



How to Add New Users

Add new users, bulk onboard, invite users

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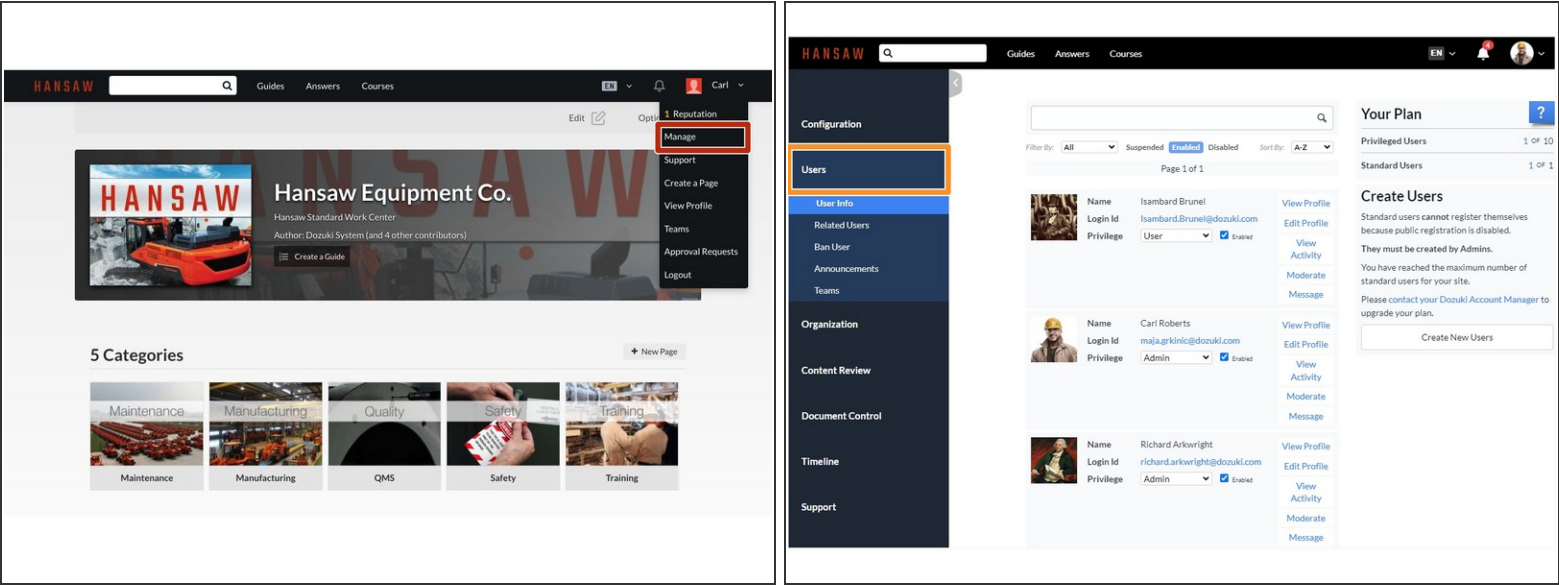


INTRODUCTION

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**.

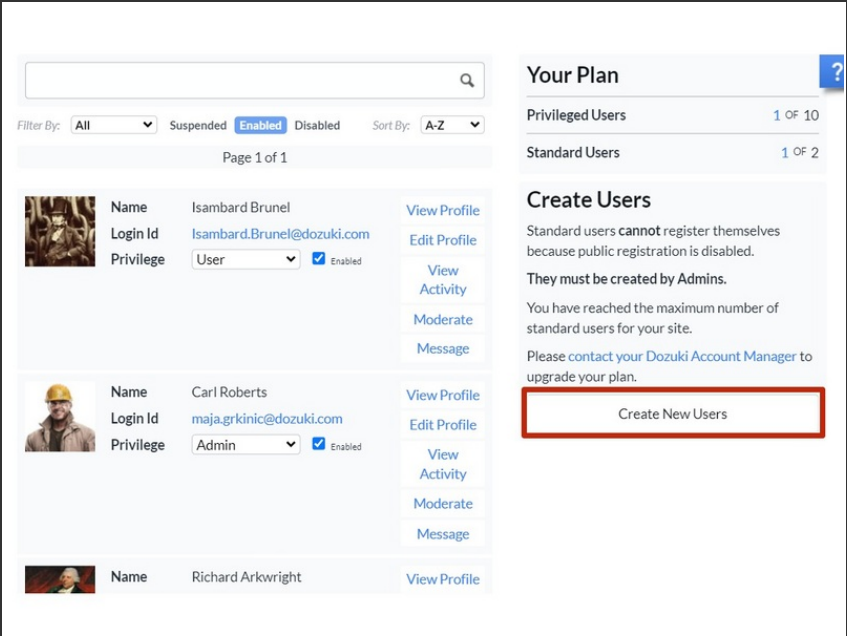
Note: Only admins have access to the User Info page to add new users.

Step 1 — Open User Info Page



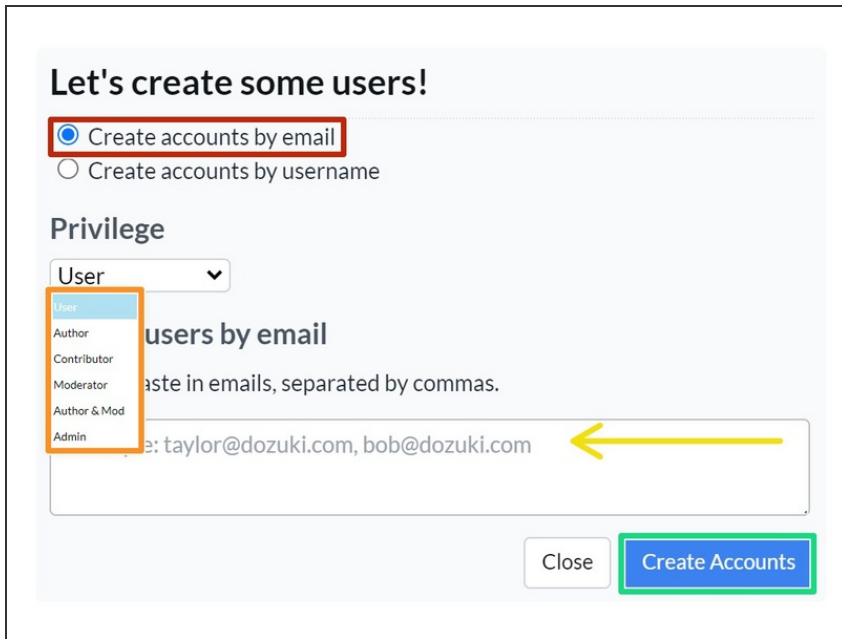
- To navigate to the Management Console, click **Manage** on the user drop-down menu from anywhere on the site.
- Click **Users** in the sidebar on the left side of the page.

Step 2



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

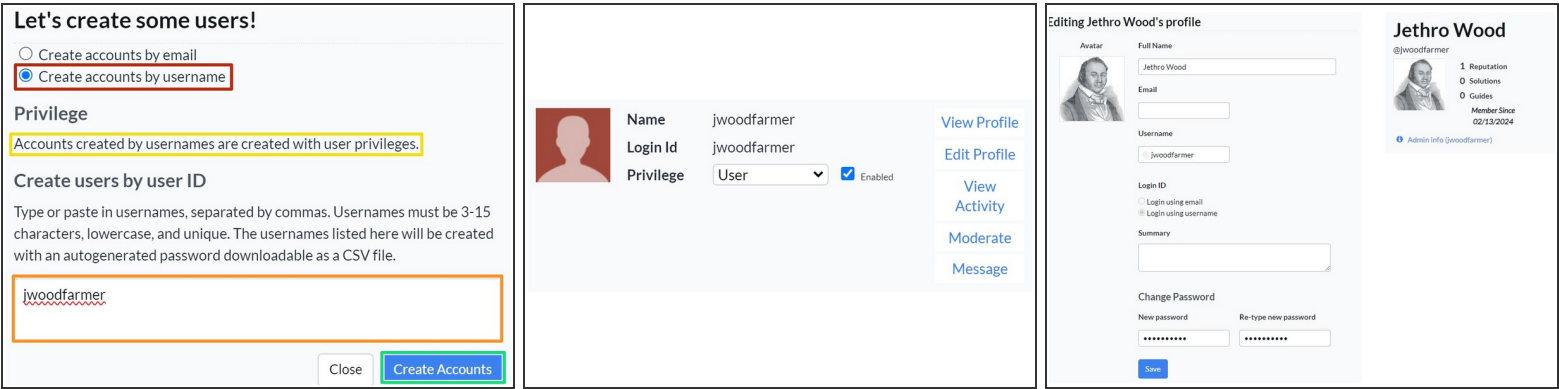
Step 3 — Invite Users via Email



The screenshot shows a web form titled "Let's create some users!". It has two radio buttons: "Create accounts by email" (selected and highlighted with a red box) and "Create accounts by username". Below is a "Privilege" dropdown menu with "User" selected; its open list is highlighted with an orange box and shows options: User, Author, Contributor, Moderator, Author & Mod, and Admin. A text input field contains "taylor@dozuki.com, bob@dozuki.com", with a yellow arrow pointing to it from the right. At the bottom are "Close" and "Create Accounts" buttons, the latter highlighted with a green box.

- 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



- 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](#)