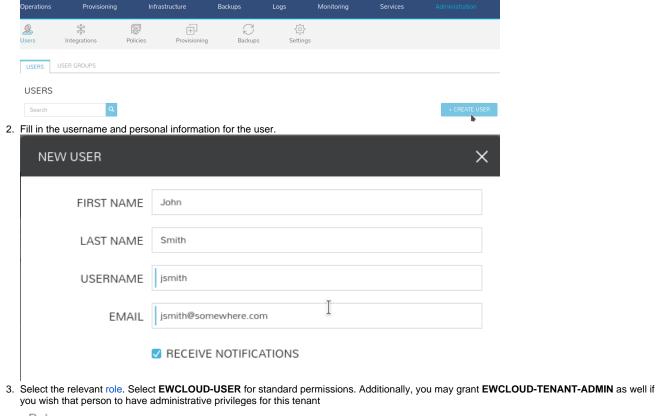# Create a new user

⚠ Only tenant administrators can create new users

Every tenant will have a person responsible for the project, who will be able to create new user accounts in the tenant. When the tenant is set up, a single user account is given to that person with the required rights to create more users within that tenant.

Step-by-step guide

1. As a tenant admin, go to **Administration** - **Users** and click on **CREATE USER**.

2. Fill in the username and personal information for the user.

3. Select the relevant role. Select **EWCLOUD-USER** for standard permissions. Additionally, you may grant **EWCLOUD-TENANT-ADMIN** as well if you wish that person to have administrative privileges for this tenant

4. Introduce their initial password.
5. **Recomended**: set up the Linux settings with the same credentials as above. You may set up something completely different or leave blank.

6. Click **SAVE CHANGES.**

⊘

You should advise the user to change it change it once they log in for the first time.

Related articles

- [Add your SSH key pair](#)
- [EUMETSAT - Data Access](#)
- [EWC CDS and ADS access](#)
- [EWC MARS access](#)
- [Provision a new instance - web](#)