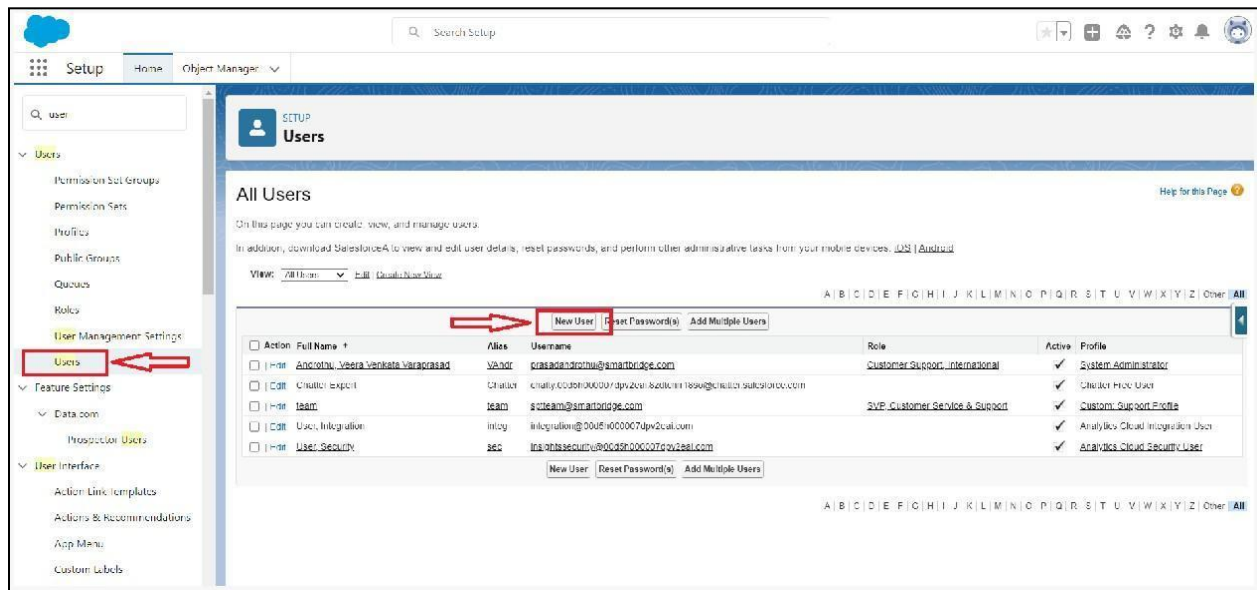


To Create A User

1. From Setup, enter Users in the Quick Find box, then select Users.
2. Click New User.



3. Enter First name as HR and last name as Manager.
4. Enter the user's name and email address and a unique username in the form of an email address. By default, the username is the same as the email address.
5. Then create a new role HR Manager.
6. Select user License as Standard Platform User.
7. Select profile(Recruiter).

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Release Updates

Lightning Experience Transition Assistant

New Salesforce Mobile App QuickStart

Lightning Usage

Optimizer

ADMINISTRATION

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Quotas

Roles

Search Setup

Setup Users

New User

User Edit

Save Save & New Cancel

General Information

First Name: jlr

Last Name: Manager

Alias: jlrmana

Email: jlr@salesforce.com

Username: jlrmanager@example.com

Nickname: User16714630360005136

Title:

Company:

Department:

Division:

Role: <None Specified>

User License: Salesforce Platform

Profile: Standard Platform User

Active: ☒

Marketing User: ☐

Offline User: ☐

Knowledge User: ☐

How User: ☐

Service Cloud User: ☐

Site.com Contributor User: ☐

Site.com Publisher User: ☐

WDC User: ☐

Data.com User Type: --None--

Data.com Monthly Additions Limit: Upload Limit (300)

Accessibility Mode (Classic Only): ☐

8. Click save