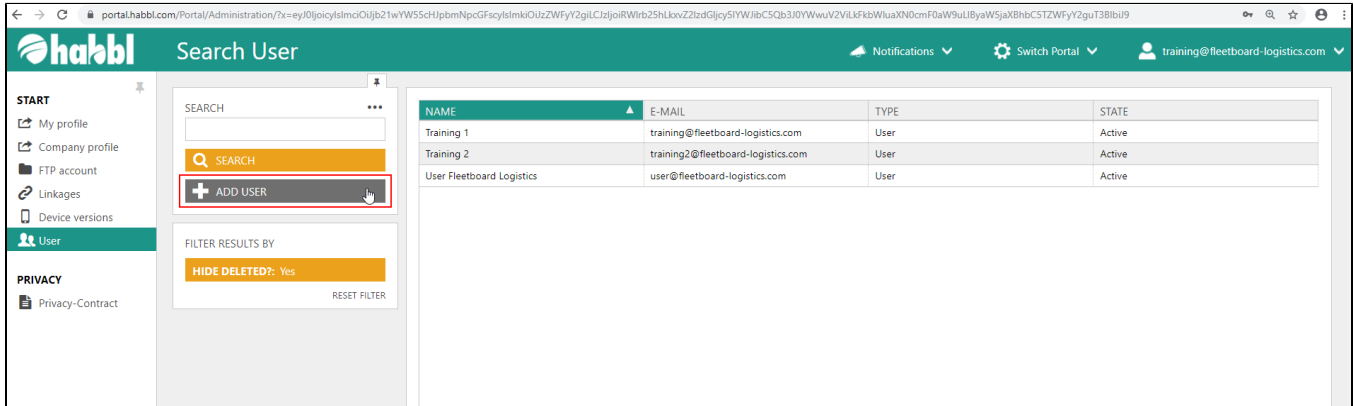
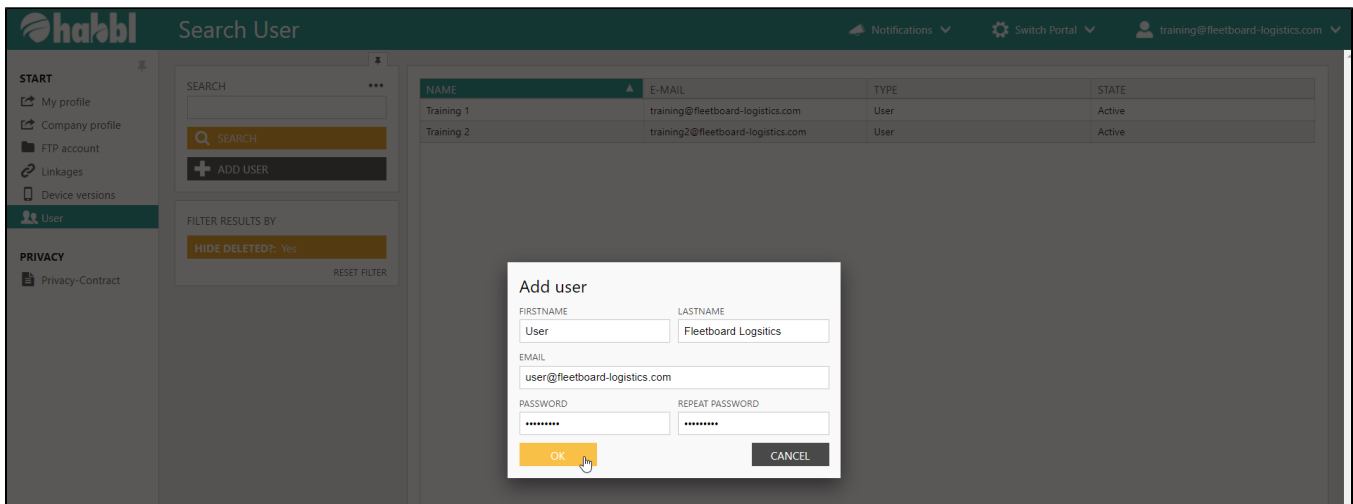


# Add a new user

ARTICLE



1. Click on the "ADD USER" button below the search bar in the user administration.



1. Enter a **firstname**, **lastname** and **email**
2. Define an individual **password** and **repeat** the **password** for confirmation
3. Click on the button "OK" to create the user



## User successfully created

If the user has been created successfully, you get a positive notification in the portal and you will find an additional row in the user list table. Please note that you have to define roles for each user you create. You can read how to do this in the next article.