

Create a New User as an Advanced Permissions User

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Overview

Every individual you want to access your Resolver environment requires a user account. A user with the **User Management** or **Settings Management** advanced permissions can create user accounts in Resolver. When a user account is created, that user must be assigned to user group and/or roles.



Note:

If you are an Administrator creating a new user, please refer to the [Create a New User](#) article.

User Account Requirements

The user account you use to log into Resolver must have Administrator or the **User Management** or **Settings Management** advanced permissions to create a new user. If you are an Administrator, please refer to the [Create a New User](#) article.

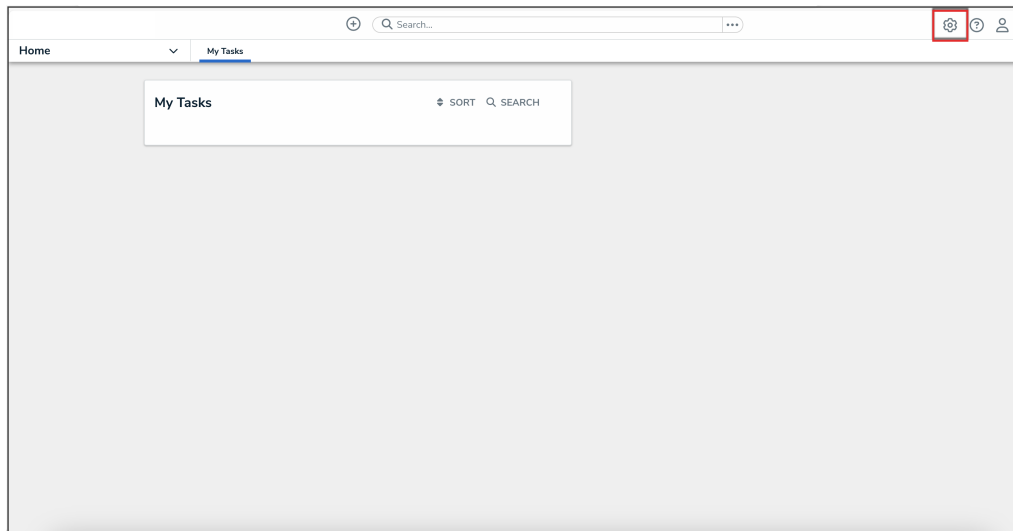
Related Information/Setup

For more information on adding a user to a user group, please see the [Adding a User to a User Group](#) article.

For more information on using an alternate language setting, please see the [Languages Overview](#) article.

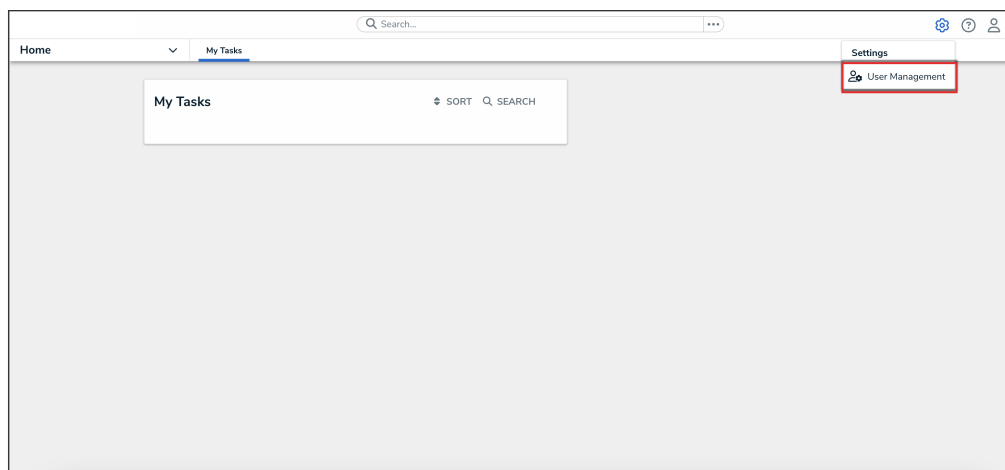
Navigation

1. From the **Home** screen, click the **Administration** icon.



Administration Icon

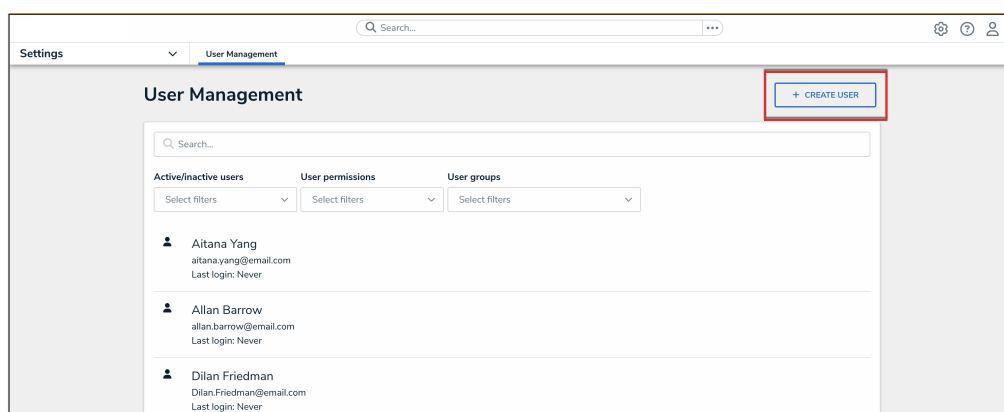
2. From the **Administrator Settings** menu, click **User Management**.



Administrator Settings Menu

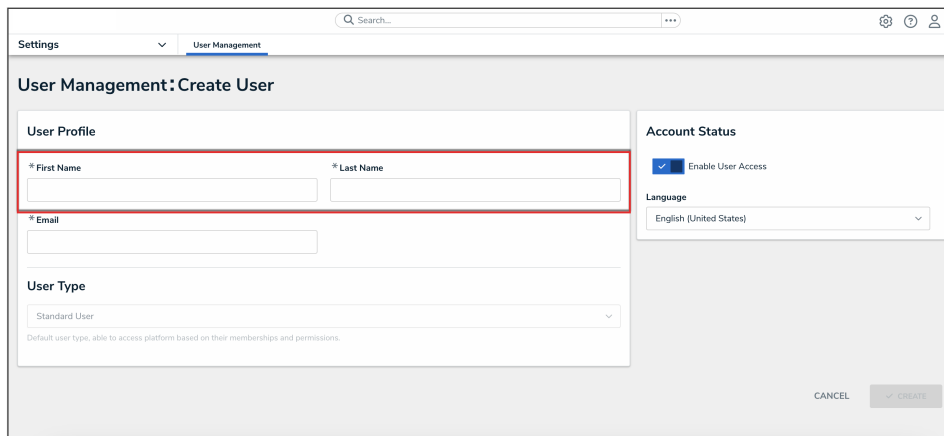
Creating a New User

1. From the **User Management** screen, click the **Create User** button.



Create User Button

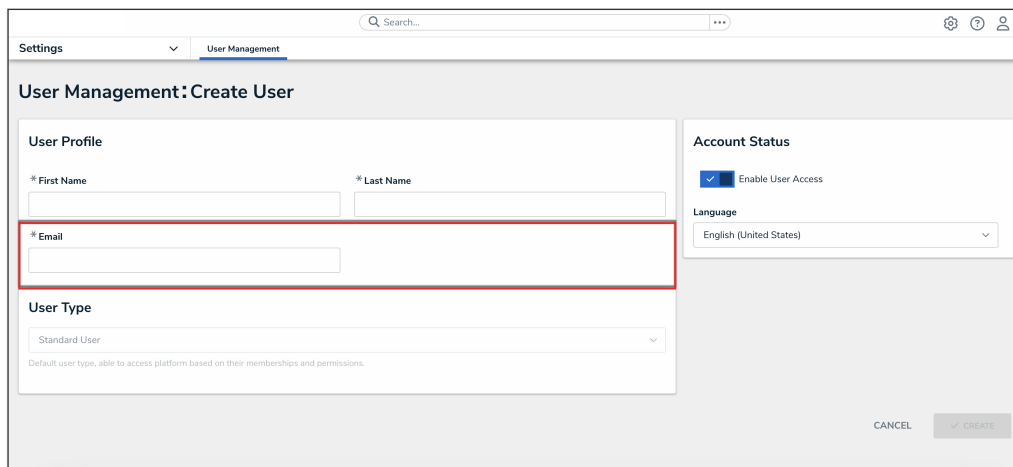
2. Enter the user's name in the **First Name** and **Last Name** fields.



The screenshot shows the 'User Management: Create User' interface. On the left, the 'User Profile' section contains three input fields: '* First Name', '* Last Name', and '* Email'. The first two fields are grouped together and highlighted with a red rectangular box. Below them is the 'User Type' dropdown menu, which is currently set to 'Standard User'. On the right, the 'Account Status' section includes a checked toggle for 'Enable User Access' and a 'Language' dropdown menu set to 'English (United States)'. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

First and Last Name Fields

3. Enter the user's email address in the **Email** field. The email address is used to:
 - Receive the Resolver sign-up email containing instructions on creating a new password and signing into Resolver.
 - Authenticate the user when logging in to Resolver.



This screenshot is similar to the previous one but highlights the '* Email' field with a red rectangular box. The 'First Name' and 'Last Name' fields are no longer highlighted. The rest of the form, including the 'User Type' dropdown and the 'Account Status' section, remains the same.

Email Field

4. Advanced permission users can only create **Standard Users** from the **User Type** drop-down menu. Standard users are granted access to parts of Resolver based on their memberships and permissions.
5. **(Optional):** In the **Account Status** section, click the **Enable User Access** toggle switch to deactivate the user account. By default, the user account is enabled.

The screenshot shows the 'User Management: Create User' form in the Resolver application. The form is divided into two main sections: 'User Profile' and 'Account Status'. The 'User Profile' section contains fields for 'First Name', 'Last Name', and 'Email', along with a 'User Type' dropdown menu. The 'Account Status' section, highlighted with a red box, contains a toggle for 'Enable User Access' (which is checked) and a 'Language' dropdown menu (set to 'English (United States)'). At the bottom right of the form, there are 'CANCEL' and 'CREATE' buttons.

Account Status Toggle Switches

5. **(Optional):** Select a language from the **Language** field drop-down menu to change the system's language setting. Before you can set an alternate language setting, an Administrator needs to download a Languages CSV file from the system, map language translations to the user interface text, and upload the CSV file for use within Resolver.
6. Click the **Create** button to create the new user account.

This screenshot shows the 'User Management: Create User' form with sample data entered. The 'First Name' field contains 'Test', the 'Last Name' field contains 'User', and the 'Email' field contains 'test.user@email.com'. The 'User Type' dropdown is set to 'Standard User'. The 'Account Status' section remains the same as in the previous screenshot. The 'CREATE' button at the bottom right is highlighted with a red box.

Create Button