

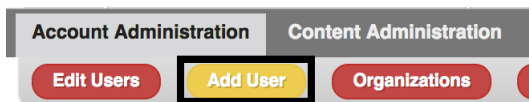
## Add a New User Account

Authorized individuals have the ability to manually set up new user accounts at the campus or district level.

**Required Role:** District User Admin or Campus User Admin

**Site Access:** [System Management > Account Administration > Add User](#)

From the **Account Administration** page, click the **Add User** menu option.



Select the appropriate **User Roles**. The User and ePlanner roles are selected by default.

Select User Roles: Please select the roles to assign to each user below.

<input checked="" type="checkbox"/> User	<input type="checkbox"/> Campus User Admin	<input type="checkbox"/> District User Admin
<input type="checkbox"/> District Content Creator	<input type="checkbox"/> District Content Admin	<input type="checkbox"/> Campus Content Creator
<input type="checkbox"/> Campus Content Admin	<input type="checkbox"/> Principal	<input checked="" type="checkbox"/> ePlanner

**NOTE:** users with the District User Admin role will see both district and campus-level roles, whereas those with the Campus User Admin role will only see campus-level roles.

Enter the **First Name, Last Name, District Email Address** for the user.

First Name:  
George

Last Name:  
Washington

Email Address:  
gWASHINGTON@sweetwaterisd.org

Enter a **Password** containing at least 6 characters. Type the password again to confirm.

Password:

Confirm Password:

Leave the '**Email welcome message**' box checked (default) if you'd like the user to receive login credentials via email. If you do not want the user to receive the email, simply uncheck this box.

Email welcome message:

Select the appropriate **Organization** (district/campus) by clicking the **Find Org** link.

Organization:  [Find Org](#) ←

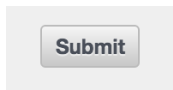
To find the appropriate district or campus, type the name in the Keyword Search field and click the magnifying glass. Select the **Organization** from the list by clicking the button to its left.

SWEETWATER  
Organization: MIDDLE

ID	Name	Parent Organization	Zipcode
<input type="radio"/>	SWEETWATER ISD		
<input type="radio"/>	SWEETWATER H S		
<input type="radio"/>	SWEETWATER INT		
<input checked="" type="radio"/>	SWEETWATER MIDDLE		

**NOTE:** users with the Campus User Admin role will only see the campus organization listed, and users with the District User Admin role will see the district-level organization along with all its campuses.

After completing the required fields and selecting an Organization, click **Submit**.



A confirmation will appear, indicating the user account has been added.

