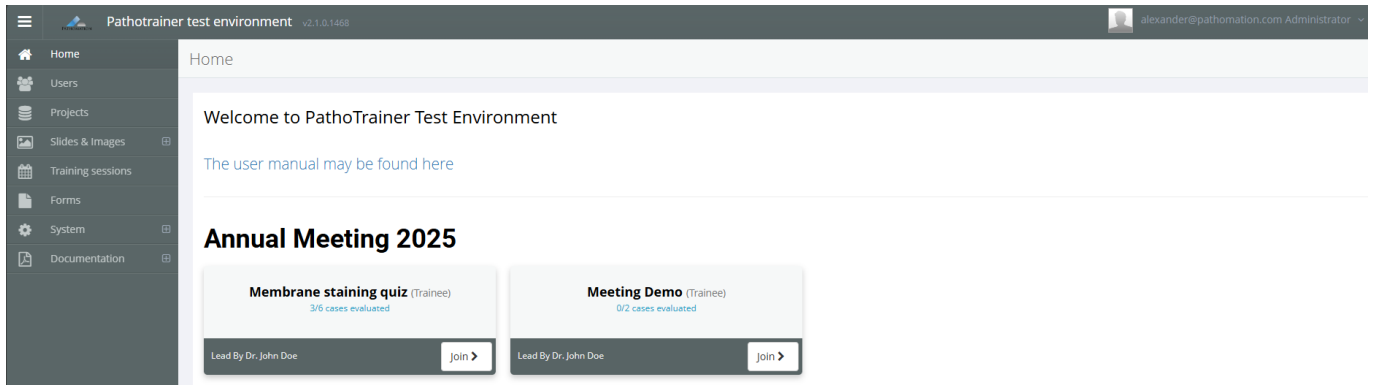


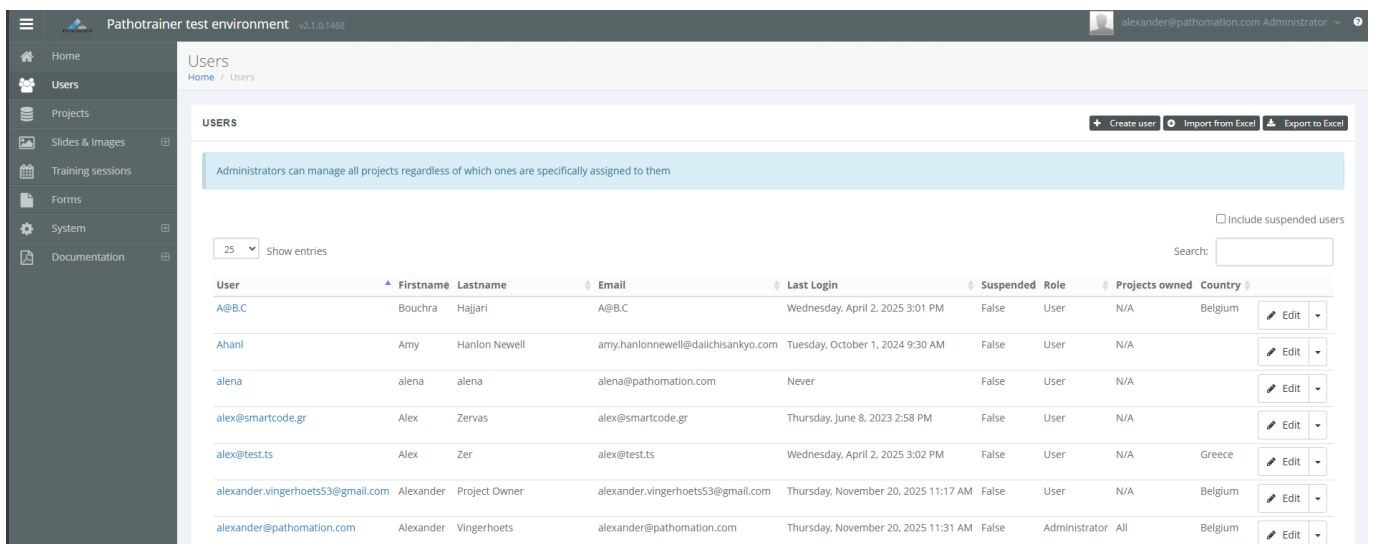
Creating New Users on the PathoTrainer

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.



How to Access User Management?

Click on the Users section on the sidebar and go to Create User in the right corner. Here you will need to fill in all the required information for the new account.



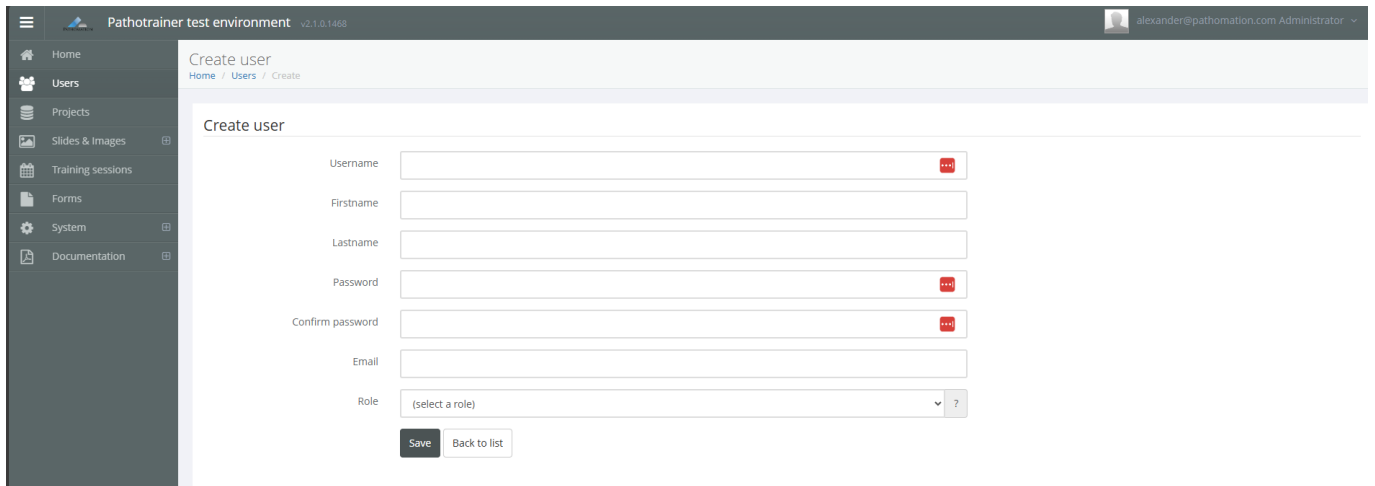
The steps are:

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

Once all fields are completed and the appropriate role is chosen, confirm the creation of the user by

clicking on Save.



Administrator is King

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 with the Administrator role, which might come in handy for setting up assistance with creating new users for a training session.



When a new user has been added to the platform, you have the option to add this person to your training session in the Participants tab. Check how to do this on the [Invite participants](#) page.

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