

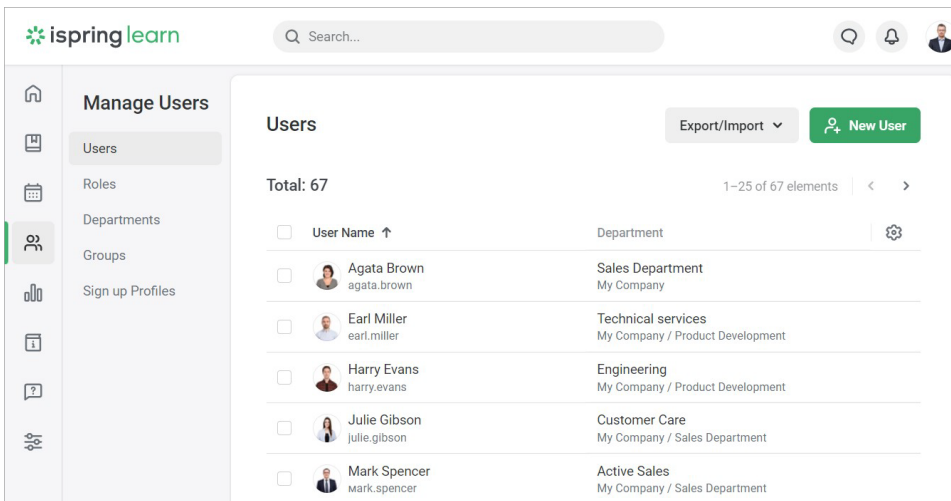
Adding Users

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

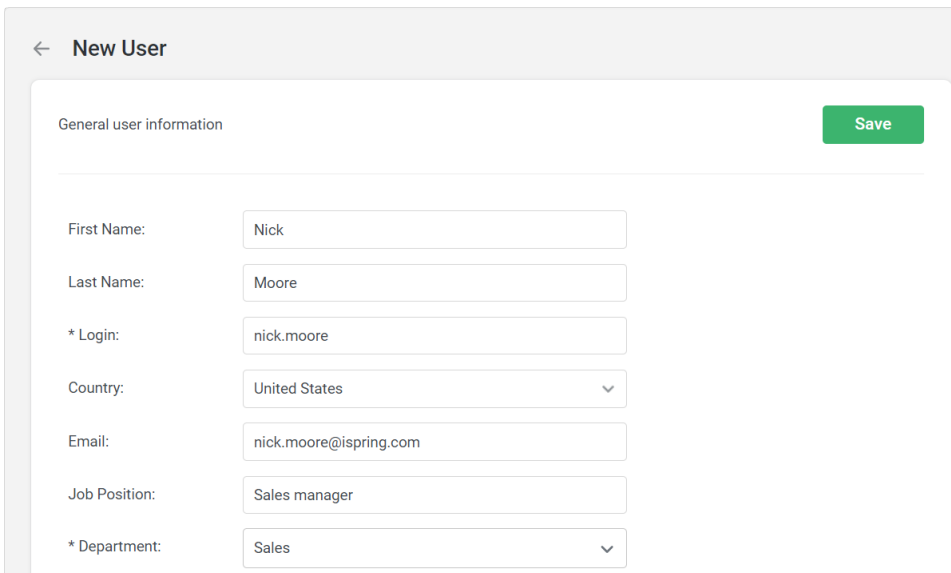
Role	Can add	Can add to
Account Owner	Any users	All departments
Account Administrator	Any users, except for <i>Account Owner</i>	All departments
Department Administrator	Course Authors and Learners	Departments they manage and their sub-departments
Custom role	Learners	Departments they manage and their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

To add a new user:

1. Open the **Users** tab and click **New User**.





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



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


* Role: Department Administrator x Course Author x Learner

 [Add role](#)  [Show User Permissions](#)

* Manage users: Select Department v

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

Group Memberships: — Select group — ^



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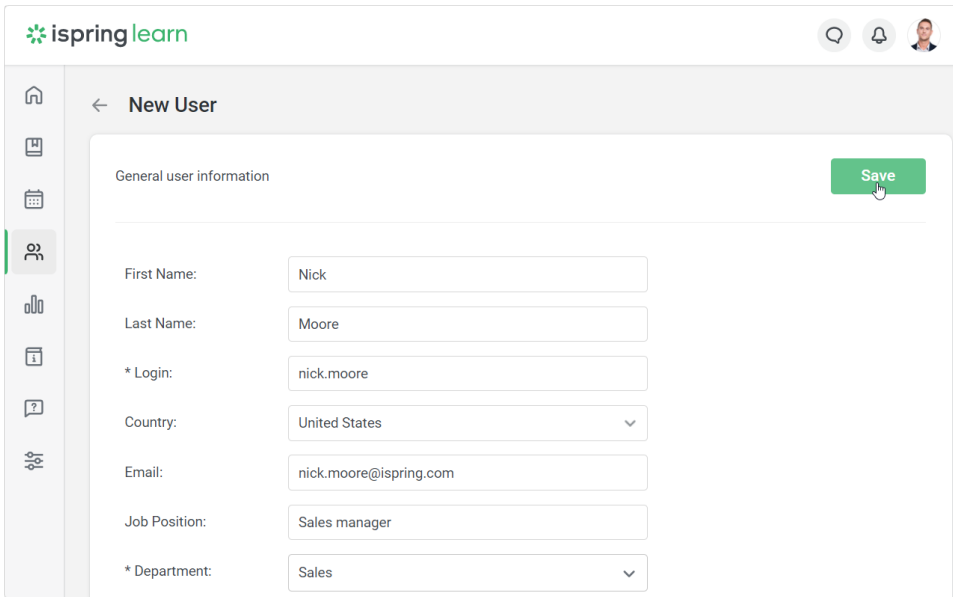
5. Tick **Notify a user by email that their learning portal was created** if you want to send them an email with credentials to log in to their iSpring Learn account.

☒ [Notify a user by email that their learning portal was created](#)

Your account details for "test Training"

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

6. Finally, click **Save**.



The screenshot shows the 'ispring learn' application interface. At the top, there is a navigation bar with the logo on the left and three icons (chat, notifications, profile) on the right. A sidebar on the left contains several icons, with the user management icon (a person) highlighted. The main content area is titled 'New User' with a back arrow. Below the title, there is a section labeled 'General user information' with a green 'Save' button in the top right corner. The form contains the following fields:

Field Label	Value
First Name:	Nick
Last Name:	Moore
* Login:	nick.moore
Country:	United States
Email:	nick.moore@ispring.com
Job Position:	Sales manager
* Department:	Sales