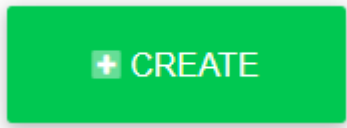


Creating a New User



We have chosen the green “**Create**” button in the List of Users.
The “**Login name**” and “**Email**” fields are required to create a user.
(Infoport in the background synchronises a user’s Infoport with the user’s EA according to the login name in Infoport and the login in EA.)
Password is required in order to sign in. Signing in without a password is permitted solely for users of Active Directory.

Create a User

Email

First name

Surname

Department

Password

← BACK

CREATE

After correctly filling in and clicking on the “**Create**” button, we will get to the user “**Edit**”.