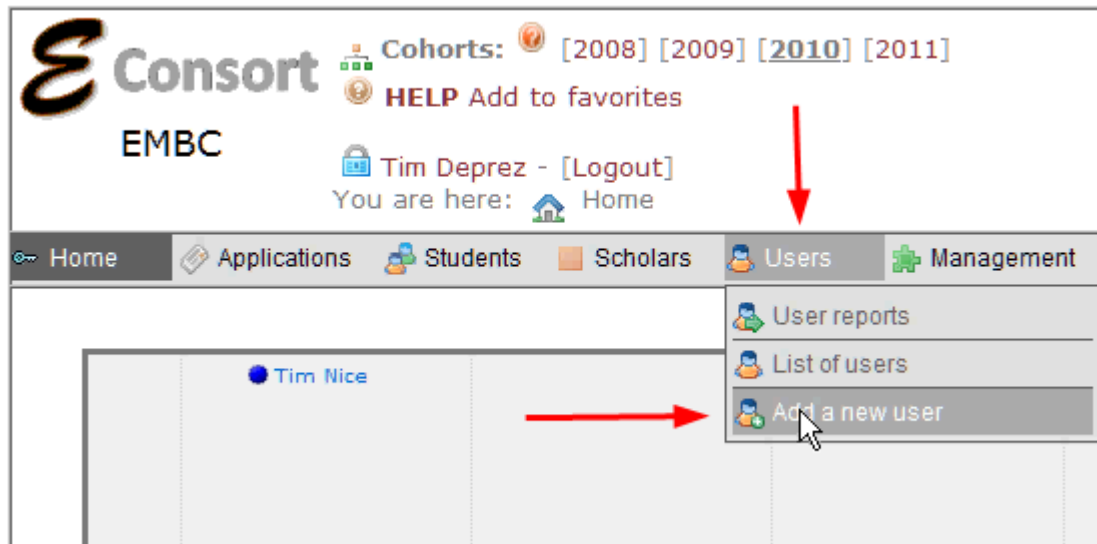
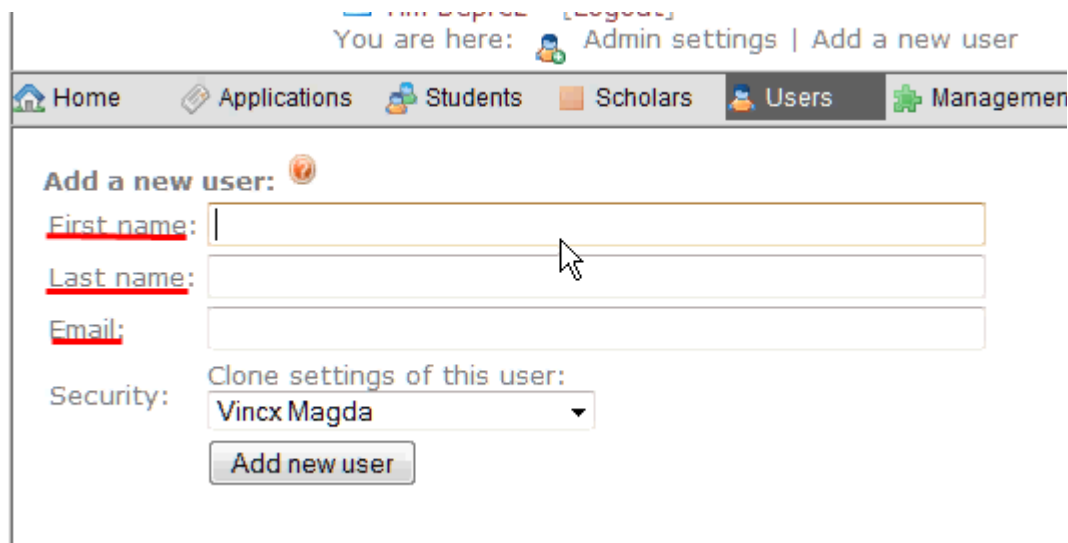


Adding a user to the management pages

On the main page of your instance go to “Users”, then select “Add a new user”



Enter the first name, the last name and the emailaddress for this user. An indicate from which user the security settting has to be copied from. In this way it is very easy to apply certain security rights to certain users, as they are copied from one specific user.



The screenshot shows a web application interface for adding a new user. At the top, there is a navigation bar with links: Home, Applications, Students, Scholars, Users, and Management. Below the navigation bar, the main content area is titled 'Add a new user:'. It contains four input fields: 'First name:', 'Last name:', 'Email:', and 'Security:'. The 'Security:' field is a dropdown menu with 'Vincx Magda' selected. Below the dropdown is a button labeled 'Add new user'.

You are here: [Admin settings](#) | [Add a new user](#)

[Home](#) [Applications](#) [Students](#) [Scholars](#) [Users](#) [Management](#)

Add a new user:

First name:

Last name:

Email:

Security: Clone settings of this user:

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