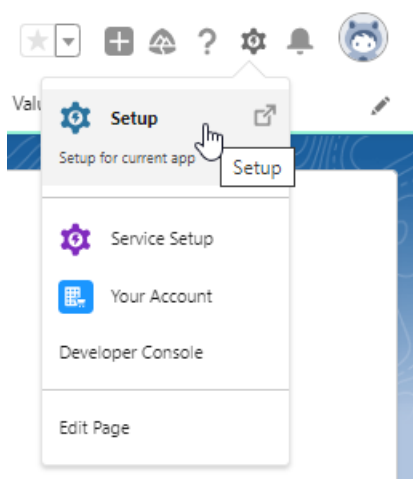


# Adding New Users

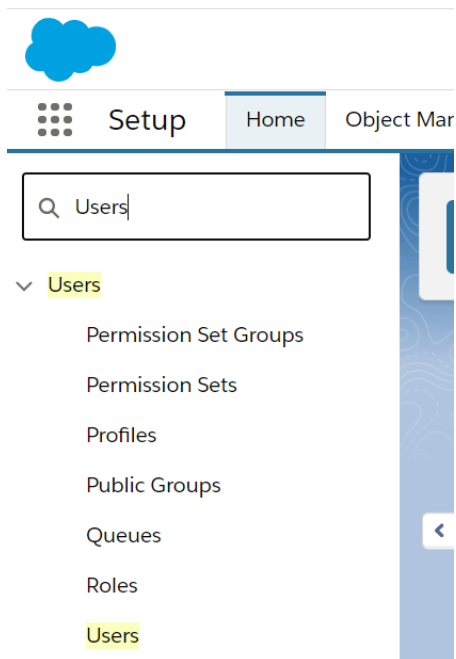
16/06/2025 3:50 pm BST

To assign licences, you will have to be an admin user

Navigate to Setup in the top right of the screen:



Type 'users' in quick find box on the top left of the screen. In the Users list, select 'Users'



If you would like to add one new user - Click on 'New User'.

Fill in the details for the new user and they will receive an invite to sign up to Synaptic Pathways.

Enter the red required information (username will need to be unique), the User Licence should be set as 'Salesforce' and Profile as either Standard User or System Administrator.

**User Edit** [Save] [Save & New] [Cancel] = Required Information

**General Information**

First Name	<input type="text"/>	Role	<None Specified> [i]
Last Name	<input type="text"/>	User License	Salesforce
Alias	<input type="text"/>	Profile	--None-- [i]
Email	<input type="text"/>	Active	<input checked="" type="checkbox"/>
Username	<input type="text"/>	Marketing User	<input type="checkbox"/>
Nickname	<input type="text"/> [i]	Offline User	<input type="checkbox"/>
Title	<input type="text"/>	Sales Anywhere User	<input type="checkbox"/>
Company	<input type="text"/>	Knowledge User	<input type="checkbox"/>
Department	<input type="text"/>	Flow User	<input type="checkbox"/>
Division	<input type="text"/>	Service Cloud User	<input type="checkbox"/>

☐ Site.com Contributor User  
☐ Site.com Publisher User  
☐ WDC User  
☐ Accessibility Mode (Classic Only) [i]  
☐ High-Contrast Palette on Charts [i]  
☐ Debug Mode [i]  
☒ Quick Access Menu

Flow User will also need to be selected:

**User Edit** [Save] [Save & New] [Cancel] = Required Information

**General Information**

First Name	<input type="text"/>	Role	<None Specified> [i]
Last Name	<input type="text"/>	User License	Salesforce
Alias	<input type="text"/>	Profile	Standard User [i]
Email	<input type="text"/>	Active	<input checked="" type="checkbox"/>
Username	<input type="text"/>	Marketing User	<input type="checkbox"/>
Nickname	<input type="text"/> [i]	Offline User	<input type="checkbox"/>
Title	<input type="text"/>	Sales Anywhere User	<input type="checkbox"/>
Company	<input type="text"/>	Knowledge User	<input type="checkbox"/>
Department	<input type="text"/>	Flow User	<input checked="" type="checkbox"/>
Division	<input type="text"/>	Service Cloud User	<input type="checkbox"/>

☐ Site.com Contributor User  
☐ Site.com Publisher User  
☐ WDC User  
☐ Accessibility Mode (Classic Only) [i]  
☐ High-Contrast Palette on Charts [i]  
☐ Debug Mode [i]  
☒ Quick Access Menu

Once these options have been completed, ignore all other fields and 'Save'.

Selected 'Save & New' if you would like to save the user you've just created and add another user.