Skills Builder

Admin
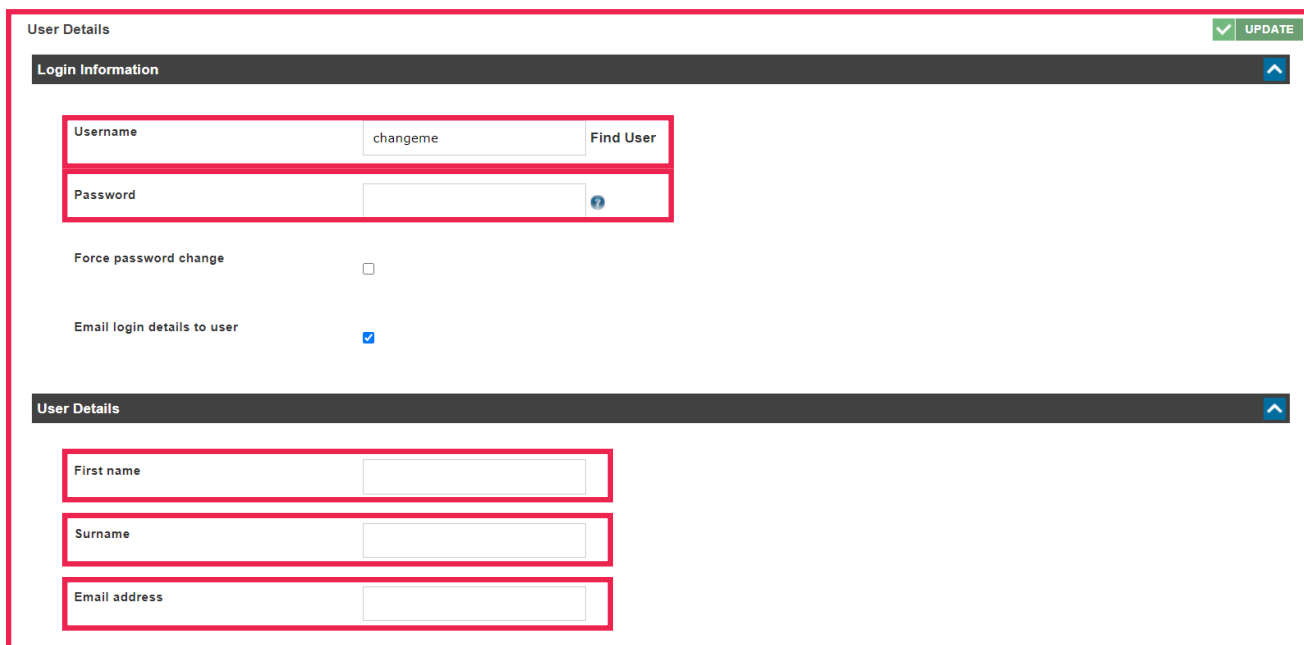### Create a new user

Create a New User

Having logged onto the platform you will arrive at the Dashboard which is your home page.

From home page select the **Administration** tab in the tool bar located on the left hand side of the page > Proceed to select **user's** icon >
Select **add a new user.**

Next complete the mandatory fields:

Username –create a username for your learner, there are no rules it just needs to be bespoke as no two usernames can be the same.

Password – if you know what the learners password is going to be populate this field accordingly, in the event you do not, use the temporary password of changeme.
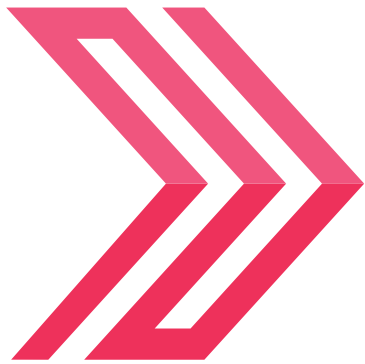
First name – specify the first name of your learner.

Surname – specify the surname of your learner.

Email address – specify the email address of your learner if you have it.

Selecting the **Update** button to create the account we will send an automated email with log in instructions.

Select **Update** to finalise the creation of this account, all is left to do is assign a qualification.

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