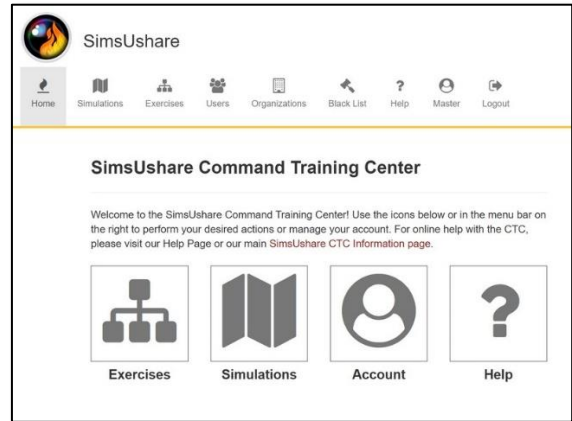


## Create/Manage Account Users

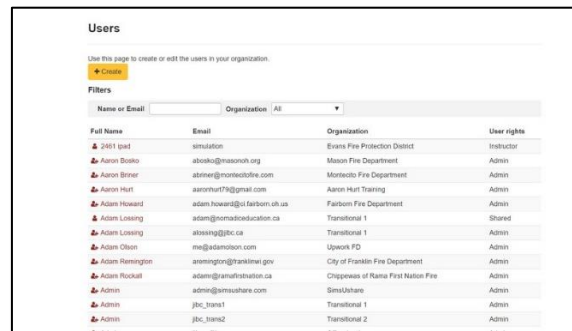
Users are associated with organizations (accounts). Therefore, to create a user, you must have created the organization already.

Once you have an account to which you want to add users, navigate to the “Users” tab. Both Master Users and Organization Administrators (“Admins”) can create and manage users—only Master Users can cross organizations. Admins can only create/manage accounts for the organization they are associated with.



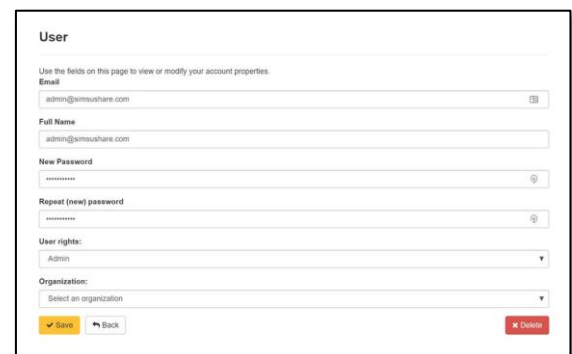
If you are logged in as a Master User, the system will show you a list of all the users in all accounts, as well as a Filter bar in which you can restrict which Users are shown. If you are logged in as an Admin, the system will show you a list of all the users in your account.

To create a new user, press “Create”. To manage or delete a user, press the User’s “Full Name”.



Fill in or adjust the information on this page. When you are finished, press the “Save” button. If you want to delete this user, press the “Delete” button. A few items require explanation.

- *Email*: user login
- *User rights*: **Admin**, **Instructor**, **Shared**, or **Master**. Admin’s can do all operations in account. Instructors can only conduct multiplayer exercises, not create or manage users, or upload sims. Shared users are only allowed to download sims.



Several options on the screens will be limited by your current user role, for example you will not see “Master” unless you are logged in as a Master User, and Admins will not see the list of organizations or have the “Organization” drop-down menu when creating/editing a user.