



Create a New Command Center User

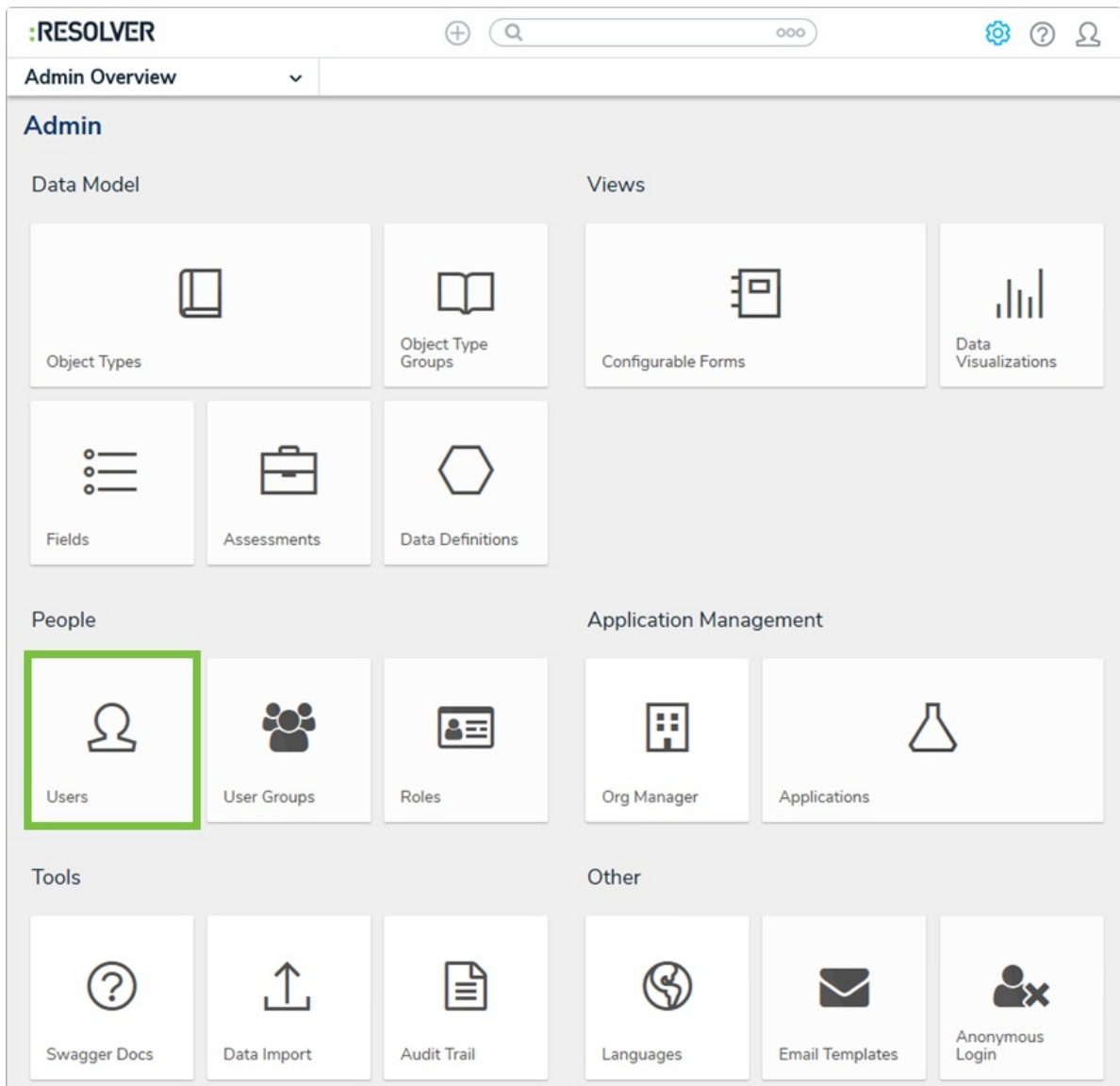
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If you're creating users who will need access to Dispatch, a new user account must be created in conjunction with some additional configurations after the account is created. See the [Create a New Dispatch User](#) article for more information.

To create a new user:

1. Log into an account with administrator privileges enabled for your app.
2. Click the  icon in the top bar to display the **Admin** section. If the  icon is not visible, your account does not have administrative privileges enabled.
3. Click **Users** in the **People** section.



The Users option on the Admin page.

4. 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.

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



If the user being created is going to be a [Dispatch Administrator](#), ensure that the **Admin** checkbox has been checked.

7. Click **Create**. The new user will receive an email at the email address entered in step 6 with further instructions. If this account is for a user who will be accessing Dispatch, see the [Create a New Dispatch User](#) for instructions on the additional required steps.
8. Follow the instructions in the [Add a User to a User Group](#) article to assign permissions to the account. User cannot access any components of Command Center if they're not added to a user group.