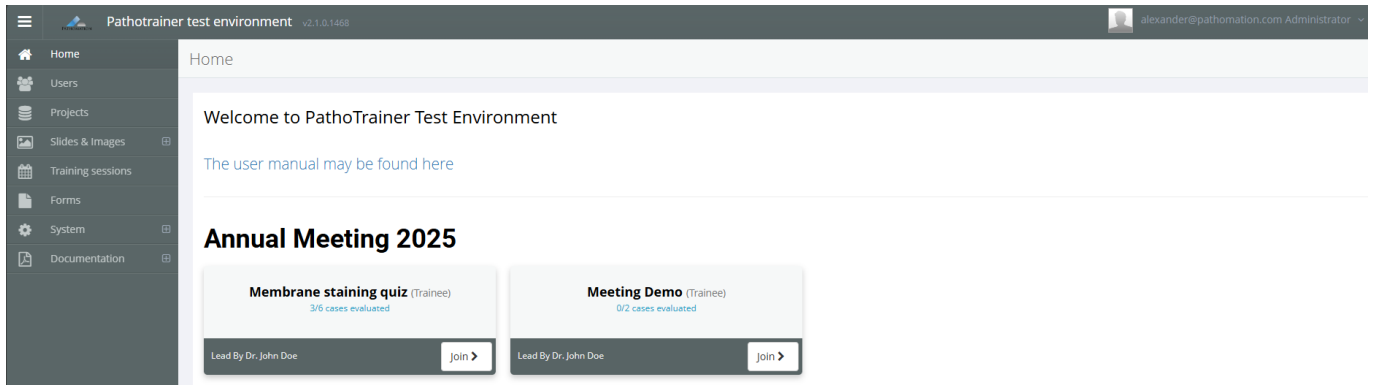
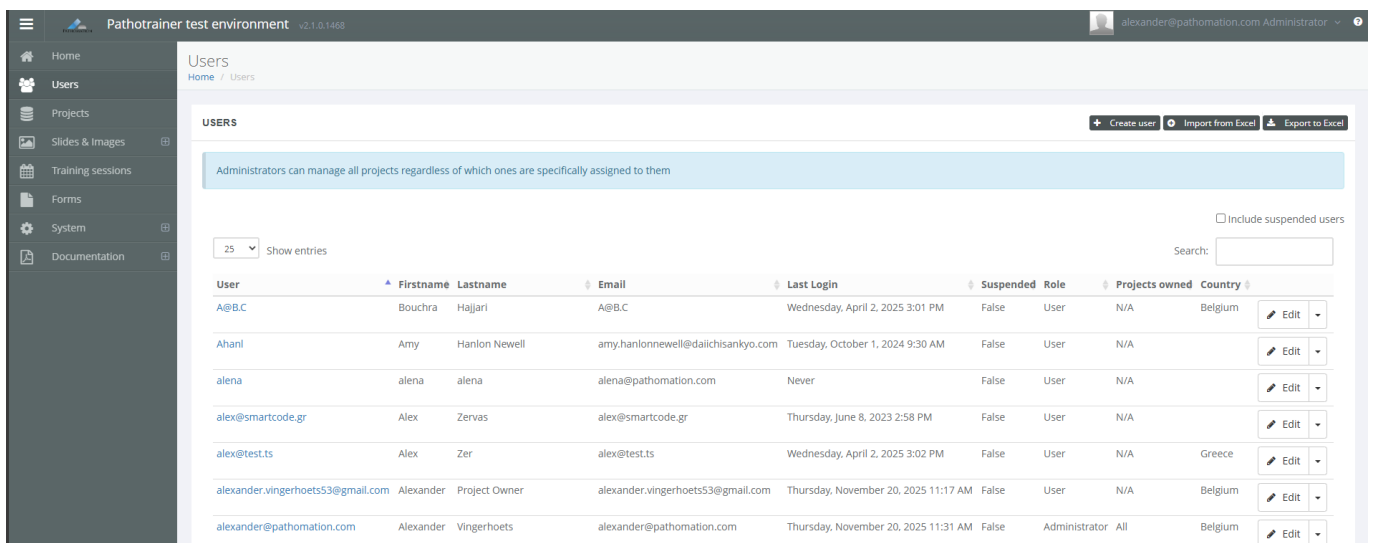


Creating new users on the Pathotrainer

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.



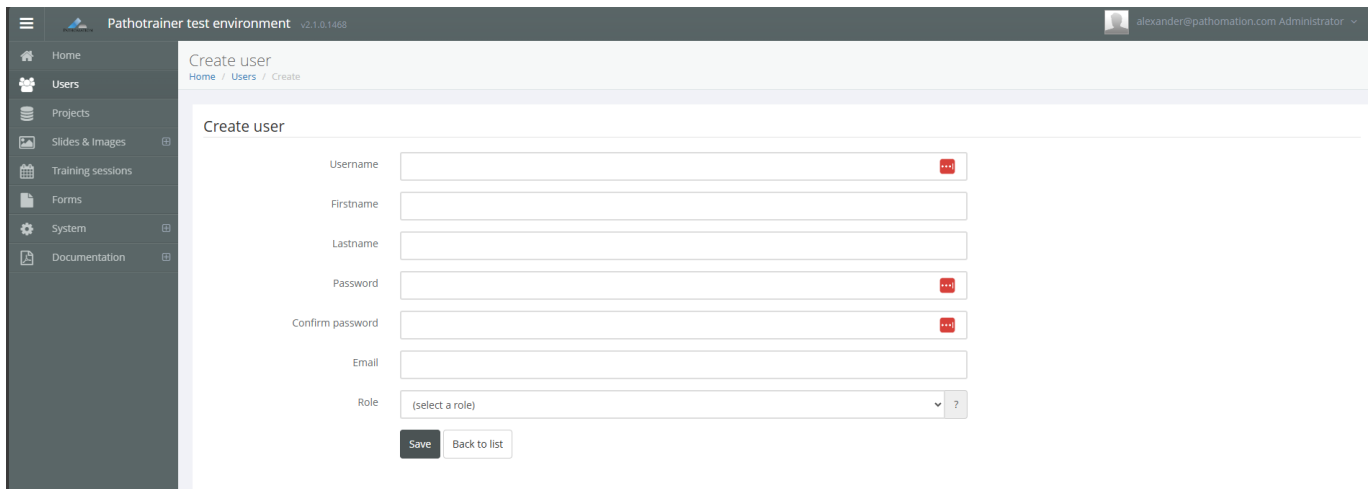
The steps are:

- Fill in a Username
- Add the First Name and Last Name
- Choose a Password for the new user
- Enter the Email address, which will be used to send the invitation for training sessions
- 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.



The screenshot shows the 'Create user' form in the Pathotrainer test environment. The form includes the following fields: Username (with a red eye icon for visibility), Firstname, Lastname, Password (with a red eye icon), Confirm password (with a red eye icon), Email, and Role (a dropdown menu with '(select a role)' and a help icon). At the bottom of the form are 'Save' and 'Back to list' buttons. The left sidebar contains navigation options: Home, Users, Projects, Slides & Images, Training sessions, Forms, System, and Documentation. The top right corner shows the user 'alexander@pathomation.com Administrator'.

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](#) page.

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

Permanent link: https://docs.pathomation.com/pathotrainer/doku.php?id=creating_users&rev=1763635447

Last update: **2025/11/20 13:44**

