

Creating new users on the Pathotrainer

Starting from the Home Page in PathoTrainer, you will see on your left side the Users section. This is where you can manually add different users to the platform with any available role. When you are granted the Administrator role, you will have access to this section, so make sure your account has the correct permissions before continuing.

Click on the Users section and go to Create user. Here you will need to fill in all the required information for the new account. The steps are:

1. Ordered List Item Fill in a Username
1. Ordered List Item Add the First Name and Last Name
1. Ordered List Item Choose a Password for the new user
1. Ordered List Item Enter the Email address, which will be used to send the invitation for training sessions
1. Ordered List Item Select the appropriate Role for the user

As an Administrator, you will see that you can select from all available roles on the platform, including the Administrator role. This means new users can also have access to the user management section if needed.

Once all fields are completed and the appropriate role is chosen, confirm the creation of the user by clicking on Save. And there you go, a new user has been added to the platform which can now be added to your training session in the Participants tab. Check how to do this on the [Invite participants](#)

From:
<https://docs.pathomation.com/pathotrainer/> - **Pathotrainer**

Permanent link:
https://docs.pathomation.com/pathotrainer/doku.php?id=creating_users&rev=1763634944

Last update: **2025/11/20 13:35**

