

## Lesson 3: User & Groups Exercises

(Cache Admin Only)

Cache Users will sometimes need to create new users in the system. This lesson shows how this is done.

1. Log in with your assigned username and password
2. Launch the Configurator
3. From the **Applications** menu (upper left) select **Platform**
4. Expand **Security**
5. Double-Click **Users**
6. Click the *Person with Green Plus Sign* icon on the far right on Search Results line.

This brings up the form to create a new user. You will create a new user with your initials.

7. Enter a user ID
8. Enter a password (same as the user ID)
9. Enter a User Name
10. Select a Theme (color)
11. Select a Locale (timezone)
12. For Menu Group Select **NWCG Menu All**
13. Skip Data Security Group
14. Click the Gears to enter Contact and Billing addresses
15. Subscribe to groups **NWCG\_Cache\_System\_Admin** and **NWCG\_Mobile\_User**
16. Click the floppy disk icon at the top right to save your new user.
17. Logout.
18. Login as your new user to verify that you can login.
19. Logout.