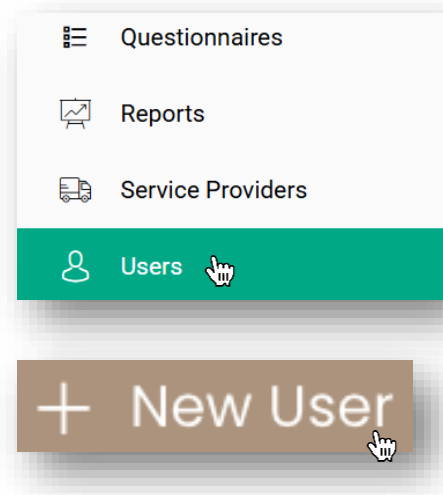# Adding a new user

ADDING A NEW USER

This is the process for adding users individually.

1. On the left side of the screen select User

2. Click to User, then at top right click '+ New User'.

3. You will be taken to the form 'Create User' as seen on the right to input the details.

ASSIGNING A ROLE TO AN EXISTING PERSON

This is the process for adding a role to a person already within the people list.

1. Go to your dashboard and select 'User'.

2. Click to User, then search and click on the person you want to assign the role.

3. You will see a section of the user profile called 'Set Roles'. Click the role(s) you want to assign.

Users will receive a login link, username and a link to reset their password.

Resilience User: Select for basic security permissions

Resilience Manager: Suitable for managers and higher, included system admin permissions.

SIM FACILITATOR: Select if you want the user to run workshops.