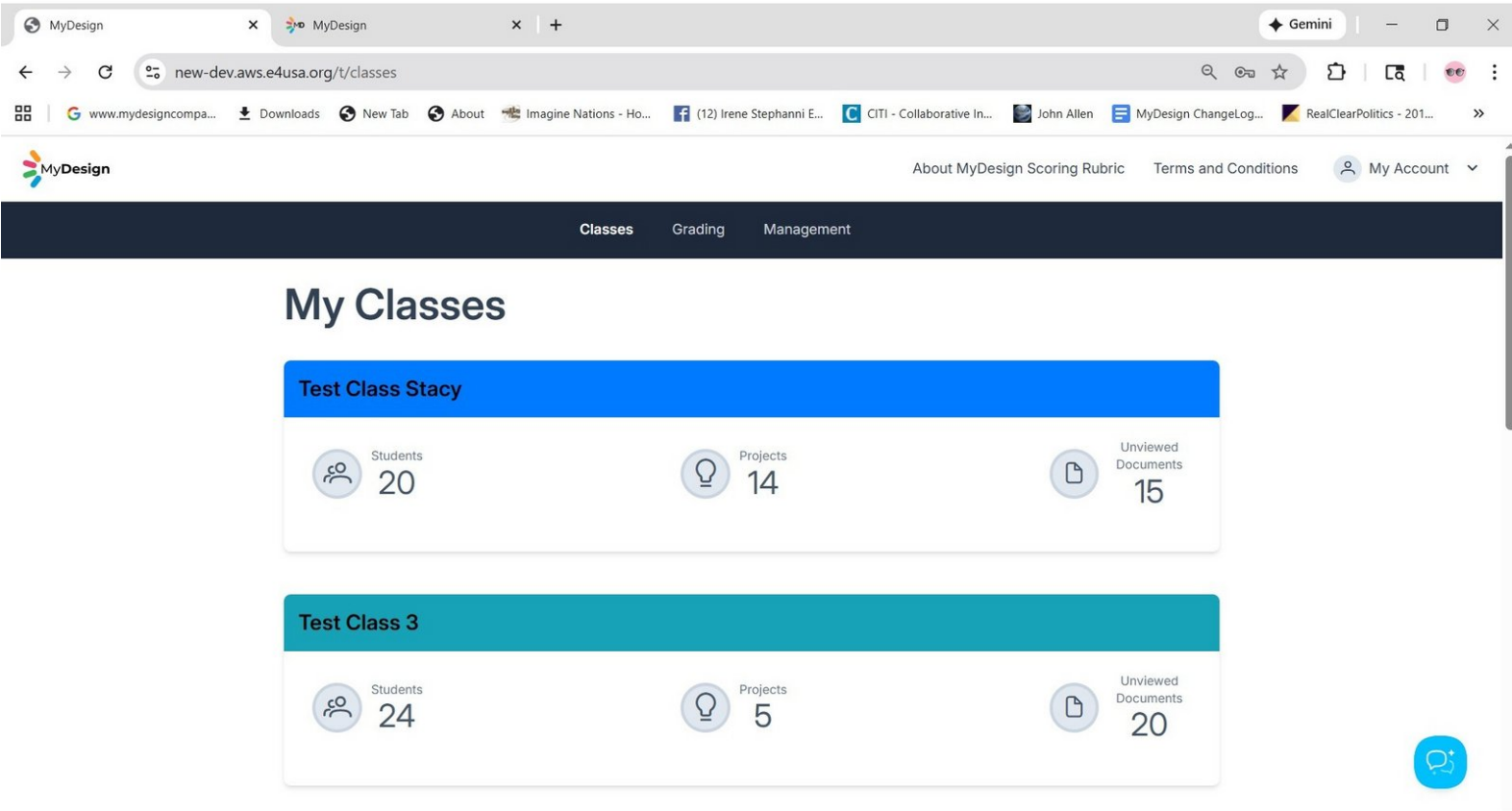




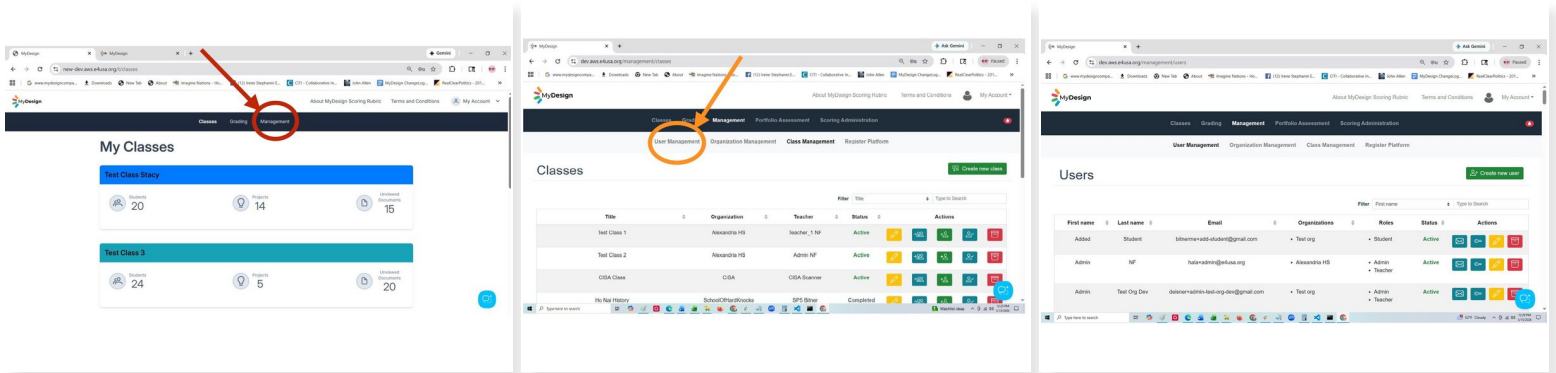
Creating a New User Account in e4usa MyDesign® Management Stand-alone Version

This guide illustrates the process for creating a single user account in the MyDesign Management/User Management tab.

Written By: Michael Bitner

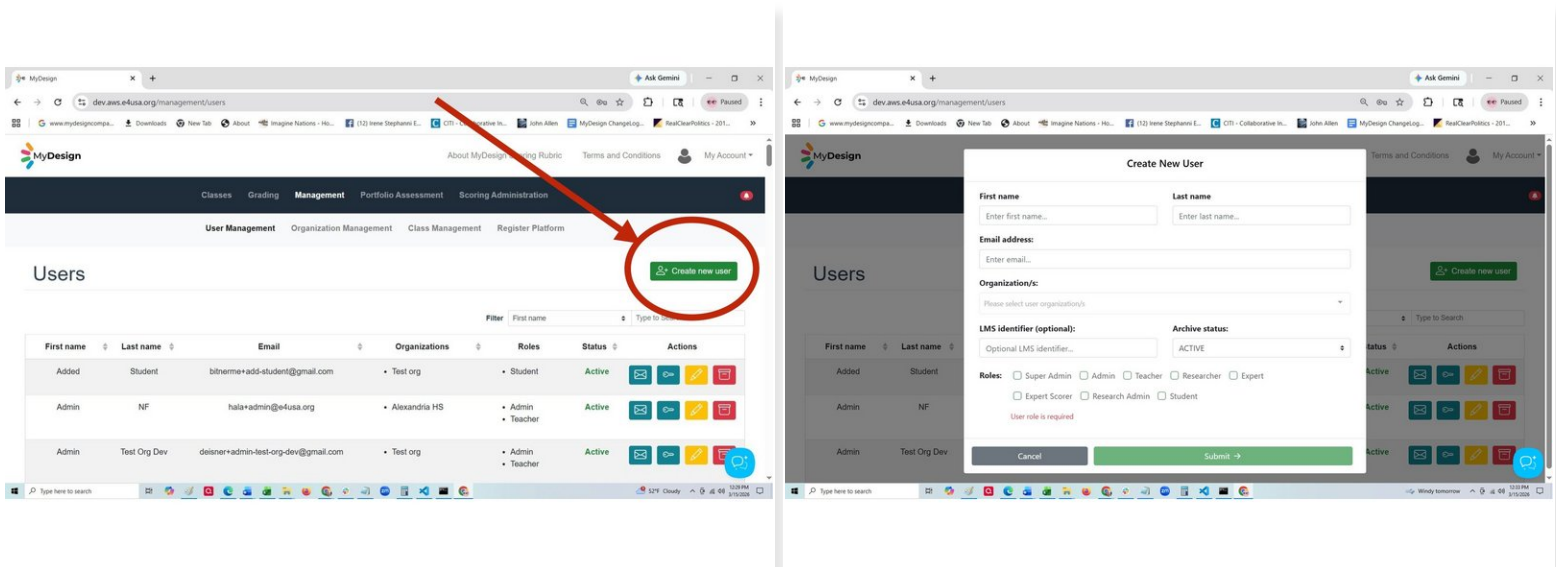


Step 1 — Navigate to User Management



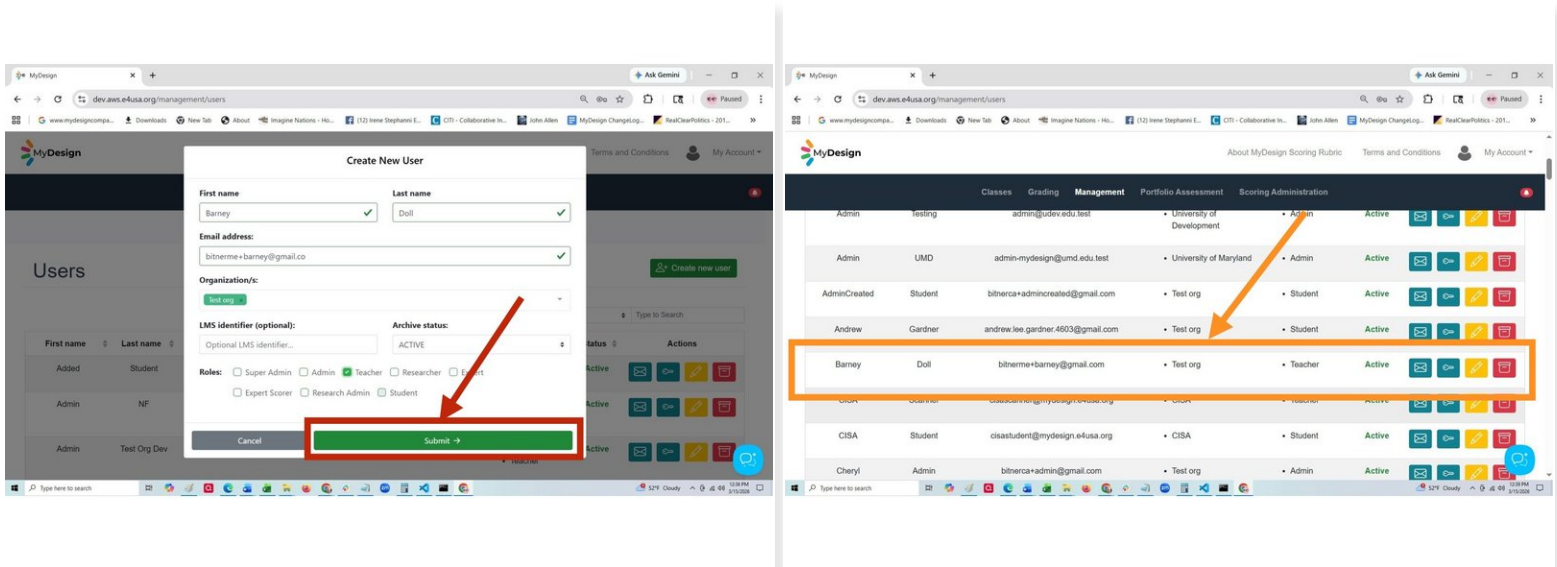
- Select **Management** in the e4usa MyDesign® Stand-Alone Version
- Select **User Management** on Management screen
- User Management screen appears

Step 2 — Navigate to Create New User Modal



- Select **Create new user**
- Create New User modal appears

Step 3 — Create New User



- Fill out the form using the entries below to view results in the Organizational Roster.
- **First name:** Newguy **Last name:** Intown
- **Email address:** NewguyIntown@e4usa.org. Note: "User email is invalid" will appear in red for entry error
- **LMS Identifier (Optional):** leave blank
- **Archive Status:** must be "Active"
- **Roles:** select Student. Failure to select a Role will result in the error message: "User role is required" in red
- Select **Submit**
- User appears in the Organizational Roster