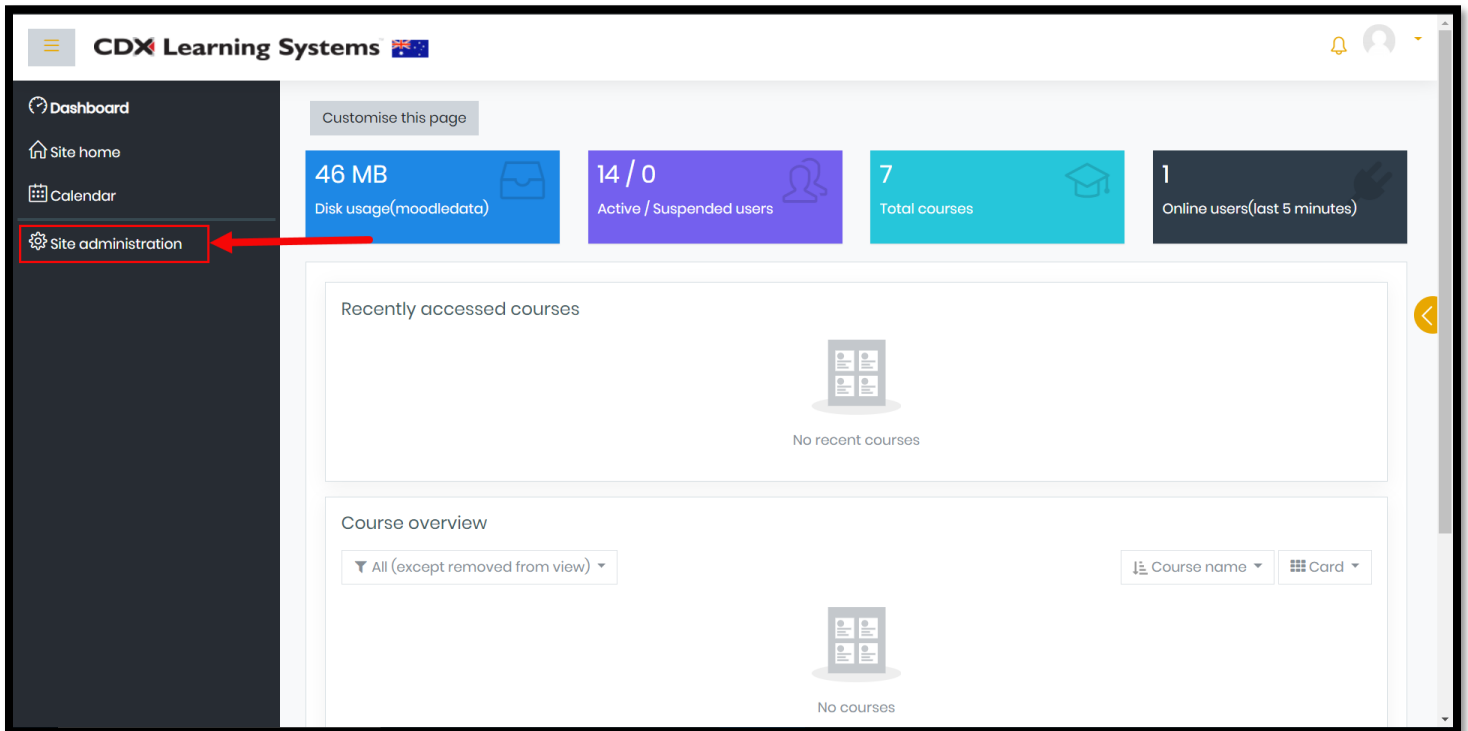
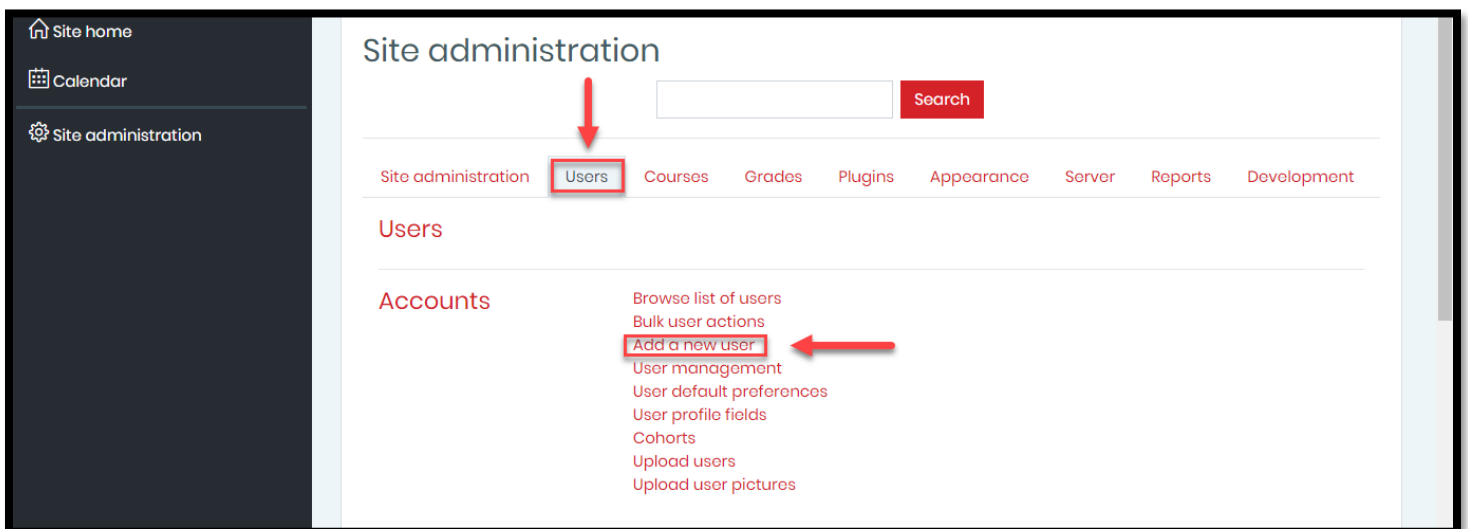


How to manually add a new user

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.

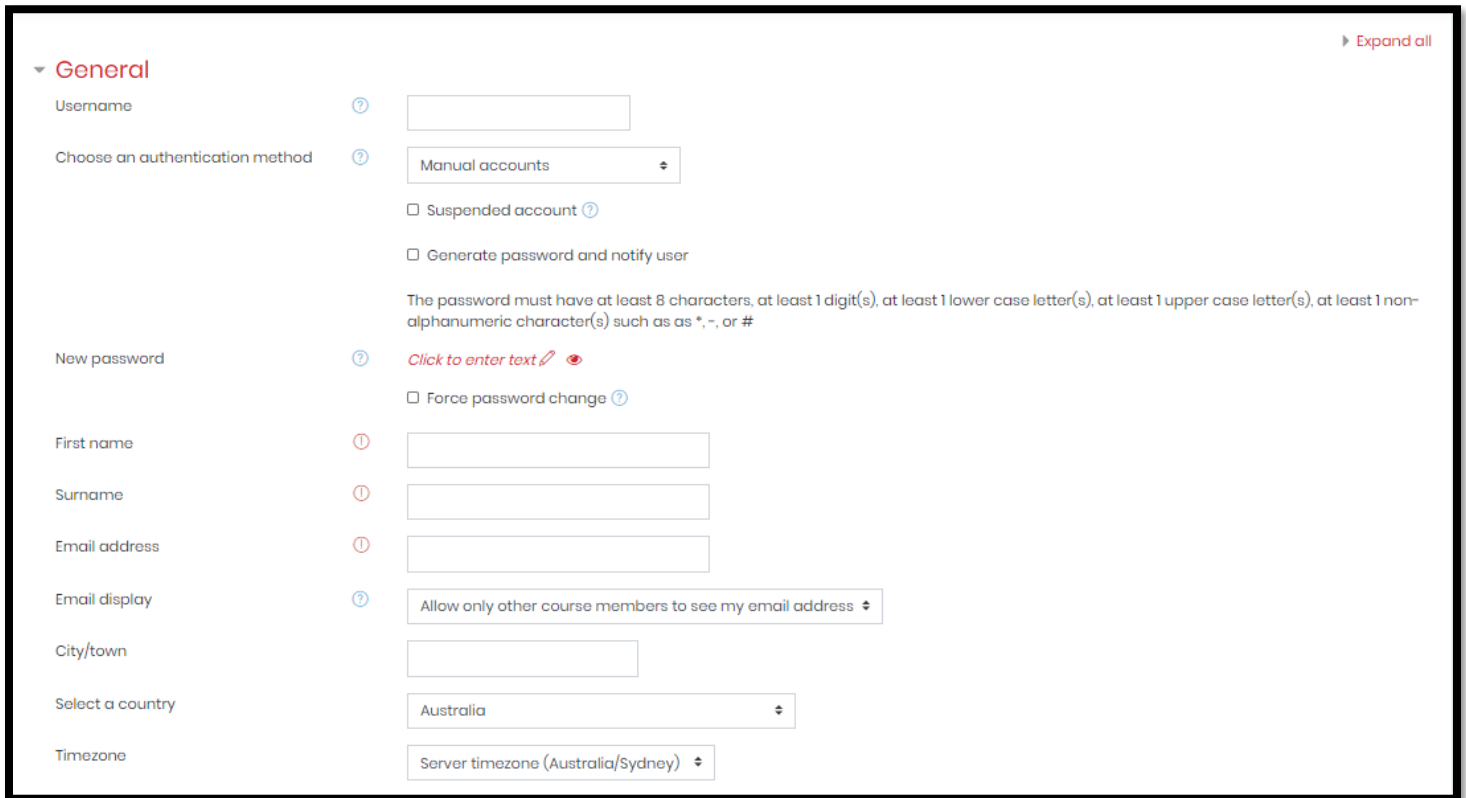


2. From the site administration page, select the **Users** tab and click on **Add a new user** under **Accounts**.



How to manually add a new user

- 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.



▶ Expand all

▼ General

Username ⓘ

Choose an authentication method ⓘ

Suspended account ⓘ

Generate password and notify user

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

New password ⓘ *Click to enter text* ⓘ

Force password change ⓘ

First name ⓘ

Surname ⓘ

Email address ⓘ

Email display ⓘ

City/town

Select a country

Timezone

- Enter the username you have created for the new user in the **Username** field. Be sure to adhere to all username policies.



▶ Expand all

▼ General

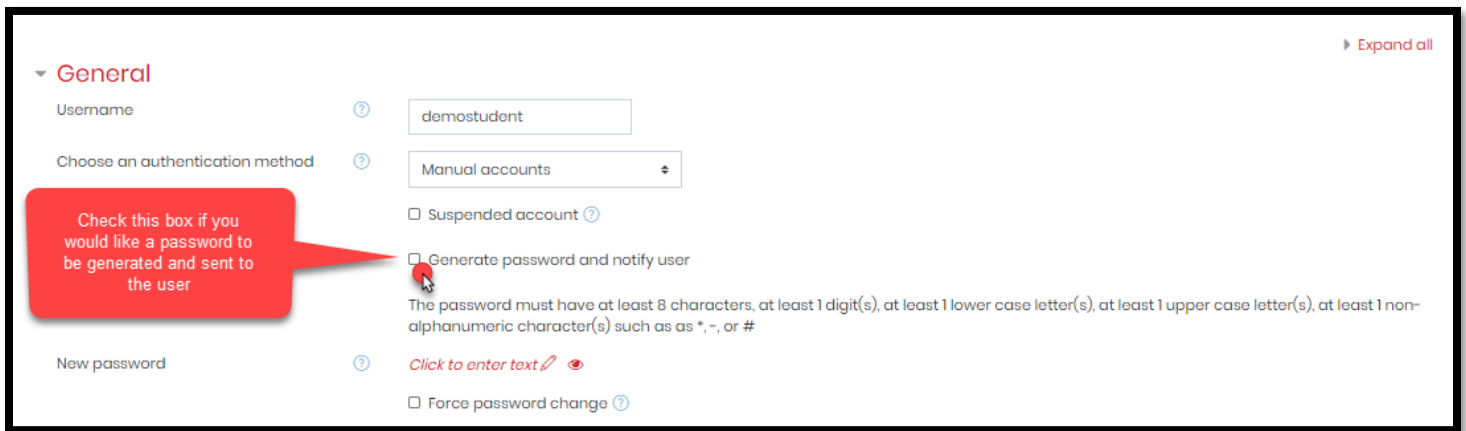
Username ⓘ

Choose an authentication method ⓘ

The user will use this username to log in. It needs to be unique. A user's name can only contain alphabetical letters in lowercase, numbers, hyphen '-', underscore '_', period '.', or an at character '@'

How to manually add a new user

- 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**.

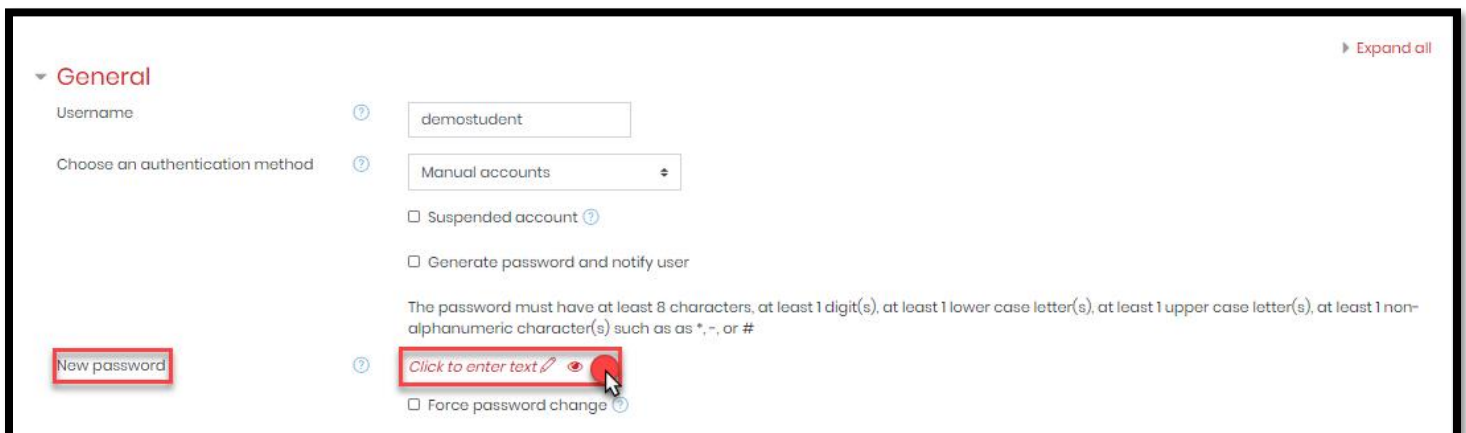


The screenshot shows a user creation form with the following fields and options:

- General** (Section Header)
- Username**: demostudent
- Choose an authentication method**: Manual accounts
- Suspended account
- Generate password and notify user**
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #
- New password**: Click to enter text
- Force password change

A red callout box points to the "Generate password and notify user" checkbox with the text: "Check this box if you would like a password to be generated and sent to the user".

- 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.



The screenshot shows the same user creation form as above, but with the following changes:

- Generate password and notify user
- Click to enter text**

A red box highlights the "Click to enter text" option, and another red box highlights the "New password" label on the left side of the form.

How to manually add a new user

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

The screenshot shows the 'General' section of a user creation form. The 'Username' field contains 'demostudent'. The 'Choose an authentication method' dropdown is set to 'Manual accounts'. There are checkboxes for 'Suspended account' and 'Generate password and notify user', both of which are unchecked. A yellow highlighted box contains the password policy: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. The 'New password' field is empty and has a red box around it with a callout: 'Check this box if you would like the user to be forced to change their password'. Below the password field is a 'Press enter to save changes' button. A red callout box points to the password field with the text: 'Create and enter a Password Be sure to follow the guidelines highlighted above'. There is also an 'Expand all' link in the top right corner.

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

The screenshot shows the 'General' section of a user creation form, continuing from the previous step. The 'Username' field contains 'demostudent'. The 'Choose an authentication method' dropdown is set to 'Manual accounts'. There are checkboxes for 'Suspended account' and 'Generate password and notify user', both of which are unchecked. A yellow highlighted box contains the password policy: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. The 'New password' field is filled with red dots and has a red box around it with a callout: 'This must be a valid Email address Password reset notices, forum digests and other messages are sent to this email address'. Below the password field is a 'Force password change' checkbox, which is unchecked. The 'First name' field contains 'Demo', the 'Surname' field contains 'Student', and the 'Email address' field contains 'demostudent@cdxlearning.com'. There are callouts for these fields: 'Add a City/Town' for the 'City/town' field, 'Select a Country' for the 'Select a country' dropdown (set to 'Australia'), and 'Adjust the Timezone if necessary' for the 'Timezone' dropdown (set to 'Server timezone (Australia/Sydney)'). There is also an 'Expand all' link in the top right corner.

How to manually add a new user

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



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	🗑️ 👁️ ⚙️