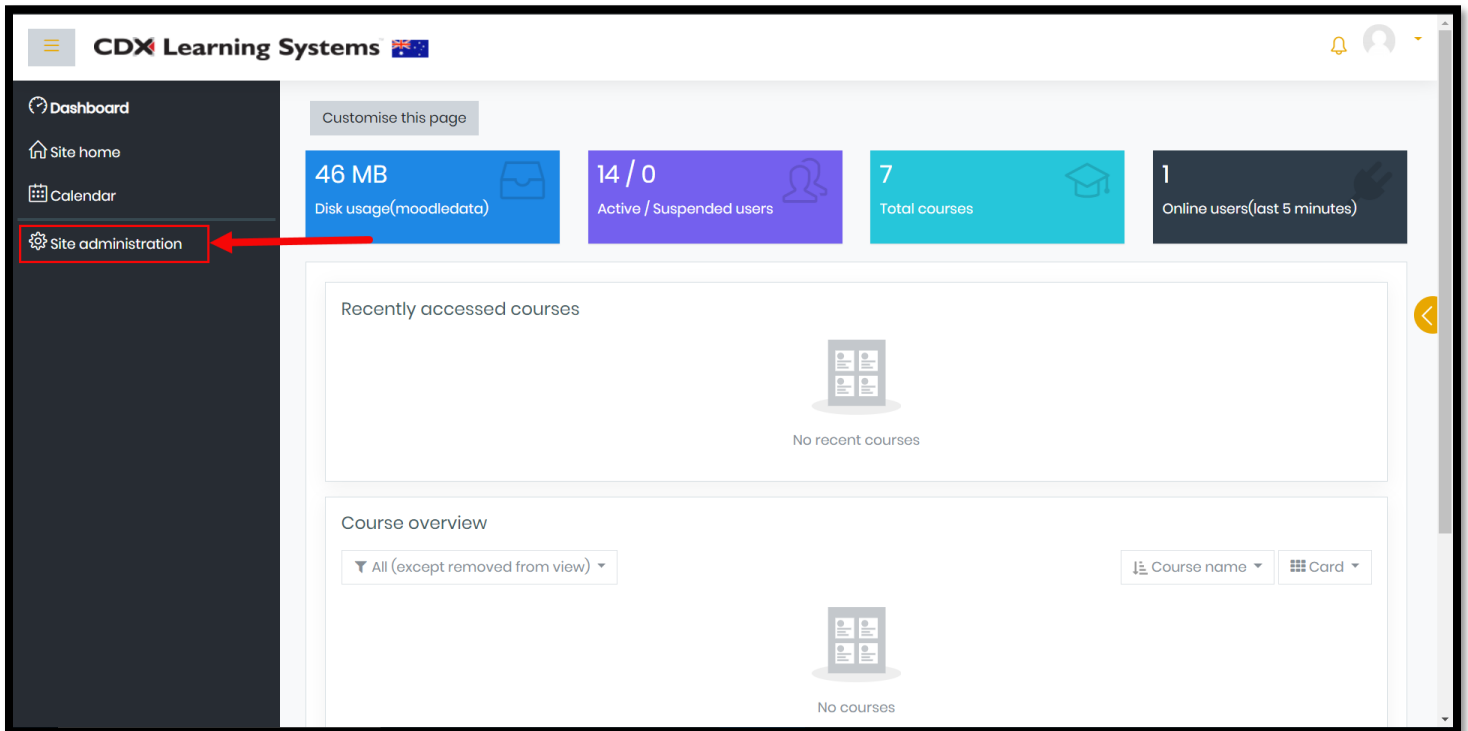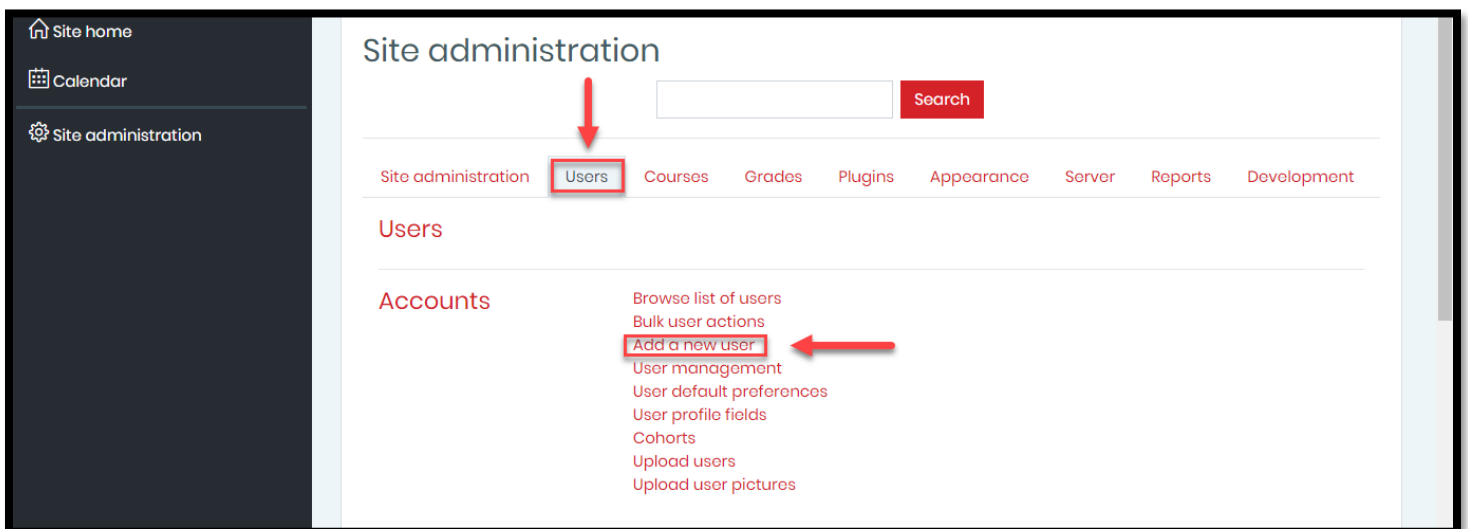# How to manually add a new user

1. Login to your course site as the administrator, then click on **Site administration** in the **Navigation drawer** on the left side of the page.
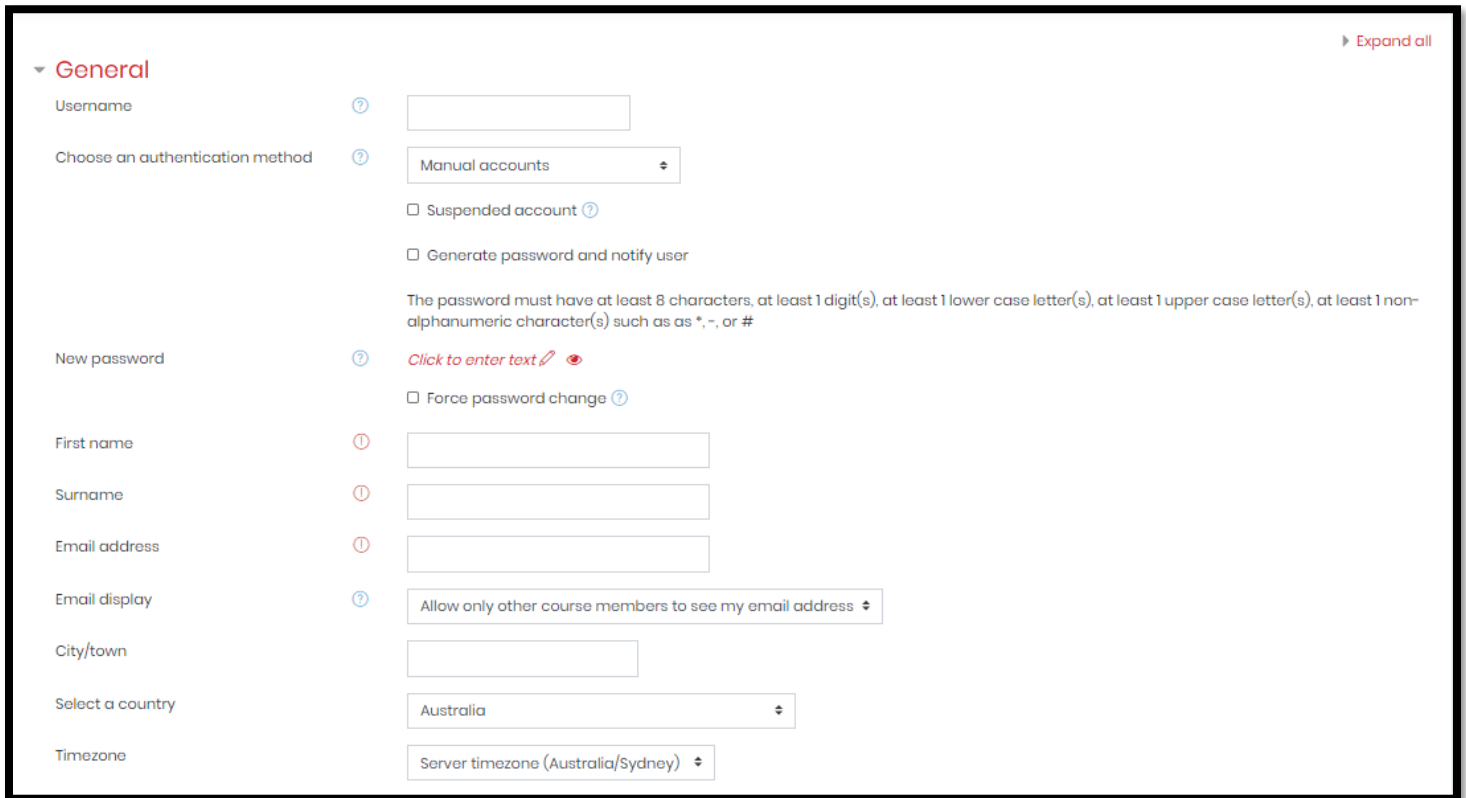

2. From the site administration page, select the **Users** tab and click on **Add a new user** under **Accounts**.

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3. Under **General,** add the information about the user whose new account you wish to create. Fill in all applicable fields. Required fields are marked with a red ⓘ icon.

4. Enter the username you have created for the new user in the **Username** field. Be sure to adhere to all username policies.
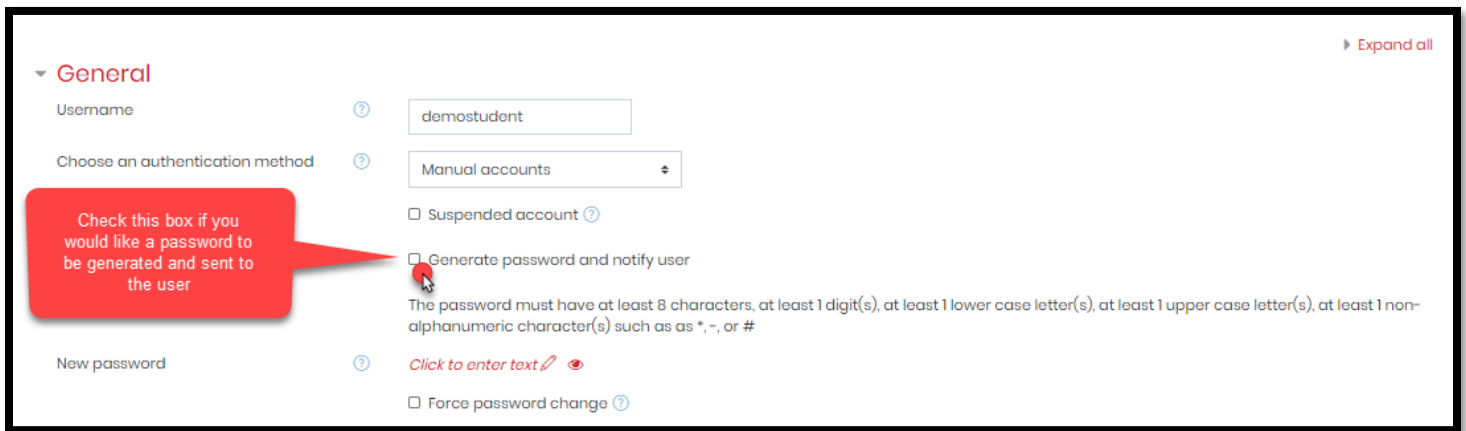
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5. Next, you must determine how you would like to set the **Password** on the account. Your first option is to have a random password automatically generated and emailed to the user by checking the box beside **Generate password and notify user**.
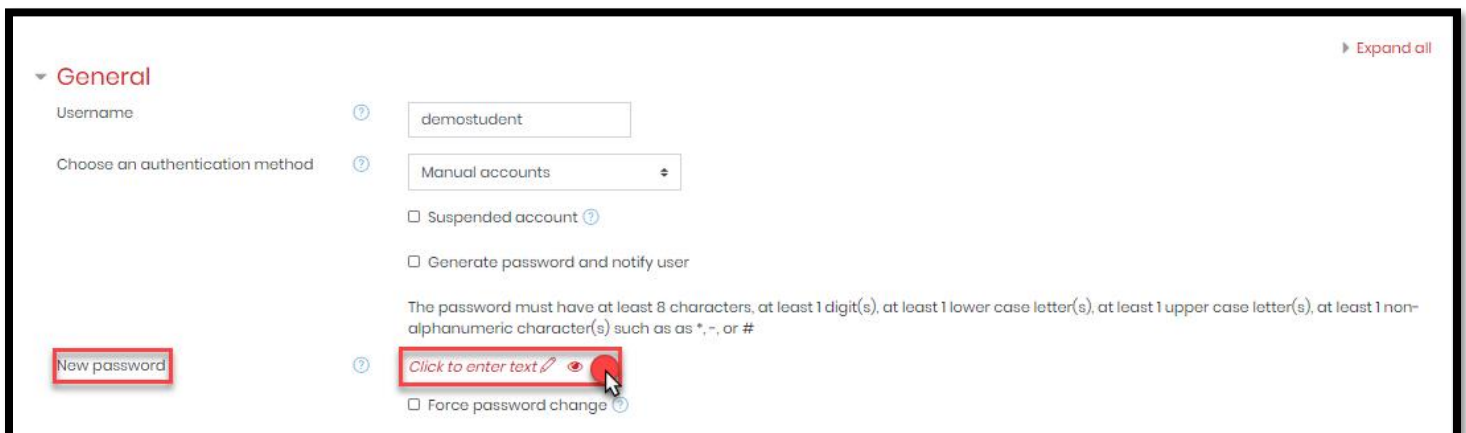

6. Alternatively, you may create and enter a **New password** for the account by clicking **Click to enter text**. **Note** If you choose to create and enter a **New password,** you will need to store and share the **Username** and **Password** you created with the user.

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7. Enter the **Password** in the field provided and press **Enter** to save any changes. Be sure to adhere to all password policies.

8. Next enter the user's **First name**, **Surname**, **Email address,** and complete the optional fields as needed.

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9. Scroll down to the bottom of the page and click **Create user**.

Create user   Cancel

There are required fields in this form marked ⓘ .

10. You will be automatically directed to the **List of Users** where you will see the **new user** added.
    ==***NOTE*** ALL NEW USERS ARE ENROLLED AS A **STUDENT**, BY DEFAULT.==

32 Users

1 2 »

▾ New filter

User full name

contains ⬍   [   ]

Add filter

Show more...

First name / Surname	Email address	City/town	Country	Last access	Edit
			Australia	1 sec	⚙
		Canberra	Australia	Never	🗑 👁 ⚙
				Never	🗑 👁 ⚙
		Brisbane	Australia	47 days 3 hours	🗑 👁 ⚙
		Cork	Ireland	17 days 21 hours	🗑 👁 ⚙
		Baldoyle	Ireland	37 days 17 hours	🗑 👁 ⚙
		Dublin	Ireland	38 days	🗑 👁 ⚙
Demo Student	demostudent@cdxlearning.com		Australia	Never	🗑 👁 ⚙
		Nairobi	Australia	24 days 22 hours	🗑 👁 ⚙
			Australia	3 days 21 hours	🗑 👁 ⚙
		Galway	Ireland	41 days 6 hours	🗑 👁 ⚙
		Melbourne	Australia	34 days 14 hours	🗑 👁 ⚙

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