

Document number	Revision
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Create new user in Highstage

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[Introduction](#)

[Procedure](#)

[Frequently Asked Questions](#)

[Where can I make changes to existing users?](#)

[Can I make a new user with a user ID that already exists in Highstage?](#)

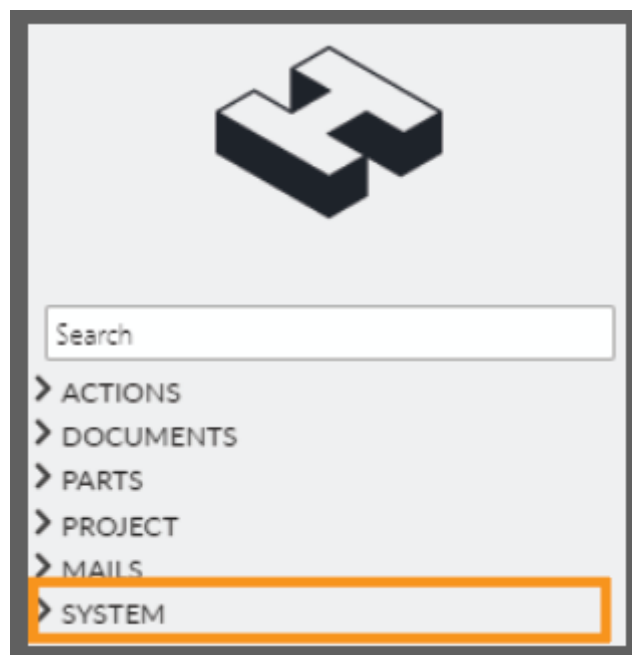
Introduction

This article introduces Highstage administrators to the process of creating new users and adding them to existing user groups - directly from Highstage.

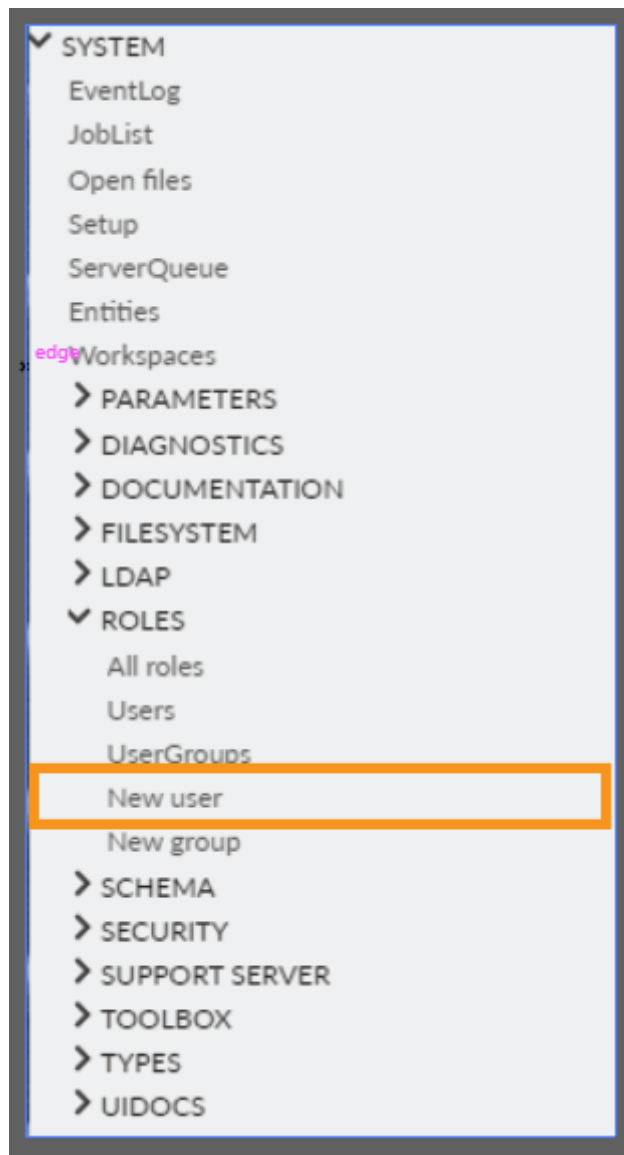
Procedure

The following procedure allows for you to create new users and add them to existing user groups in Highstage:

1. Set your user level to *AdminRead* or *AdminWrite* to get access to `SYSTEM` in the side navigation menu:



2. Navigate to `SYSTEM` > `Roles` and click *New user*:



This will open the *Create new user* page:

Create new User

1. Does the user already exist? Do NOT create duplicates!
2. The User unique ID is critical since it may appear in a number of places including documents and may require cost/effort to change later.
3. If password is not specified then a random password will be generated.
4. Fill in the fields below and click Create. A new user record will be created and a welcome mail will be send to user email address.
5. Creating new user may take a moment to execute due to mail transaction and ldap replication (may be optimized in the future).

User:*

Password:

FirstName:*

LastName:*

EmailAddress:*

MemberOf:*

Active:*

Create more

3. Fill out the form with appropriate user information:

Field	Description	Required	Note
User	Unique user ID that will be used for login and displayed throughout Highstage to represent the user. User ID must be unique and cannot be changed later	✓	
Password	Password for Highstage access.	✗ (If left empty, the user will receive an email with a generated password)	User passwords can be changed later, or retrieved if forgotten.
FirstName	First name.	✓	
LastName	Last name.	✓	
EmailAddress	Valid mail address of new user	✓	Mail address can be changed later.

Field	Description	Required	Note
MemberOf	Specify a list of existing Highstage user groups that the new user should be added to.	✓	A user must be assigned to appropriate user groups to gain access to Highstage contents.
Active	Toggles whether the newly created user should be active when created. <i>An inactive user cannot access Highstage</i>	✓	

- When all required fields are filled out, click to create the new user.
- You have successfully added a new user to Highstage and placed them in appropriate existing Highstage user groups.

Frequently Asked Questions

Where can I make changes to existing users?

- Set your user level as *AdminRead* / *AdminWrite*.
- Navigate to > and click *Users* in the side navigation menu.

From here, you get an overview of the existing Highstage users and user information.

Can I make a new user with a user ID that already exists in Highstage?

No. When you click *Create* and the specified user ID is already associated with an existing Highstage user, you will be prompted to change the user ID.



Highstage