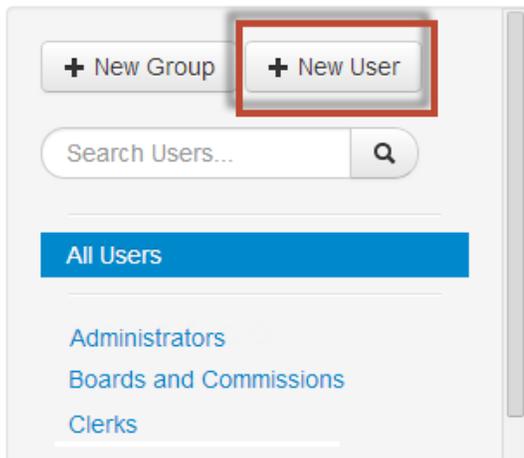


Creating a User

To create a new user, complete the following steps:

1. [Sign in](#) to the Granicus Platform.
2. Click **Apps** and [select Users & Groups](#) from the menu available.
3. Click **+ New User**.



All Users

Username	Full Name
admin	Automation Tester D
administrator	System Administrator
AsaF	Asa Forsman
Ben	Ben Lucchesi

+ New User button

4. Fill out the fields to create a new user. Any field with a red asterisk (*) next to it is required.

[Back](#) [Save Changes](#)

New User

<p>Username <input type="text" value="ABlaine"/> *</p> <p><small>Can only contain letters, numbers, dots and dashes.</small></p> <p>Password <input type="password" value="*****"/> *</p> <p>Confirm Password <input type="password" value="*****"/> *</p> <p>First Name <input type="text" value="Amory"/> *</p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text" value="Blaine"/> *</p> <p>E-Mail <input style="border: 2px solid red;" type="text"/> *</p> <p>Phone Number <input type="text"/></p> <p>Default App <input type="text" value="Granicus Platform"/> ▼</p>	<p>New User belongs to these group(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrators <input type="checkbox"/> April Maint (No Access) <input type="checkbox"/> April Maint (Read Only) <input type="checkbox"/> April Maint (Read/write) <input type="checkbox"/> April Test Group 1 <input type="checkbox"/> April Test Group 2 <input type="checkbox"/> Boards and Commissions <input type="checkbox"/> Clerks <input type="checkbox"/> Council <input type="checkbox"/> C_Auto_No_Access_667123 <input type="checkbox"/> Demo <input type="checkbox"/> group with . and , <input type="checkbox"/> javier test group <input type="checkbox"/> Master
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Creating a New User

5. Select a **Default App** to open automatically when the user signs in to the Granicus Platform. This should be the application that the user is in most often.
6. Select the checkbox next to a **Group** name to add the user to that group.
7. When you've finished, click **Save Changes**.