

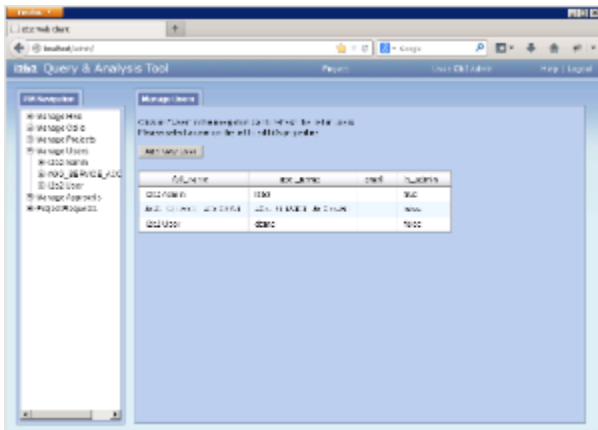
6.5.1.1 Add a New User

Steps to Add a New User

The following steps outline the process of adding a new user in the i2b2 Administration Module.

Assumption: The following steps assume you are already logged into the i2b2 Administration Module. If you do not know how to login please see the chapter titled *i2b2 Administration Module Install*.

1. In the Navigation panel, click on **Manage Users**.
2. The *Manage Users* page will display on the right.



3. In the Manage Users page click on **Add New User**. The page to add users will display.

A screenshot of the 'Add New User' form. It contains several input fields: 'User Name', 'User Full Name', 'User Email', 'User Password', and 'User Password (confirm)'. There is also a dropdown menu for 'Is Admin' with 'No' selected. At the bottom are 'Save' and 'Cancel' buttons. Above the form, there is instructional text: 'Click on "User" in the navigation bar to refresh the list of users. Please select a user on the left to edit its properties.'

4. Enter the information for the user you are adding.



Warning

If **Is Admin** is set to **Yes** then the user will be able to log into i2b2 Admin Module. This means they are able to access information for ALL users, projects and cells.

5. Click on **Save** to save the user.
6. The user will be added to the list of users on the *Manage Users* page.
7. In the Navigation panel click on **Manage Users** to refresh the hierarchical tree and display the new user.

