Adding New Users Only to the System (individually):

If you are adding a small number of users without assigning them coursework right away, this method is extremely convenient. To add new users to the system individually, begin from the Administrator homepage and:

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- 1. Select Users
- 2. Select the orange **+Add New User** button to open a new window and begin entering the user information.
- 3. First Name (required)
- 4. Last Name (required)
- 5. **Username** (required, unique) we **STRONGLY recommend using a valid work email address** for this field. *Why?* A work email is unique and easy to remember.
 - a. If no email address is available, use this format **Firstname.Lastname.CID** (the CID is your company's CalChamber ID number that can be found on your purchase confirmation email)
- 6. **Email** the best practice is to repeat the valid email address used in step 5 above. If the user does not have a valid email address, the user will not receive any emails from the learning platform. This can be left blank if the user does not have an email address.
- 7. Select **Save*** if you are done adding information for your new user.

*At this time, if all you want to do is add a user without assigning coursework, you may hit "Save." Your new user will receive a welcome email that guides them through setting up their password and logging in. Assigning a course is not required when adding a new user. For instructions on how to add new users and assign them coursework at the same time, please see the related document, *Adding New Users and Enrolling Coursework at the Same Time (manually)* on http://www.calchamber.com/LMS