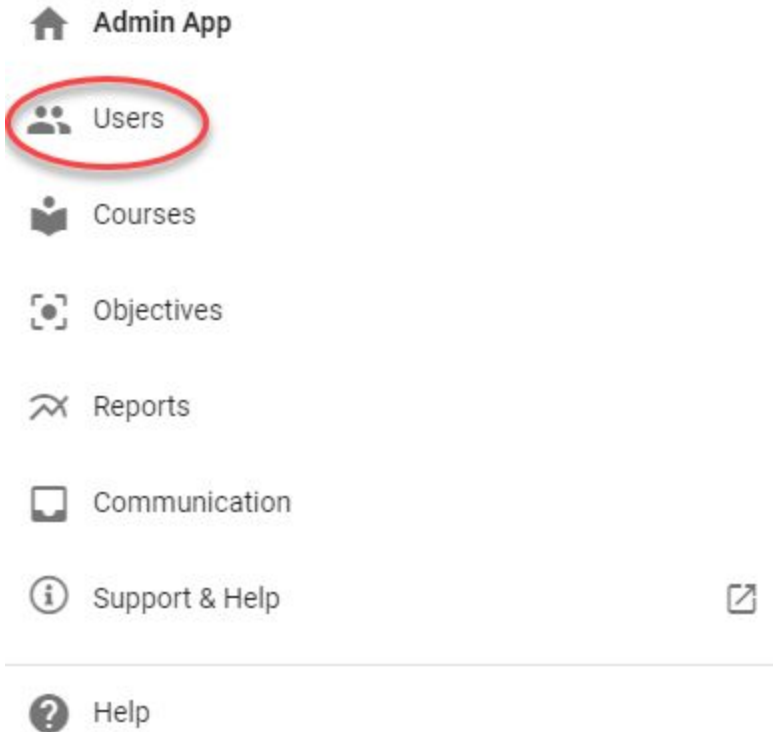




Creating a New User

- Please note, that the ability to create a new user is only possible with Administrator level permissions
- There are 2 ways to add in users. They can be added in one by one, or by bulk adding via a template.
- Below are the instructions to add users in one by one :
 - In the Admin App, open up your triple bar menu
 - Select Users

Bright Thinker School




- When you are able to see the current users in your platform, choose the plus sign in the top right hand menu.
- It will bring up the screen where you will be allowed to create the user profile



Creating a New User

[CANCEL](#) [CREATE](#)




Username Active

First name Last name

Password Confirm

External ID

Domain	Domain ID
Bright Thinker School	130531423 

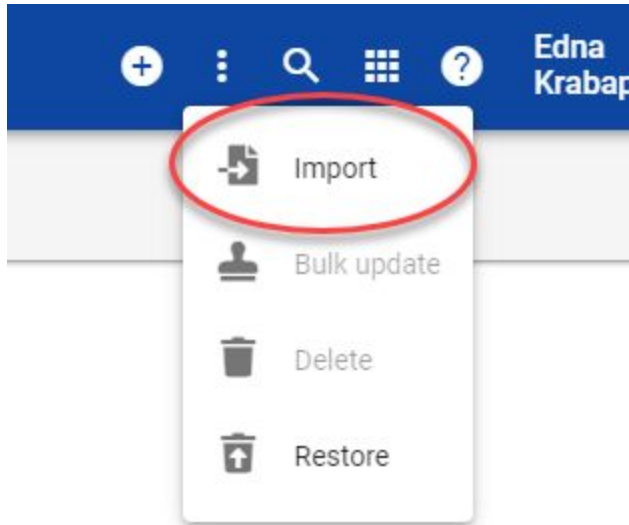
Email

Description

- The user will be created after hitting, “Create”
 - The user will then be able to login using your BrightThinker website, and the credentials that you have just created for them.
 - You will still need to grant them permissions and can follow **THESE STEPS**
- In order to “Import” multiple users at the same time follow the below steps :
 - Complete the .CSV file that contains the necessary information to provide students or staff with accounts
 - Click on the triple dots menu, and choose “Import”



Creating a New User



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- Click “Next” to move along to the “Validate” screen where you will make sure that your users information is correct.
- After validating, you will click “Import” and the new users will be ready to login.
 - New users will need to be granted permission and assigned roles