1) Create local account on Sakai
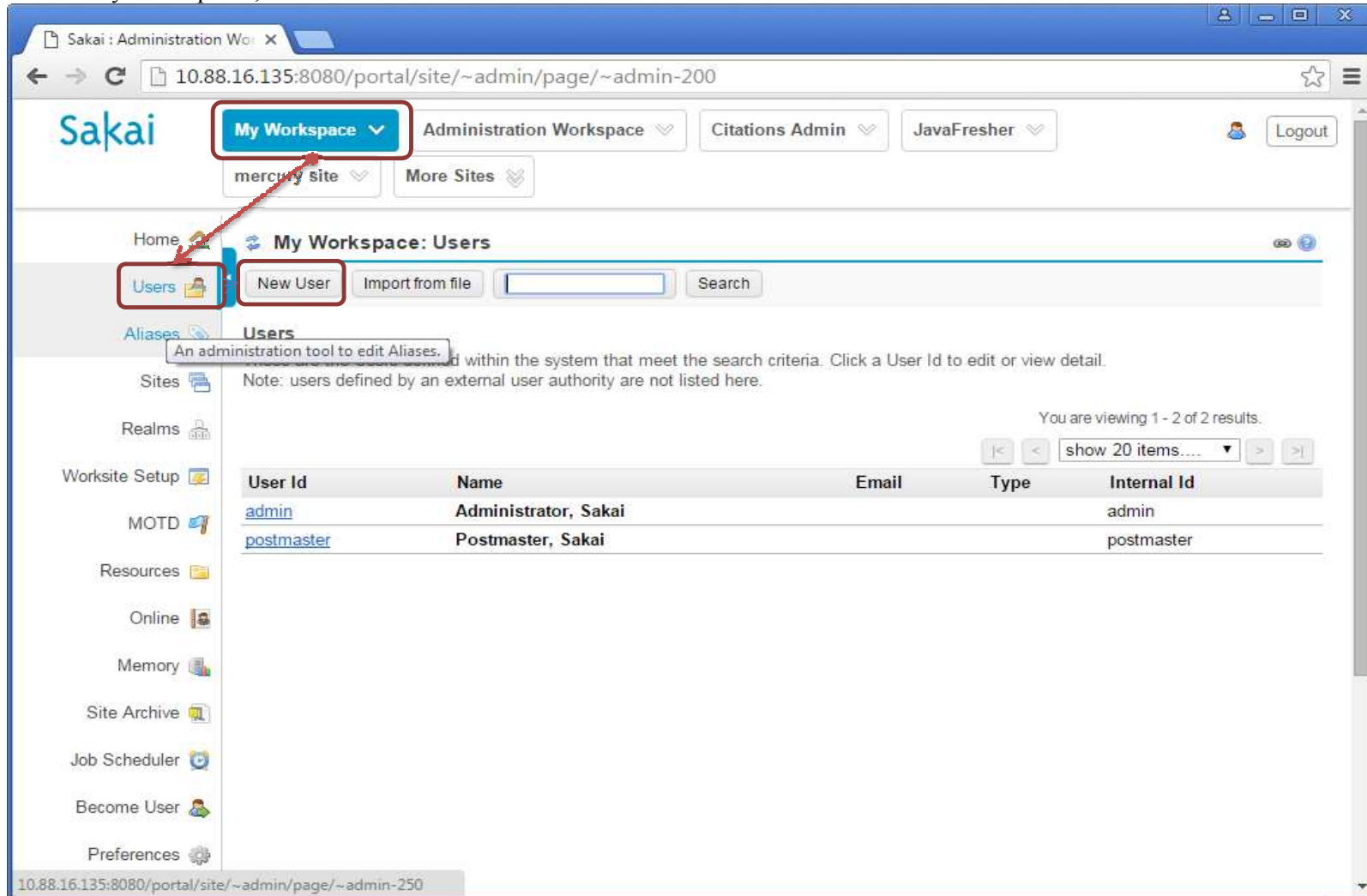
Login by account admin.

Go to site "My Workspace", click on left menu Users.

Then click on button "New User"

Input information for user. Then click on button "Save Details".