## **Guidance for the website**

## Creating a new user.

	U	Content	Media	Settings	Packages	Users	Members	Forms	Translation	
--	---	---------	-------	----------	----------	-------	---------	-------	-------------	--

- Click on "Users" in the top bar.
- Click the arrow to the right of "Invite user," and the "Create user" field will appear - click on it.
- A new page will appear.

## **User management**



	User management		L Users	droups
Enter the name of the new user an their email address. Click on "User group" - Add. A new window will open.	Back to users	Create users to give them access to Umbraco. When a new user is created a assword will be generated that you can share with the user.   Name *   Enter a name   Enter a name   Enter a name   Enter a name   And moust to a sign access and permissions   Add   Create user		

- Choose the permissions the new user should have.
- Click "Submit."
- Click "Create user."



- A new user has now been created.
- Click on "Go to user profile."

Haug has been created						
The new user has successfully been created. To log in to Umbraco use the password below.						
Password						
	Show Copy					
Create another user Go to user profile						

• You can change the language if needed.

Profile	
Email *	
akh@haug-it.dk	_
Language	
Set the language you will see in menus and dialogs	<b>\</b>
English (United States)	~

- Change the password, you can use the code 1234567890 if desired.
- This is also where the new user can change their password themselves.
- Finish by confirming it.



Change password	
New password *	
•••••	
Confirm new password *	
••••••	
	Cancel Confirm

Then send the user their login information.