



How to Add New Users

Add new users, bulk onboard, invite users

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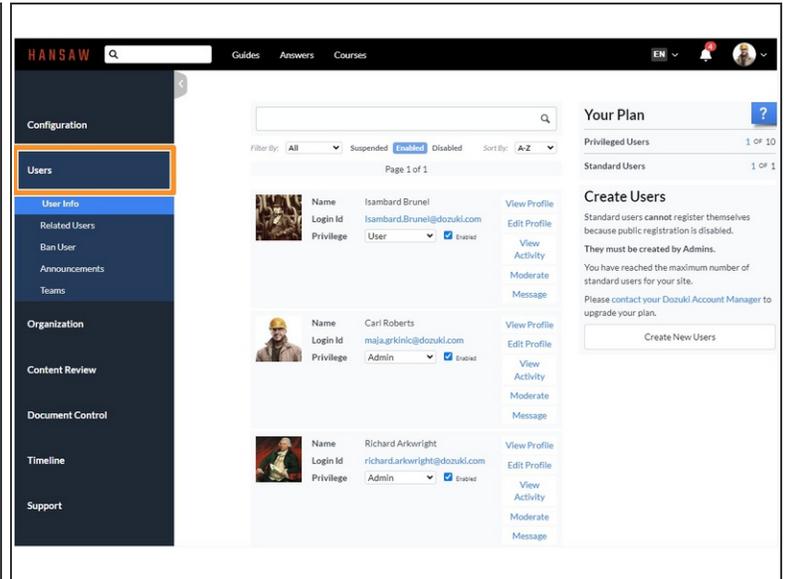
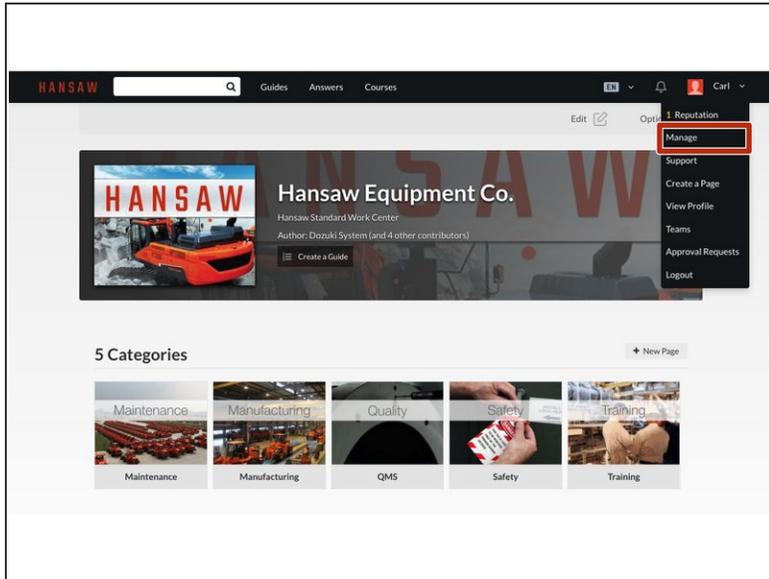


INTRODUCTION

There are two ways to create new users: either invitation by **email**, or (for organizations where users may not have or need an email address), direct account creation via **username**.

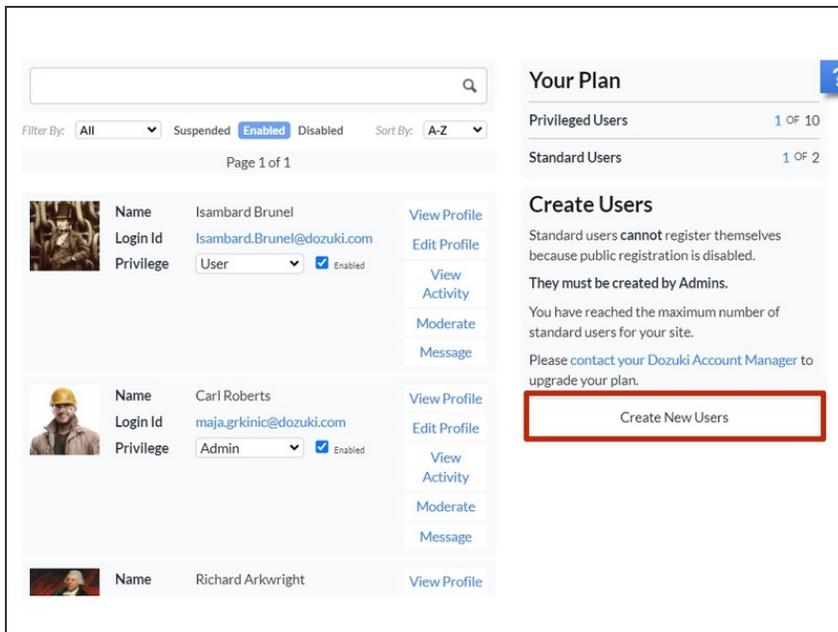
Note: Only admins have access to the User Info page to add new users.

Step 1 — Open User Info Page



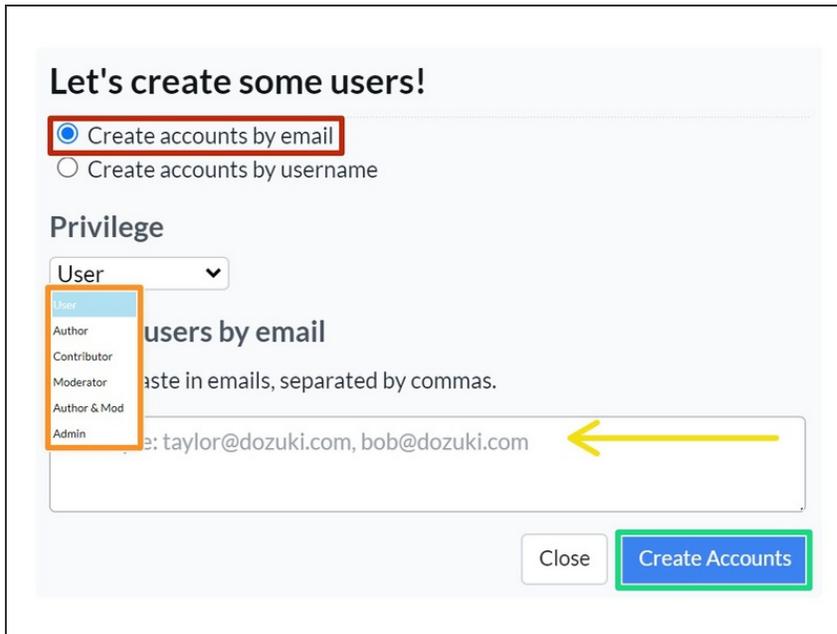
- To navigate to the Management Console, click **Manage** on the user drop-down menu from anywhere on the site.
- Click **Users** in the sidebar on the left side of the page.

Step 2



- Click on the **Create New Users** button on the right side of the page.

Step 3 — Invite Users via Email



Let's create some users!

Create accounts by email
 Create accounts by username

Privilege

User ▼

- User
- Author
- Contributor
- Moderator
- Author & Mod
- Admin

Enter email addresses in emails, separated by commas.

Emails: taylor@dozuki.com, bob@dozuki.com

Close Create Accounts

- Click **Create accounts by email**
- Select the level of privilege granted to the new user.
 - ⓘ See the [User Types Section](#) for more information on user privileges.
- Type in the emails of the user(s) you are inviting to the site.
 - ✦ If you are inviting more than one user, separate their email addresses with a comma.
- Click on the **Create Accounts** button.
 - ⓘ Invitees will receive an email invitation, which they need to accept in order to create their user account on the site.

Step 4

Let's create some users!

Create accounts by email
 Create accounts by username

Privilege
Accounts created by usernames are created with user privileges.

Create users by user ID
Type or paste in usernames, separated by commas. Usernames must be 3-15 characters, lowercase, and unique. The usernames listed here will be created with an autogenerated password downloadable as a CSV file.

jwoodfarmer

Close Create Accounts

Name jwoodfarmer **View Profile**
Login Id jwoodfarmer **Edit Profile**
Privilege User Enabled **View Activity**
Moderate
Message

Editing Jethro Wood's profile

Jethro Wood
@jwoodfarmer
1 Reputation
0 Solutions
0 Guides
Member Since 02/13/2024
Admin Info (jwoodfarmer)

Avatar Full Name
Jethro Wood
Email
Username
jwoodfarmer
Login ID
 Login using email
 Login using username
Summary
Change Password
New password Re-type new password
Save

- Click **Create accounts by username**.
 - Use the field to type in usernames, separating multiple users with commas.
 - Non-email accounts have basic user privilege by default.
 - Click **Create Accounts** to finalize. The user will automatically be created and enabled on the site, but will only have a username. The user or admin will have to finish setting up their account.
- ⓘ For details on editing user accounts, refer to [How to Edit your Email, Display Name, and Password](#)