

# 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**.

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

NEW USER

FIRST NAME John

LAST NAME Smith

USERNAME jsmith

EMAIL jsmith@somewhere.com

☒ RECEIVE NOTIFICATIONS

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

### Roles

☐ EWCLLOUD-TENANT-ADMIN ☒ EWCLLOUD-USER

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

### Linux Settings

USERNAME jsmith

PASSWORD .....

CONFIRM PASSWORD .....

6. Click **SAVE CHANGES**.



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

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