

## Create a New User

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Every person accessing your Core organization must have his or her own username and password to log in. User accounts are then added to [User Groups](#) and [Roles](#), so that you can define which users can view, edit, create, and manage certain elements and objects.

The [Users](#) settings is also where you can:

- [Impersonate](#) other users;
- Enable or disable accounts, administrative rights, or the [All Access](#) settings;
- Select which [language](#) the user will see in the UI and application if they haven't selected a default language in their browser;
- Review the [user groups](#) and [roles](#) the user has been added to (once the account is created); and
- Access data warehouse information (if enabled for your organization).

### All Access

Enabling the [All Access](#) settings in a user's profile grants the user access to all object types and their objects in the organization. This means that a user with these settings enabled can **view**, **edit** and **delete** all objects, **without** an administrator adding the user to a [role](#), adding one or more object types to the role and then configuring the [workflow permissions](#).

Note that even if a user has been added to a role, any workflow permissions configured for the object types are overridden by the All Access settings. Additionally, should the user need access to an application and its activities, the user must be added to a role, which then must be added to an [activity](#). If the user should be an administrator, you must enable the [Admin](#) settings in their user profile.




Because [All Access](#) grants a user access to all objects types and their objects within an organization, it's recommended that you enable these settings only when necessary.

### Data Warehouse

If enabled, the [Edit User](#) page for administrative users contains the [Data Warehouse Settings](#). This section provides the information required to connect your data warehouse with business intelligence tools. See the [Data Warehouse](#) article for more information.

#### To create a new user:

1. Click the  icon in the top bar > [Users](#) in the [People](#) section.
2. Click [Create User](#) to show the [Create User](#) page.

Admin: Create User

**User Profile**

First Name \*      Last Name \*

Email \*

**Account Status**

User Enabled       Admin

All Access

**Language**

English (United States) ▾

CANCEL      CREATE

The Create User page.

3. Enter the user's name in the **First Name** and **Last Name** fields.
4. Enter the user's email address in the **Email** field. This is the address that will receive the email with further instructions on creating a [password](#) to sign into Core. This email address is also used to authenticate the user when he or she logs in and therefore must be unique.



Because the user's email address is used to authenticate the user when he or she logs in, ensure the email address is correct before clicking **Create** as you will be unable to modify the address later.

5. **Optional:** Click the  icon next to **User Enabled** to make this user account inactive. By default, the user account is active.
6. **Optional:** Click the  icon next to **Admin** to make this user an administrator. By default, administrative rights are disabled.
7. **Optional:** Click the  icon next to **All Access** to allow this user to access all the object types and their objects within the organization.



**All Access** allows grants a user access to all object types and their objects within an organization. Therefore, it's recommended that you enable these settings only when necessary.

8. **Optional:** Select a pre-configured language from the **Language** dropdown menu to choose how the UI and applications will be translated for the user. Note that the default language selected in a user's browser will take precedence. See the [Languages](#) section for more information.
9. Click **Create**. The new user will receive an email at the email address entered in step 4 with instructions on creating a password and signing into Core.



If the email address entered in step 4 belongs to an existing user on another organization, an error message reading "A user with that E-mail already exists, and e-mail must be unique" will be displayed. If you wish to add that user to your organization, click [Link User to Current Org](#).