




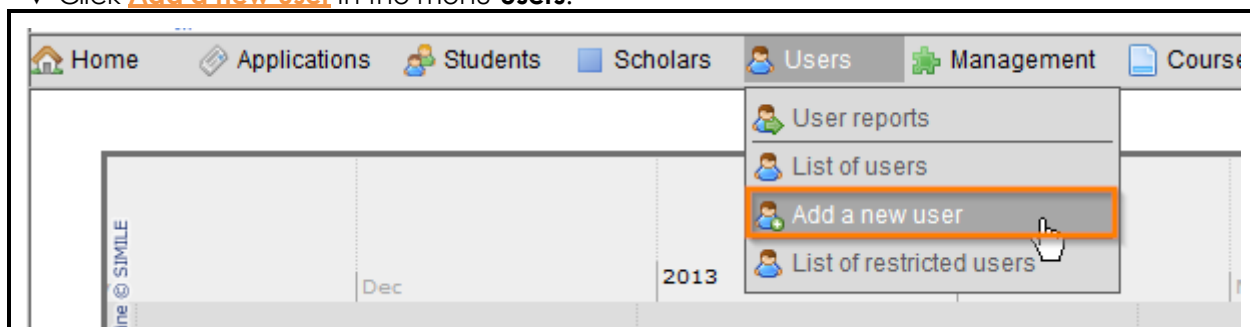


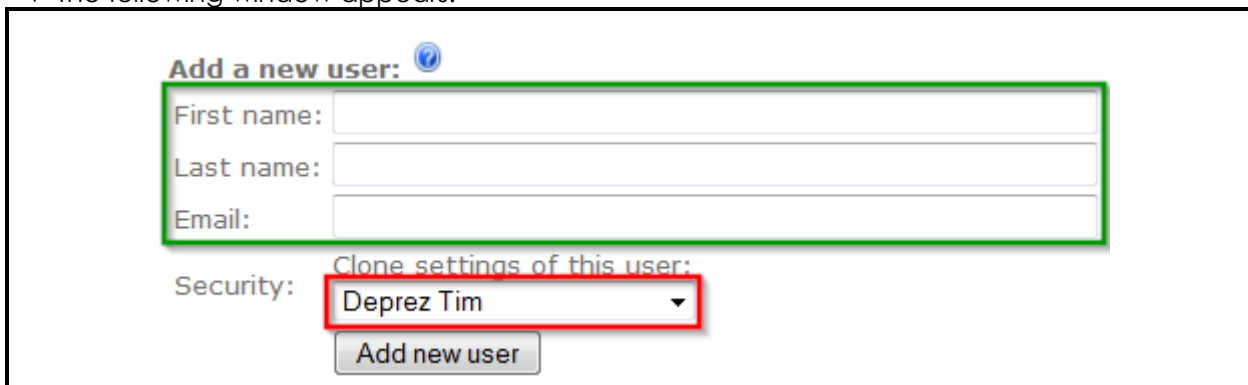
Adding a new user

	Users can – depending on their security settings - add a new user. This tutorial explains how to do this.
	Users > Add a new user
	A user is a person managing the EConsort application. An applicant is an applying student. A student is an applicant who has been admitted.
	Printscreens in this tutorial are centered and indicated by a box .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Click **Add a new user** in the menu **Users**:



▼ The following window appears:



▲ Enter the new user's **first name, last name and email address**. You can choose to copy an existing user's security settings by choosing this user's name from **the list**. Cloning security rights from an existing user makes it easy to apply certain security rights to a new user.

In order to access the system as a user, the new user has to activate his account. This procedure is shown in another tutorial.