

# 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
<input type="text"/>
First name
<input type="text"/>
Surname
<input type="text"/>
Department
<input type="text"/>
Password
<input type="password"/>
<input type="button" value="← BACK"/>
<input type="button" value="■ CREATE"/>

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

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Revision #3

Created 23 May 2022 10:38:06

Updated 8 February 2024 09:27:20 by Karolína Kavanová