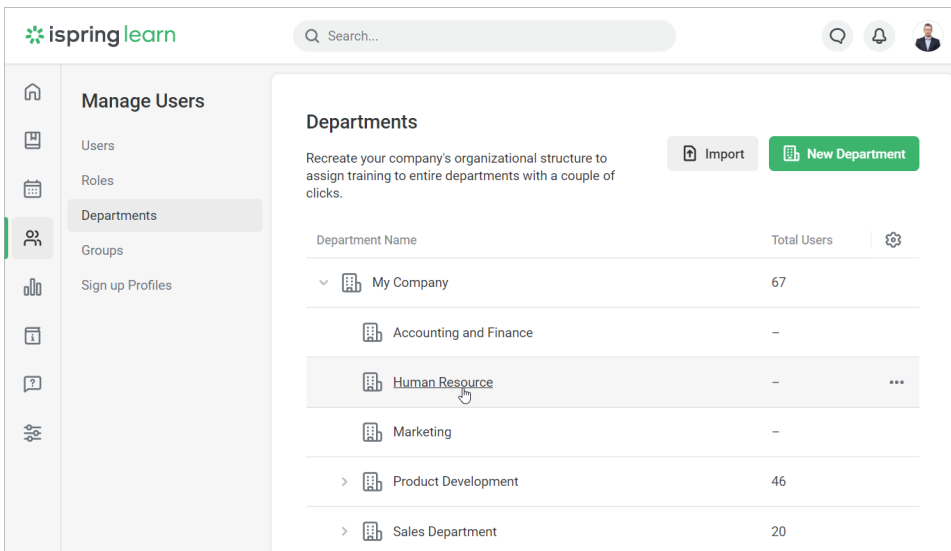


Adding Users to Departments

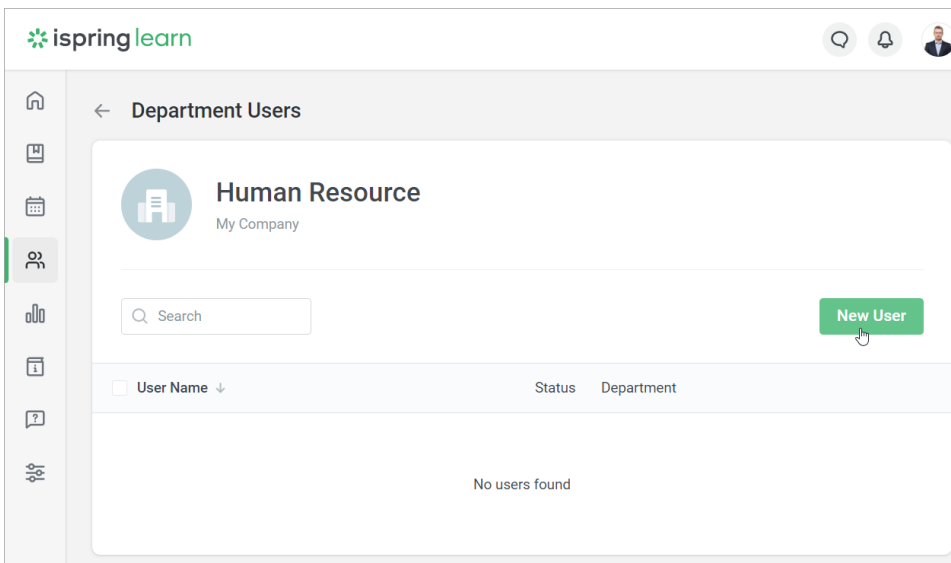
A user may belong only to **one** department. That's why you can either transfer users to a new department or add them right away to a needed department.

To add users to a department:

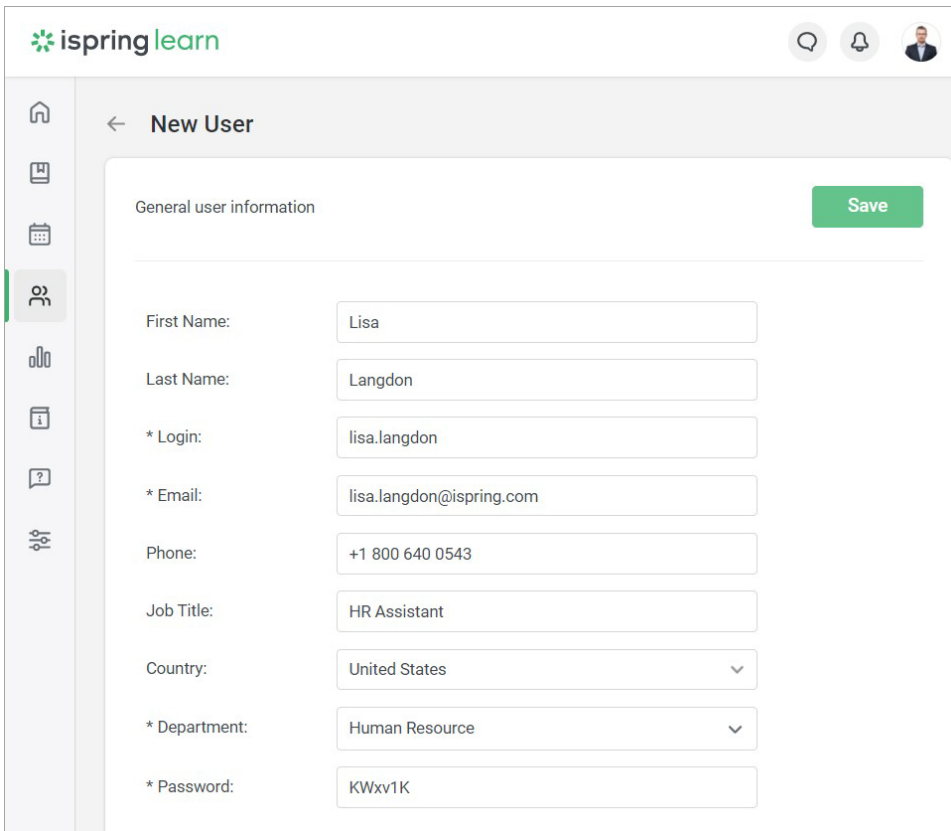
1. Go to the **Users** section, open the **Departments** tab and left-click a department where you want to add new users.



2. On the **Department Users** page, click **Add User**.



3. Complete the form with information about a user and click **Save**.



The screenshot shows the 'New User' form in the ispring learn system. The form is titled 'New User' and has a 'Save' button in the top right corner. The form contains the following fields:

- First Name: Lisa
- Last Name: Langdon
- * Login: lisa.langdon
- * Email: lisa.langdon@ispring.com
- Phone: +1 800 640 0543
- Job Title: HR Assistant
- Country: United States (dropdown menu)
- * Department: Human Resource (dropdown menu)
- * Password: KWxv1K

The form is part of a larger interface with a sidebar on the left containing various icons and a top header with the ispring learn logo and user profile icons.