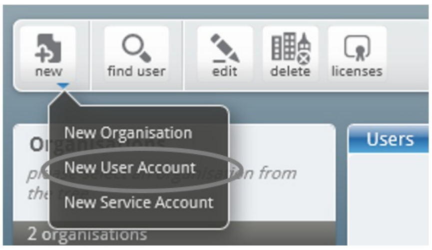
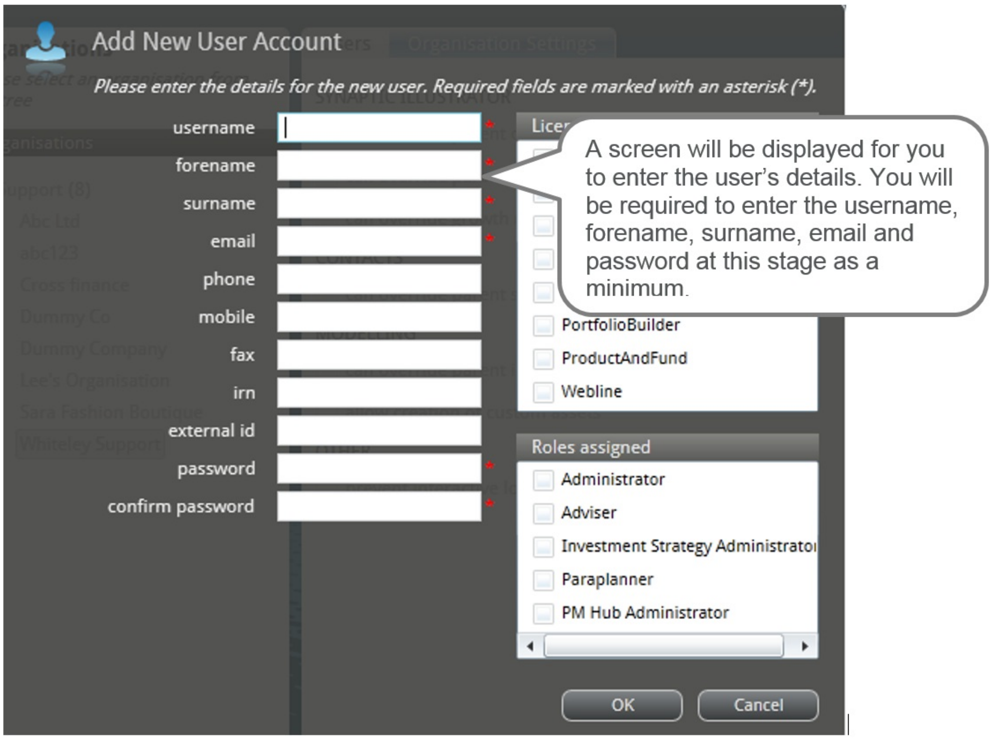
How do I add new users?

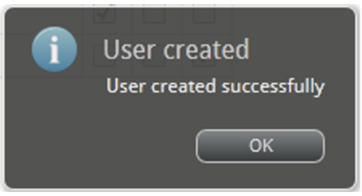
Last Modified on 19/02/2020 11:17 am GMT

In order to add users to an organisation, click on the organisation and then click **new** from the ribbon bar, selecting **New User Account.**





Ensure the password entered is in the correct format.



Click **OK** to finish.

NB The administrator must ensure that they read the next section below regarding user licences to complete this process.