

Create a New User

Last Modified on 12/21/2020 6:18 pm EST

Only Administrators can add users to the app. Users must be assigned to a user group in order to access the app.




Only users with administrative rights can add users to the app. Users with administrative rights enabled in their [profiles](#) can access the **Admin** page by clicking the gear icon in the [top bar](#) on any page. If you don't have administrative access enabled, this icon will not be visible.



Enabling Admin or All Access account status for new users is not recommended. **Admin** will give users [Administrative](#) privileges, including the ability to cause irreparable damage to your app. **All Access** will give users the ability to see all objects and object types in your app.

To create a new user:


1. Log into a user account that has access to **Administration**.
2. Click the  icon in the top bar > **Users** in the **People** section.
3. Click **Create User** to display the **Create User** page.

The Create User page.

4. Enter the user's name in the **First Name** and **Last Name** fields.
5. 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 the app. 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.

6. **Optional:** Click the  icon next to **User Enabled** to make this user account inactive. By default, the user account is active. **Enabling Admin and All Access privileges is not recommended.**
7. Click **Create**. The new user will receive an email at the email address entered in step 5 with instructions on creating a password and signing into the app.



If you wish to change the language settings for a user, note that translations may not be available for all available languages. Contact [Resolver Support](#) for assistance before selecting a new language.