

Create a New User as an Advanced Permissions User

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Overview

Every individual you want to access your Resolver environment requires a user account. A user with the **User Management** or **Settings Management** advanced permissions can create user accounts in Resolver. When a user account is created, that user must be assigned to user group and/or roles.



Note:

If you are an Administrator creating a new user, please refer to the [Create a New User](#) article.

User Account Requirements

The user account you use to log into Resolver must have Administrator or the **User Management** or **Settings Management** advanced permissions to create a new user. If you are an Administrator, please refer to the [Create a New User](#) article.

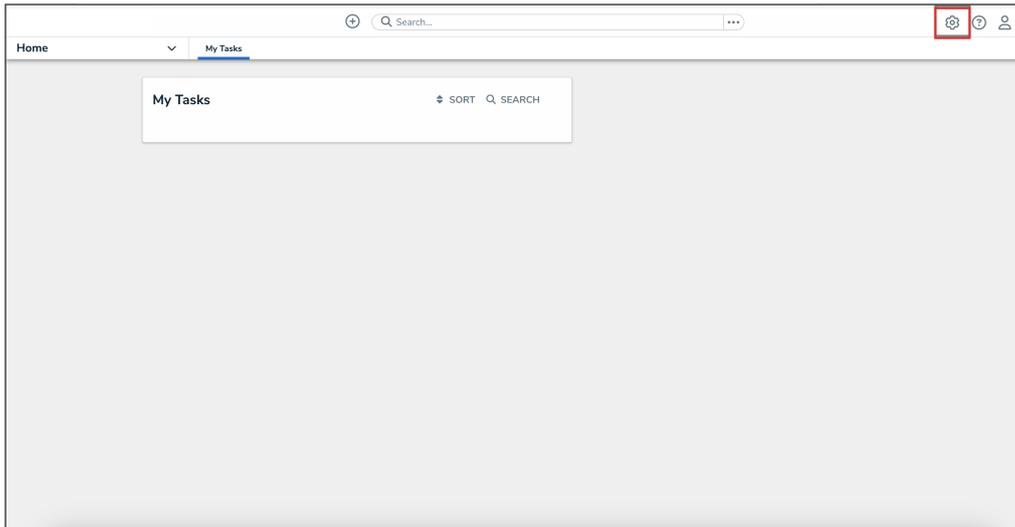
Related Information/Setup

For more information on adding a user to a user group, please see the [Adding a User to a User Group](#) article.

For more information on using an alternate language setting, please see the [Languages Overview](#) article.

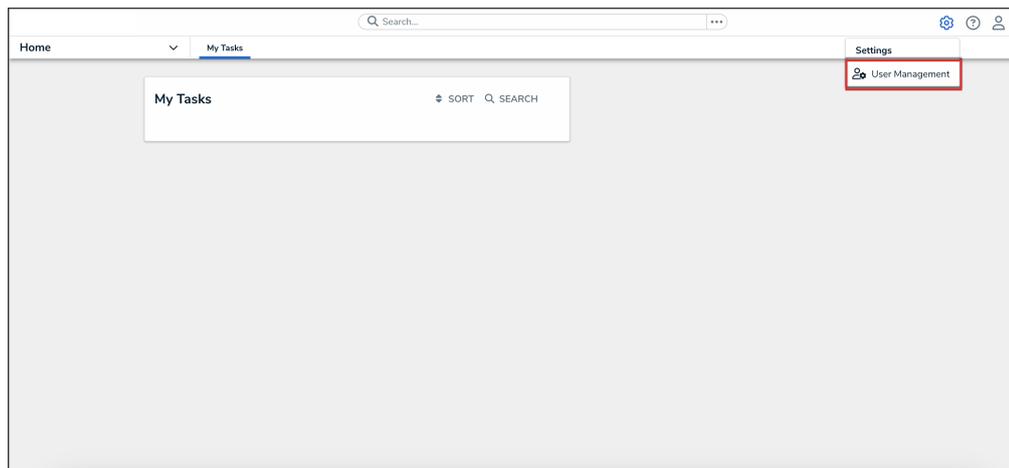
Navigation

1. From the **Home** screen, click the **Administration** icon.



Administration Icon

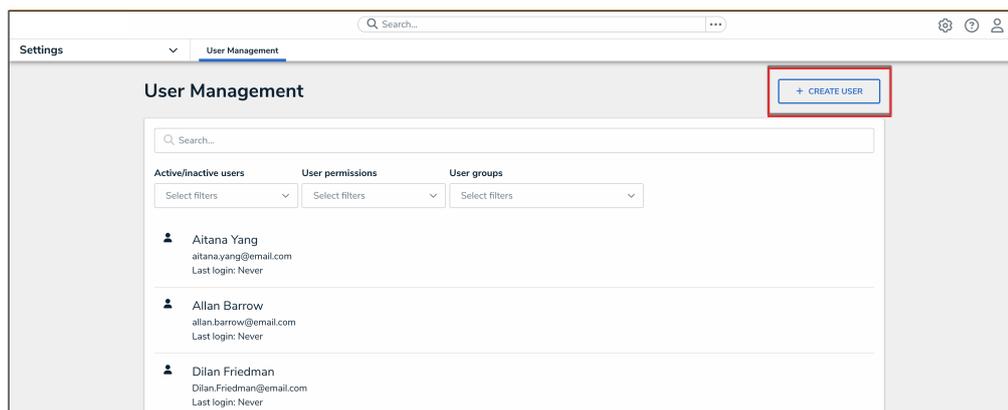
2. From the **Administrator Settings** menu, click **User Management**.



Administrator Settings Menu

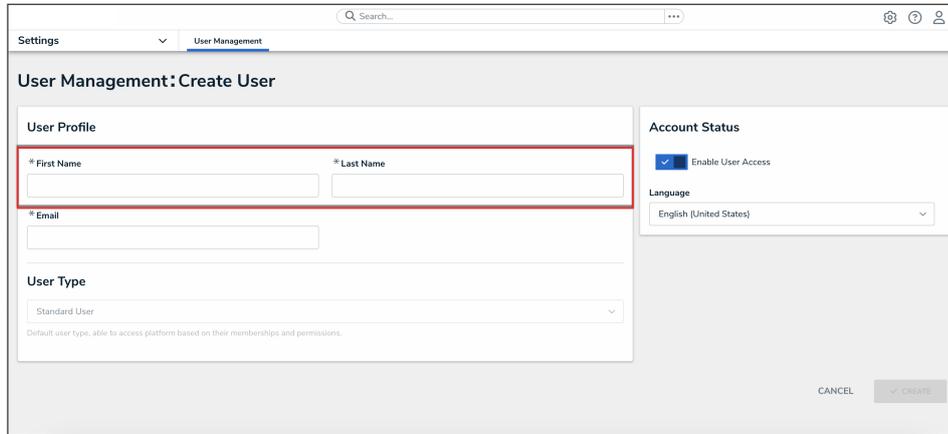
Creating a New User

1. From the **User Management** screen, click the **Create User** button.



Create User Button

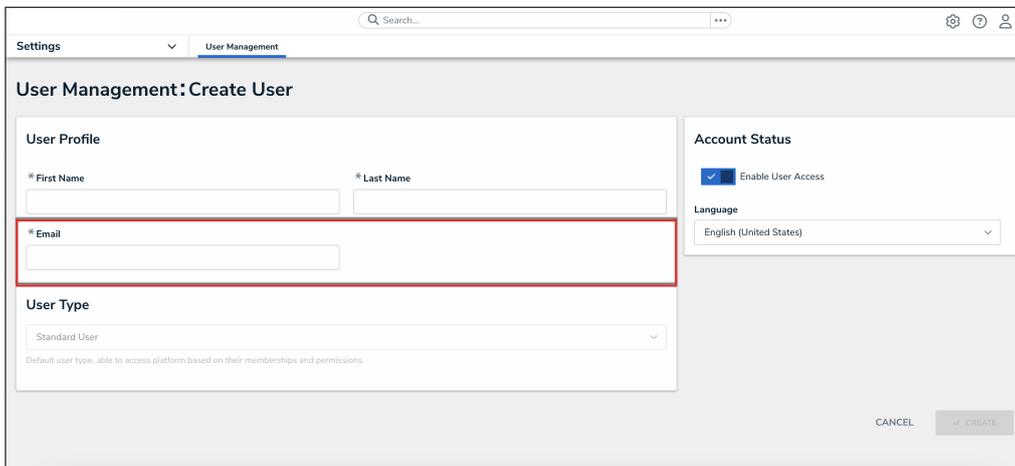
2. Enter the user's name in the **First Name** and **Last Name** fields.



The screenshot shows the 'User Management: Create User' form. The 'User Profile' section contains three input fields: '* First Name', '* Last Name', and '* Email'. The '* First Name' and '* Last Name' fields are highlighted with a red border. To the right, the 'Account Status' section has a checked 'Enable User Access' toggle and a 'Language' dropdown menu set to 'English (United States)'. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

First and Last Name Fields

3. Enter the user's email address in the **Email** field. The email address is used to:
 - Receive the Resolver sign-up email containing instructions on creating a new password and signing into Resolver.
 - Authenticate the user when logging in to Resolver.



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Email Field

4. Advanced permission users can only create **Standard Users** from the **User Type** drop-down menu. Standard users are granted access to parts of Resolver based on their memberships and permissions.
5. **(Optional):** In the **Account Status** section, click the **Enable User Access** toggle switch to deactivate the user account. By default, the user account is enabled.

Account Status Toggle Switches

5. **(Optional):** Select a language from the **Language** field drop-down menu to change the system's language setting. Before you can set an alternate language setting, an Administrator needs to download a Languages CSV file from the system, map language translations to the user interface text, and upload the CSV file for use within Resolver.
6. Click the **Create** button to create the new user account.

Create Button