows the 'Manage Users' interface in the ispring learn system. The 'Users' tab is active, and the 'New User' button is highlighted. Below the button is a table of existing users.

<input type="checkbox"/>	User Name ↓	Status	Department	Groups	Role
<input type="checkbox"/>	 Bella Stone bella.stone		Sales My Company	1	DA CA +1
<input type="checkbox"/>	 Brian Richards brian.richards	🔒	Sales My Company	0	SA
<input type="checkbox"/>	 Marsha Hunt marsha.hunt		Sales My Company	1	L
<input type="checkbox"/>	 Nick Moore nick.moore		Sales My Company	3	AO CA

2. On the **New User** page, fill in the information.

First Name:	<input type="text" value="Ronald"/>
Last Name:	<input type="text" value="Kray"/>
* Login:	<input type="text" value="ronald.kray"/>
Country:	<input type="text" value="United States"/> ▼
Email:	<input type="text" value="ronald.kray@ispring.com"/>
Job Position:	<input type="text" value="Sales Manager"/>
* Department:	<input type="text" value="My Company"/> ▼
* Password:	<input type="text" value="2wQMti"/>

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

* Role:	<input checked="" type="checkbox"/> Department Administrator × <input checked="" type="checkbox"/> Course Author × <input type="checkbox"/> Learner
	+ Add role 👁 Show User Permissions
* Manage users:	<input type="text" value="Accounting and Finance"/> ×
	<input type="text" value="Customer Care"/> ×

4. Select the groups that the user will belong to (optional).

Group Memberships:	<input type="text" value="Active Sales"/> ×
	<input type="text" value="Business Services"/> ×
	<input type="text" value="Cold Calling"/> ×

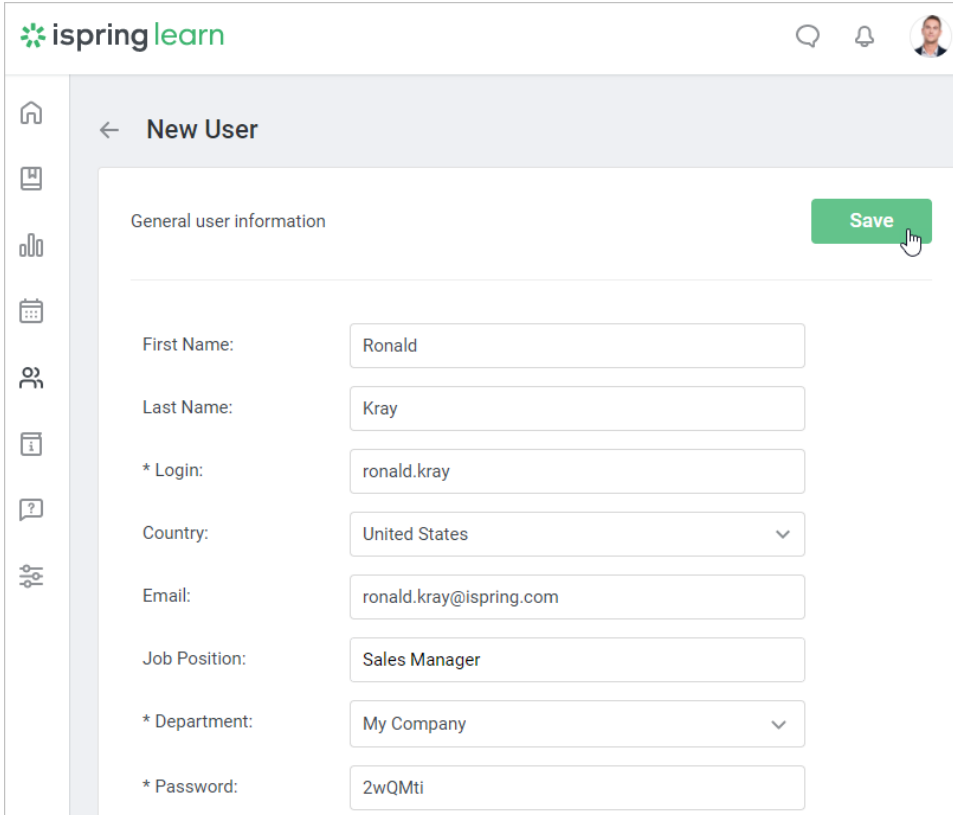
5. Tick **Notify a user by email that their learning portal was created** if you want to send them an email with credentials to log in to their iSpring Learn account.

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:

6. Finally, click **Save**.



ispring learn

← **New User**

General user information Save

First Name:

Last Name:

* Login:

Country:

Email:

Job Position:

* Department:

* Password: