

## 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.** 

🖵 Dashboard 🗮		ADMIN DASHBOARD		2,	EDIT USER ACCOUNTS
<b>T</b> MyPins	<b>_</b>	USERS	×	٩	FIND USER
<b>a</b> dministration	***	GROUPS	~	2+	ADD A NEW USER
	Lui	REPORTS	~		
	2	COURSES			
		QUALIFICATIONS			



## Next complete the mandatory fields:

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Information		
Username	changeme	Find User
Password		0
Force password change		
Email login details to user	۵	
er Details		
First name		
Surname		
Email address		

**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.

